

Oneida/Herkimer BOCES  
**Embracing Excellence: School Libraries for the New Century  
Organizational Committee Meeting**

May 4, 2006  
502 Court St., Utica  
**MINUTES**

|                   |                  |                 |
|-------------------|------------------|-----------------|
| Howard Mettelman  | Daniel Gilligan  | Vincent Condro  |
| Ken Ford          | Ann Turner       | Sandy Bunal     |
| Patricia Skelly   | Marilyn Skermont | Judith Robinson |
| Jeffrey Roudebush | James VanWormer  | Kay Bishop      |
| Robert Service    | Antoinette Kulak | Sue Janczak     |
| Dr. William Gokey | Carol Zygo       |                 |

**Present:** Ken Ford, Patricia Skelly, Mary McCormick, Jeffrey Roudebush, Robert Service, James Van Wormer, Dr. William Gokey, Carol Zygo, Vincent Condro, Sandy Bunal, Sue Janczak by video conference

Meeting was called to order at 1:05 p.m.

- I. Release time for field experience and practicums: Connection was made with Sue Janczak in Buffalo. Sue explained the requirements set by the State Education Department regarding field experience and practicums. For the LIS 524 course with a 50 hour field experience requirement, she indicated that while students need to work at all three levels of library service (elementary, middle and high school), that can be accomplished in the same school district. Also, students need to work in districts that are demonstrated high need districts and that serve special needs students. For LIS 525 course with two 20 day practicums, the State Education Department is considering waving one of the practicum experiences. If the candidate teaches at the elementary level, they will do a practicum at a high school library. If the candidate is a high school teacher, they will need 20 days at an elementary school library. The days of the practicum do not need to be consecutive. The practicum time can be accomplished in full or half day intervals every week, on an on-going basis. If the student is a certified teacher and employed in the library, they can get an internship certificate and be exempt from the practicum. There is also flexibility in the timing of the practicums. After certain coursework is completed, candidates may begin spreading out their experience over a whole year. All information on the requirements for these practicum experiences is available at the State Education website.
- II. Funds for subs were not figured into the grant. Pat will look into the possibility of writing an amendment to the grant for more money or partnering with PPD so that schools can be reimbursed for sub fees through aidable services.

- III. Review of Progress to Date
  - a. Candidates: Candidates have been selected to receive scholarships. Because one of the candidates selected was well into a library science degree already, and needed very few courses, a tenth candidate has been awarded a partial scholarship.
  - b. Mentors: Mentors are being recruited from the ranks of retired or retiring librarians, and the final selection of mentors will be finalized very soon. At the initial meeting of potential mentors, a focus was placed on professionalism and the role of the library media specialist in the larger school dynamic. If people have suggestions for mentor training programs, please forward those ideas to Pat Skelly. The goal is to find a training program that will not be prohibitively long.
  - c. Computers: Computers have been ordered for the students, with an equal cost share by students and grant funds. Gateway tablet computers were selected to promote the use of emerging technology by the students.
  - d. Technology Institutes: The Technology Institutes are being planned for the students. Students will participate in four sessions of at least one hour each over the course of the school year. To date, the students have been directed to participate in a webinar program on electronic databases and advanced searching. They will also receive training with the new computers, and will attend the Leatherstocking Conference sponsored by the School Library System in October.
- IV. Library Evaluation: The Advisory Committee has been working diligently to establish a detailed plan for library evaluations. Pat Skelly shared what the binders look like for the evaluation process. School districts will partner with one another to do cross district evaluations of the library programs. Electronic surveys were devised for students and staff, and a format for on-site visits has been designed and will be approved by the advisory committee made up of partnering districts. Students and staff members will be interviewed during the evaluation process. Finally, results of the evaluation process will be compiled and presented by the Advisory Committee members to school board members and administrators. This process and the results are expected to be among the most time consuming and the most rewarding facets of the grant.
- V. Other: No other questions or concerns were raised, and the meeting was adjourned at 2:00 p.m.