

Oneida/Herkimer BOCES
Embracing Excellence: School Libraries for the New Century
Organizational Committee Meeting
November 2, 2005
502 Court St., Utica
MINUTES

Howard Mettelman	Daniel Gilligan	Vincent Condro
Ken Ford	Ann Turner	Marilyn Skermont
Patricia Skelly	Daniel Lowengard	Judith Robinson
Jeffrey Roudebush	James VanWormer	Kay Bishop
Robert Service	Antoinette Kulak	Sue Janczek
Dr. William Gokey	Charles Molloy	David Penniman

Present: Karin Kell Deyo, Ken Ford, Patricia Skelly, Mary McCormick, Jeffrey Roudebush, Robert Service, Ann Turner, James Van Wormer, Antoinette Kulak, Dr. William Gokey, Charles Molloy, Vincent Condro, Carla Percia

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

- I. Introductions were done of all participants: Karin Kell Deyo connected from Taunton, MA.
- II. Review of Grant Policies
 - a. Karin Kell Deyo reviewed the Roles and Responsibilities of Oneida BOCES in the grant process (see enclosure). At present, six of the nine participating districts have potential candidates for students. All students must be approved by the University of Buffalo and Oneida BOCES before acceptance into the program.
 - b. University of Buffalo roles and responsibilities were reviewed. Students may now do the program without leaving this area, as a result of the redesign of one class.
 - c. Gail Dickinson is the outside evaluator for the grant.
 - d. Dr. Gokey asked if there is a minimum GPA requirement for students; Karin Kell Deyo will check with the University and report back. Pat Skelly stated that there will be four technology trainings per year, and she will be responsible for implementing them. Students will be required to do a practicum, even if they are currently teaching. Fees for the summer session may amount to about \$700.00 per student depending on campus versus off-campus activities.
 - e. The Organizational Committee will administer the grant.
 - f. Advisory committee: members of the Organizational Committee are asked to supply two names per district, preferably one library media specialist and one other person. Email those names to Pat Skelly. Pat will set up the first meeting of the Advisory Committee.
 - g. Building Committees: this involves a district wide commitment; all librarians will work with a committee made up of staff, students, parents, etc. to evaluate their programs and will use the state rubric. Districts could focus on improvements to one library at a time. Districts will do evaluations each year, three times total, in the early spring of 2006, 2007 and 2008. It was suggested that schools post results on their web pages.

III. Programs:

- a. Mentors: potential mentors should submit their resumes to Pat Skelly for review. Administrators should begin now considering how much time mentors should be in their buildings; guidelines for hiring personnel must be followed, including fingerprinting and background checks. Large group meetings of mentors will be held; mentors must commit to three years of involvement. Bob Service asked if the Advisory Committee members would serve as mentors; Pat Skelly indicated that she would prefer retired library media specialists, who would have more time to devote to the project. Vince Condro asked if mentors would work with more than one student; Pat Skelly stated that they could work with multiple students if they kept the quality with both.
- b. Leadership Institute: it is suggested that our program utilize the leadership institute done every summer in Ithaca.
- c. Technology Program: this program would provide skills to help people adapt to new technologies. There should be an emphasis on the appropriate use of technology. Another primary focus must be on media literacy, with persons emerging from the program able to train teachers. Dr. Gokey suggested that it would be valuable for mentors to take part in the training. Bob Service asked if technology skills would be evaluated by the University of Buffalo; Karin Kell Deyo indicated that there is an assessment of skills, but the result of the assessment would not eliminate a candidate from the program. A decision was made to move the technology component of the program to the start of the project.
- d. Evaluation of the Library Media Program: the intention is to streamline this process, starting with an outline which will be supplied by Pat Skelly. A template for the written evaluation will be devised and made available as an online tool. The rubric and self evaluation will also be available as online units.
- e. Awareness and Advocacy Program: the IMLS is considering our grant project as a model for others.

IV. Miscellaneous:

- a. Drop-out students: the proposal to require students who drop out of the program to do community service work was considered a difficult proposal and one that should be avoided. Bob Service would like to see any drop out students pay back the tuition. Since this is a federal grant the money cannot be paid back directly; it was proposed that the pay back go into a fund to pay for tuition costs of a new student. Pat Skelly will pursue details on how this would work.
- b. Dr. Gokey asked if candidates will be required to work in the sponsoring districts: candidates are not bound by those schools and may want to go to another district.
- c. Candidates not currently certified as teachers can be considered for the program, but they will need to complete an additional 12 credits to obtain certification, and pass state exams. Those twelve credits would be at their own expense.
- d. Dr. Gokey asked if districts would be able to remove students; the project will abide by University of Buffalo policy.
- e. Students will start during the summer of 2006; names are needed now. Oneida BOCES pays the University of Buffalo in February for summer tuition.

Next meeting: Pat Skelly proposed that the Organization Committee will meet only as needed. We will communicate by the use of email and poly com units. Meeting was adjourned at 2:40 p.m.