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|  NESA TEACHER REP MEETINGMinutes September 13, 2013Holiday Inn – Al BarshaDubai, UAE |
| **Introductions and Welcome** | * Michelle Khuns from AS Dubai
	+ AS Dubai is hosting the Fall Training Institute
* David Chojnacki
	+ NESA relies on Reps to communicate current PD initiatives
	+ Agenda Overview – Finish by 5:00, Dinner at 7:00
	+ Overview of NESA Staff: If unsure, email Anne Marie at annemarie@nesacenter.org
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| **TED Talk**  | Together, but Alone by Sherry Turkle –<http://www.ted.com/talks/lang/en/sherry_turkle_alone_together.html>* Comment: At some schools, students are not allowed to use devices during lunch or breaks to support community involvement
* Comment: How do we motivate students to use technology responsibly and motivate students to reengage in school
	+ David will send article regarding “bogus” educational research.
		- Multi-tasking does not exist
		- Learning styles are not supported by research
		- Student directed learning is unsupported by research: you have to deal with “boring.” Not everything has to be on an iPhone
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| **2013-2014 Institutes and Spring Educators Conference** | **Fall Training Institute, November 8-9, (hosted by AS Dubai)** (Registration Deadline October 1)For list of speakers and topics, please go the link below: <http://www.nesacenter.org/page.cfm?p=1143>**Winter Training Institute, January 24-25, 2014 (hosted by TAISM, Muscat)**(Registration deadline December 20)For list of speakers and topics, please go the link below: <http://www.nesacenter.org/page.cfm?p=1116>**Spring Educators Conference, April 4-7, (Royal Orchid Sheraton, Bangkok)**(Registration and hotel reservation will be activated soon)For list of speakers and topics, please go the link below: <http://www.nesacenter.org/page.cfm?p=1117>* + Special Offerings at SEC:
		- **Robert Garmston & Carolyn McKanders:**Five-Day "Adaptive Schools" Certificate Program (April 3-7)
		- **Administrative Assistants Strand**

Some useful info at SEC:* April 3 Pre-conference meeting for Reps
* Some publishers may be present, but usually only the “Big Names.” Charity good sales will continue in Bangkok and Istanbul
* Specialist handouts are provided online for download. They will NOT be provided at the conference
* Child care is provided for a fee by local pre-school/agencies
	+ Usually divided by age (3-6, 7-11, 12 and up) – children participate in different activities daily. There is no childcare for under 3’s.
	+ Parents are responsible for registering children ahead of time
* Free Wi-Fi at the hotel
* Reps bring raffle prize worth at least $75 and proceeds go to the community service awards
* Social Events include a welcome reception on the first day and a gala dinner (co-delegates fee covers social event attendance, tickets can be bought separately for children)

**NOTE:** Teachers College Reading & Writing Workshop connected programs: no extra fee, but day will be slightly different. This year, attendees will attend keynotes and will be able to go to two teacher workshops. Changes made based on attendee feedback from previous years. Adaptive school programs are still all day and require an extra fee: **$860**  |
| **Dates and Deadlines** | * **October 1**: Registration Deadline Fall Training Institute
* **October/November**: Mini-NESA
	+ - Reps organize Mini-NESAs to evaluate the workshops that others teachers would like to present at the SEC
		- Mini-NESAs can be held after school, on an in-service day, etc. Some schools run a Mini-NESA together
		- Reps can present at the SEC (but administrators cannot unless they are co-presenting)
		- Using the feedback forms in the handbook, Reps, administrators, and other mini-NESA participants evaluate and rank the presentations
		- Based on the results, up to five can be submitted to NESA for SEC consideration (online Teacher Workshop Proposal form on rep page)
		- Workshops are chosen based on evaluation ratings from the Reps/Admin, and PD needs determined by NESA
		- During a mini-NESA, Specials (art/music) may not have a big audience, but other teachers can come just to provide feedback (use evaluation form in Rep Handbook)

If a presentation is chosen, the teacher is responsible for bringing laptops, adapters for projectors, and any other necessary materials (projectors supplied by NESA) * + - Handouts for teacher workshops are sent to Anne Marie
	+ **November 1:** Submissions Deadline for NESA News
		- The newsletters need submissions from Reps and other teachers at schools
		- Suggest writing an article to teachers who are starting new programs or initiatives
		- No advertisements! Publication only for professional work
		- Suggestions on topics: CAS projects, recap of a consultant’s visit, experience with new curriculum, Mini-NESA, or anything of interest to people around the region
	+ **December 1**: Online Teacher Workshop Proposal Form(s) submitted to NESA
	+ **December 1**: Award Submissions (<http://www.nesacenter.org/page.cfm?p=352>)
		- Haas/Hansen Award: Recognition for middle school students
			* Three student winners receive $500, one is invited to SEC (with a parent)
			* Limit of three applications from each school
		- Community Service Award
			* Funded through charity raffle that reps run at SEC
			* All proceeds go to community service projects at schools
		- Margaret Sanders International Schools Scholarship
			* For high school seniors attending college
			* Application can be downloaded from NESA website, High School transcripts required (one per school)
			* Only around 6-7 students apply each year!
			* Slight preference for students who are going into journalism/writing
			* $5,000 check written to a college or institution (**501 (c) (3)**)where student attends freshman year.
	+ **December 20**: Registration Deadline, Winter Training Institute
	+ **January 24-25**: Winter Training Institute
	+ **March 1**: Submission Deadline for Spring Issue of NESA News
	+ **April 4-7** Spring Educators Conference
		- Rep meeting Thursday (April 3) before SEC
		- Teacher Rep breakfast on last morning (early)
	+ **June 1:** Submission Deadline for Fall Issue of NESA News
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| **Rep Responsibilities** | * Hand out NESA News
* Get word out to other teachers about what is going on
	+ Speak at Faculty meetings
	+ Have a bulletin board in teacher workrooms
	+ Use brightly colored paper that is consistent from handout to handout.
	+ Hang announcements in the bathroom or by the copy machine
	+ Make time after this meeting to meet with superintendent
* Login to Rep website
* Keep track of deadlines
* Bring gift for charity raffle at SEC (up to value of $75 and easy to pack)
* Make sure that teachers who are presenting at SEC have a buddy to help with:
	+ Handouts
	+ Set up
	+ Distribution and collection of evaluations (included in Rep handbook). Also, weed out evaluations that aren’t constructive (Note: it was decided to keep handouts on paper because not everyone will have their own devices at the conference)
* Inform everyone that handouts for SEC specialists are NOT available at conference. They can be downloaded from the website or printed beforehand (free internet at the hotel).
* Let people know about the registration and hotel fees:
	+ $645 registration and $224 hotel
	+ Co-delegate (like a spouse or parent) fee of $250 covers social events (Welcome Reception - children under 12 are free, Gala Dinner – children under 7 free, ages 8-13 approx. $35)
		- Co-delegate fee does not include Instructional Aides
* If possible, make presentation to school board about NESA opportunities and answer any questions they might have about the value of PD
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| **Future Conference Dates** | * Fall Leadership Conference: October 23-26, 2014 in Istanbul
* Fall Training Institute: November 7-8, 2014 in Doha
* Winter Institute 2015: TBD, possibly in Bahrain, Chennai, Delhi, or Kuwait
* Spring Educators Conference: March 20-23, 2015 in Istanbul
	+ Earlier than usual due to various holidays and conferences
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| **Other Informational Matters** | * **PDAC**: 9 Member team works to ensure that a researched based PD plan is in place
* **Wider Circle**: PDAC plus curriculum coordinators to inform PD choices and selections. If you don’t have anyone in the Wider Circle, let David know so that your curriculum coordinator can be added
* **NESA Projects**
	+ NESA Virtual School
	+ NESA Virtual Science Fair
		- Students and mentors from around the world collaborate virtually
	+ iOlympiad
		- Students from around the world participate in athletic competitions and submit their own times
* **Collaboration Grants**: applications online.
	+ Funds professional development between or amongst NESA member schools.
	+ For example, Pic-Art: a meeting for art teachers being hosted by American School of Doha
* **Certificates of Participation**
	+ One week after the event/Conference, teachers can download their certificate of participation from the website
	+ Workshop presenters also receive a special certificate
* **Graduate Credit for Training/Conference Attendance**
	+ From the website, participants can apply for graduate credit from SUNY Buffalo
* **NESA Online**
	+ Facebook
	+ NESA Rep Section
	+ NESA Newsletters (submit by November 1 for the fall and does NOT have to be written by Rep)
	+ Submit photos, articles, etc., following the guidelines
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| **Question and Answer/Other Information** | How involved should I be in registration for my colleagues?* Support and help your colleagues with registration and questions, but don’t be a travel agent! Reps should not plan travel/advise on Visas

Why is only the Spring issue of NESA News online?* All issues are online, but Spring issue is **only** online (not printed)
* Find the NESA News link on the left hand side of the website (scroll down)

I live in an area that might be tricky for others to go to. Would it still be possible for me to apply for a NESA grant?* Don’t let that deter you…though sometimes your location might not be accessible for some, there will always be people who are willing and able to travel to where you are.
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| **Rep Suggestions for NESA or Other Reps** | * On the registration page for conferences add that the password is registrant generated (not something that has already been created).
* Reps: talk to administrators about adding a NESA section to your faculty handbook and include your name as contact.
* On Feedback Form for Teacher Workshops, add section for actual content in addition to mechanics of presentation (form is going to be revised and resubmitted by October 1 by volunteers).
* Use the same subject on your NESA emails to your school (for example, always title your emails “NESA Note”)
* Request for information on student led conferences: If you can help, email Lisa Mancuso (lmancuso@acsamman.edu.jo)
* Request for information on formal service learning. Interested teacher write a letter and send it to Anne Marie who will send it out to the NESA reps and passed to their school’s service coordinator for follow up.
* Request for information on EAL support for subject teachers who are not EAL trained. Suggestions: Bring in Gini Rojas and look at her website. Email Charu (cgulati@aes.ac.in) if you have more suggestions. WIDA is coming to the Fall Training Institute offering workshops for all grade levels and subjects.
* More workshops for classroom management. David will take this suggestion to the PDAC. NESA is also trying to increase the number of opportunities for the early years and lower primary grades. Michael Grinder (Envoy Training) addresses classroom management for all grades. Positive Behavior Support (Be safe, be respectful, be responsible) is another method for behavior management and setting expectations.
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| **Who gets What?**  | * NESA News, Workshops, Handouts to: annemarie@nesacenter.org
* Conferences and/or registration to: conferences@nesacenter.org
* Awards questions or nominations to: maria@nesacenter.org
* Unsure of where it goes – send to: annemarie@nesacenter.org
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| **Links from the Meetings**  | * International Dot Day<http://www.thedotclub.org/dotday/>
* NESA Virtual School<http://www.nesacenter.org/page.cfm?p=379>
* Pic-Art Collaboration Event<http://picartdoha.blogspot.ae/>
* iOlympiad<http://www.iolympiad.org/>
* Collaboration Grants<http://www.nesacenter.org/page.cfm?p=353>
* TAISM Festival of Choirs<http://taism.com/> (then select Festival of Choirs on the left hand side)
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