Team Leader's Responsibilities:

- Facilitate the organizing and scheduling of meetings.
- Attend occasional phone conference meetings with Pam.
- Set meeting times with members on Aug. 6.
- Initiate the Go To Meeting session and conference call for every scheduled meeting.
- Have your group develop and adhere to a Code of Honor.
- Use the 4Mation software as the framework for coaching and assessing each lesson.
- Encourage equal participation and input from every group member.
- Schedule meeting and set agenda for each meeting.
- Post your meeting report for the office on the website.

Virtual Study Group Responsibilities:

- Develop and adhere to a Code of Honor.
- Meet for 2 hour blocks of time for the months designated for personal staff development.
- Consider the 4MAT framework when working in your content area.
- Set at least one invitational educational goal per month to share / report on at each virtual meeting.
- Teach at least one 9-week 4Mat lesson in your classroom during the school year and share results with your team.
- Actively participate in each meeting via technology.
- Have a method in place for communication with your team.
- Have access to high speed Internet and phone line.
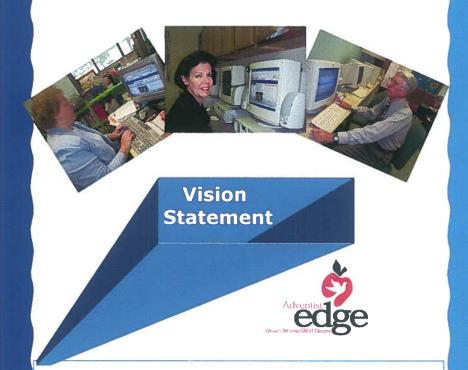- Be a supporting, contributing member to your team.

Carolina Virtual Study Groups

Adventist **edge**

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Carolina Conference of Seventh-day Adventists
Education Office
Phone: 704-596-3200
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Carolina Virtual Study Groups
2008 / 2009

Vision Statement

Adventist **edge**

COMPLIMENTARY TEAMS
THAT DEVELOP YOUR
STRENGTHS, PASSIONS, AND TALENTS

AND

WHERE YOUR WEAKNESS
BECOME IRRELEVANT BECAUSE
OF THE STRENGTHS OF OTHERS.

Carolina Virtual Study Group Schedule for 2008 /2009

Study Group	Date	Place
Day # 1	August 6	Convention—Pisgah
Day # 2	Sept 19	*Special Area Meeting-Health
Day # 3	Nov. 26	*Personal Staff Development Day
Day # 4	Jan. 5	*Personal Staff Development Day
Day # 5	Feb. 16	*Personal Staff Development Day
Day # 6	Mar. 9	*Personal Staff Development Day
Day # 7	April 13	*Personal Staff Development Day
Day # 8	May 4	Conference Office
Virtual Meetings	TBD by each group	Via Technology

NO School on Staff Development Days.

* Personal Staff Development Days:

To be used in two ways;
- One, to meet with your Virtual Group and/or
- Two, use it for personal development– a *"Sharpen the Saw"* day.

Personal Development is defined as something that you need to do in order to make you a better teacher when you return to school. There will be no reporting for Personal Development days. You are responsible for making a decision that will make you a better teacher. See Stephen Covey's *Seven Habits of Highly Effective People* for information on *Sharpen the Saw*.
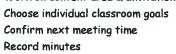
Virtual Groups Study Groups for 2008 / 2009

Team Leader:	Group Members:
Members in blue are certified 4MAT Trainers.	
58 Carolina teachers - 4 Guest Members - 7 Administrators = 70 Members Total	
5-Sonja Eberhart	Jamie Francisco, Donna Steen, Eulita Heisey, Susan Newsome
6-Clint Sutton	Gregg Iverson, Janesta Walker, Nancy Chang, Wendy Baldwin, Laura Nelsen
6- Bobbi Zeismer	Michelle Bullard, Donna Caswell, Kathya Osejo, Sherry Daily, Pamela Forbes
6- Cheryl Simonds	Loren Herbert, Robert Crux, Kimberley Coleman, Roger Wiehn
5-Wanda Beck	Eileen Fuller, Robin Davis, Pixie Paradis, Sheryl Blake, Annalee Hunt
6-Beth Belensky	Coralie Lallemand, Jan Hefner, Katie Grant, Beth Hoosier, Cheryl Herbert
6-Kim Nicholson	Fred Brannan, David Pasos, Lori Busch, Debbie White, Judy Harward
6-Ruth Steinkraus	Patti Christman, Anna Marie Doying, Angie Paulk, Kathy Bailey, Nina Kesselring
6-Harry Janetzko	Wanda Williams, Carl Acker, Rory Daily, Adele Morgan, Chester Caswell
6- Julie Primero	Norma Collson, Sharon Crux, Cathy Carlton, Jackie Green, James Morgan
6- Debra Eszler	Wendell Carlton, Phyllis Knight, Genise Green, Becky Gillen, Tammy Charles
6-Pamela Forbes	Wanda Sarr, Rita Green, Bill Green, Suzy Gloude-man, Gene Brewer

General Agenda
- Opening Prayer
- TeamBuilding Activity
- Individuals report progress
- Work on content area & Invitational Education
- Choose individual classroom goals
- Confirm next meeting time
- Record minutes
- Closing Prayer