**Attendance**

***Sending Site Representatives***

Angela Shirley – Auburn University

Laura Kanney – Ashland University

Tara Standerfer – Eastern Illinois University

Sherie Klee – Grand Valley State University

Anna Abramenka – Grand Valley State University

Marty Lash – Kent State University

Elizabeth Kenyon – Kent State University (virtual)

Tiffany Dellard – Middle Tennessee State University

Anne Perry – Northern Kentucky University

Frans Doppen – Ohio University (virtual)

Tammy Brown – University of Alabama

Melinda Alsobrook – University of Alabama

Anna Hiers – University of Georgia

Sharon Brennan – University of Kentucky

Ellie Holliday – University of Kentucky

Jenny Mahon – University of Nevada – Reno

Donielle Stephens – University of Southern Mississippi

Anne Sylvest – University of Southern Mississippi (virtual)

Jessica Bunales – University of Southern Mississippi (virtual)

Kelsey McLean– University of Wisconsin – River Falls

Andrew Turner– University of Wisconsin – River Falls

Leslie Rush – University of Wyoming

Kate Welsh – University of Wyoming

Therese Kightlinger – Youngstown State University (virtual)

***Receiving Site Representatives***

Evelin Wright – Germany

Alberto Veiga – Spain

Lynda Boyd – New Zealand (virtual)

Justine DeFrancesco – Germany (virtual)

Janette Gee – Australia (virtual)

Claudia Chapa – Mexico (virtual)

Denis Courtney – Ireland (virtual)

Hans Campman – Netherlands (virtual)

Soula Mitakidou – Greece (virtual)

Chiara Ghizzoni – Italy (virtual)

Meeting called to order by Sherie at 9:00am

**Welcome & Introductions**

**Honoring Retirees**

Bobbi Lussier – Middle Tennessee

Doug Bower- Eastern Illinois

Anne Sylvest- Southern Mississippi

Florence Monsour – UWRF

Bill White – Ashland

Julie Cleary – Kentucky

Sharon Brennan – Kentucky (presented gift)

**Approval of 2021 Minutes**

Angela Shirley moved to approved 2021 minutes

Marty Lash seconded

Unanimously approved

**Director’s Report**

Sherie Klee shared point of pride of surviving COVID and flourishing during this difficult time. We are **g**etting back to “normal” after challenges. We are in a time of welcoming many new sending site coordinators.

**Directorship Vote (2022 – 2026)**

According to current bylaws the procedure for voting is, “Where there is only one applicant for the position, there will be no need for a ballot. The applicant will be appointed provided that there is sufficient institutional support for the applicant as adjudged by the membership.”

No new members requested to be considered for director.

Tammy Brown moved to support the 4-year renewal of both Sherie and Anna.

Leslie Rush seconded

Unanimously approved

Performance review requests will be sent to participants to review Sherie and Anna’s performance

**Review of COVID & Vaccination Policies**

Discussion about a new requirement for COVID vaccination status was led by Sherie. Students will sign a waiver and it will be housed with each university. No need to send with application packet. Students will need to travel with proof of vaccination. Suggestion to include fully vaccinated/ up to date status as determined by the CDC before departure be added to the waiver. Vaccination declaration will be combined with current COVID waiver. Form will be created and shared with members for feedback for inclusion with Spring 2023 applicants.

Tammy suggested make an “other” box on the application for additional required items.

Anna and Sherie will explore with GVSU to see feasibility.

**New Procedures for Overseas Receiving Site Coordinators**

***Connecting Students at Each Site***

Discussion on the preferences of students in connecting with others at each site was held. A request for receiving site coordinators to send a mass email that allows students to know each other’s contact information was made. Students who check the “do not share information” box on the application should be excluded from this communication.

The importance of communication from the sending site to the receiving site upon receiving the placement confirmation letter was stressed.

***Electronic Independent Contractor Form***

Anna shared the new policy from GVSU that each independent contractor must sign a form EACH semester to process payments. These forms may be signed electronically and will be issued with invoices. Also, a reminder that receiving sites may create and send their own invoice once all scheduled students have arrived in country. Those may be sent directly to Anna with the Independent Contractor Form for payment processing.

***Certificates for Schools***

Anna shared the creation of a certificate for participating receiving sites schools is complete. Requests for those certificates should be directed to Anna

**Upcoming Conferences**

Sherie introduced a new policy for annual meeting/conference. Rather than a flow through, we will set registration fee at $250.00 domestic and $300.00 overseas. All profit will be maintained in a conference account to support any overages other years. Members are still encouraged to seek support from their university when hosting the meeting.

Motioned to set fee each year so we know the next year’s cost – unanimously approved

The creation of a separate conference revenue line item in budget will be used to track progress.

Conference 2023 – Ourense, Spain | Dates | 50th Anniversary

April 18th - 21st, 2023

Cultural activity included

Invite all honorees

Conference 2024 – Kentucky University volunteered

**Belize Site Visit Presentation**

Sherie made a site visit to the new site in Corozal Belize (see attached slide show). The first official COST student was sent this semester from GVSU. This site is **r**ural, lower income area.Housing with Deyfi (principal and teacher) $175.00 per week

**Placement Evaluations and Statistics**

Justine gave an update on the 2 COST students who were the first to be placed in Berlin for Spring 2022. All went well, and Berlin will be used as a consistent placement site.

Tammy Brown is reaching out to Switzerland to reconnect and confirm interest after COVID

New Zealand and China not able to accept applications yet. Lynda Boyd shared New Zealand is hopefully opening borders soon.

Due to communication delays The Bahamas is currently on hold.

Fall placement applications were being held for approval of COVID requirements and will be distributed next week.

**Finance Report**

Anna reviewed the balance sheet and proposed budget for 2022-2023. Balance sheet and proposed budget showing revenue (in the black). Discussion to review Program Coordinator salary. Decision made to increase Program Coordinator salary by $1,500 to account for inflation.

**Brief Review of Bylaws & Membership**

Per current bylaws new members are required to send 1 student in first 4 years. Due to COVID a 2-year extension of this policy has been adopted. Bylaws also currently require all existing institutions to send 2 students in a 3-year span

**Friday, April 29, 2022**

**New Coordinator Orientation and Updates**

***Brief History of the Consortium***

Alabama began sending to Mexico in 1961

COST established 1973

Originally tuition went to Alabama & they paid for supervisors to evaluate students

Various receiving sites over the years

Traveling directorship with Alabama holding position for 13? Years

Came to GVSU in 2014

***Current Sending Institutions and Contact Information***

Will be sent electronically with minutes

***Sending Institution Expectations (Roles and Responsibilities)***

COMMUNICATION with receiving sites (arrival & departure)

Pre-departure training with students (website as resource)

Visa, vaccination, licensing requirements, etc.

Relay teaching requirements to receiving sites (length, days in charge, grade level, etc.)

Assist and keep record of student flight info

Ensure home university requirements are met (International Centers and State Licensing)

***Placement Lengths***

6 – 14 weeks

Most sending sites average 6-8 weeks

Fees consistent $900.00 up to 10 weeks

Increases $100.00 each additional week

Visa requirements for 12-week placements may be required

***Student Teacher Evaluations***

Each institution responsible for sharing requirements with receiving site after placement

COST sends evaluation after student participation

Will work to create a common assessment each site may use

***Current Receiving Sites and Contact Information***

Will be sent electronically with minutes

Close attention to listed areas and grade levels when guiding students

General information for each site was shared

***Receiving Site Coordinator Responsibilities***

Safety is first

Find school placement

Find housing (or assisting with vetting and securing)

Pick-up and departure arrangements from airport/train

Emergency on the ground support

Negotiate any housing/school problems with students and others

Provide local guidance on safety/attractions/travel

Communicate with sending site coordinator

Assist with evaluations when requested or preferred

“Check-ins” with students

Receive placement fees paid by students – use at their own discretion

***COST Applications***

Applications are processed through GVSU

URL is shared with student to create an account

Applications are due August 1 for Spring placements and February 1 for Fall placements

Suggest having students submit 2 weeks prior to deadline to allow for edits

Sherie’s URL “cheat sheet” used with students is attached

Example of State level fingerprint letter used in place of FBI clearance attached

**Placement Process**

Applications to website by February 1 and August 1

Puzzle is determined based on grade & subject requirements

Initial inquiry email sent to receiving sites

Full applications sent to receiving site with adjustments

Receiving sites send acceptance form

Anna sends acceptance letter to coordinators and students (may not have all info yet)

Sending site coordinators & students begin communication with receiving sties

TRY to confirm fall placements by end of May

TRY to confirm spring placements by end of October (depends on receiving site response time)

***Invoicing and Making Payments***

Anna sends invoices once a semester. Fall invoices include annual membership fee. Fall invoices sent in October, once all students have departed. Spring invoices sent in March once all students have departed.

Receiving coordinators are asked to submit an invoice each semester once all students have arrived in country. If payment goes to individual, must also now submit an electronically signed independent contractor form each semester.

***COST Program Website & Coordinator Portal***

Andrew will work to supply a QR code for students to use to access the COST website

Suggestion for monthly showcase of receiving sites via ZOOM sessions. Sending sites and students can attend.

Anna will work toward including student shared testimonials and pictures on the website.

***Hosting Annual Meetings***

No expense to university

All fees paid by COST

Solicit collaboration

Usually include an optional cultural experience

***Site Visitations and Development***

Increase to 500.00 per side site visit for recruitment

Visitation schedule suspended for 1 year due to overseas planned meeting

Will reconfigure visitation schedule to include new coordinators by next meeting

Discussion on expansion of receiving and/or sending sites will be continued in 2023

Possible sites to consider: Vietnam, Ghana, Denmark

Process of accepting new sites requires a visitation from a sending site representative, vote from sending members and signing of Memorandum of Agreement

\*\*Meetings were recorded at the following links

You can find Thursday's meeting recording here:

<https://gvsu-edu.zoom.us/rec/share/dJoJx7jGC3gi4dyE2v-1nUZLIIaTdE3rcd2iU0uHZqLXp1ozy11yrU69M-OdGK9-.ZyuXPI4AnvjUfQVe>   
Passcode: hQd6=oC0

and Friday's meeting recording here:

<https://gvsu-edu.zoom.us/rec/share/S5xin06tu_bWrvwOlS8i4XKoG6rkZSerudl_qPwqNhhNNYPqOMZnh_HKmN15i0Xa.JtXTNyPuwe2H1ja6>  
Passcode: 4Mdu&GyB

To create an application go to [www.gvsu.edu/cost/apply-login.htm](http://www.gvsu.edu/cost/apply-login.htm)

You need to create an account – this is separate from any GVSU accounts

Liability insurance = Marsh USA Inc. 1 million, renews each July;

policy #000111

Age of children not grades

Elementary students will list general elementary as requirement

Secondary students will list major area

Length of placement = 7-8 weeks (approx.)

Number of days in charge of class = 5

Dates: March 7-April 22, 2022

* You will stay in your stateside placement through the Friday before you begin overseas placement (March 5)
* There will probably be some sort of “spring break” in your placement just like it would be in the states
* You may choose to stay longer in your abroad placement but must stay through the week of April 23
* You may travel AFTER completing your required time before coming back to the states
* You will miss graduation ceremony if you are not scheduling your flight on the Saturday before graduation but may officially “walk” in the semester prior to or after your scheduled graduation semester

Don’t worry about turning in notarized documents yet. We will do that in next semester.

I will provide background check information – just check State Level

I will provide much more information during our EDI 320 course in the fall. We will complete all required documents needed for GVSU at that point. This will be a required course for you to take before departure.

DO NOT purchase any plane tickets until you receive an OFFICIAL placement letter and you have spoken to me. If you purchase far in advance please consider flight insurance or a “changeable” ticket. Life happens.



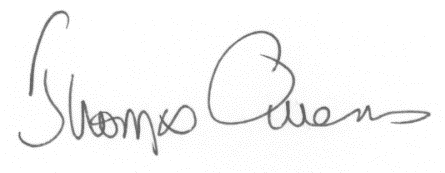
January 23, 2023

To Whom It May Concern:

Please be notified and informed that teacher education candidate Alexandria Thomas has met the criminal background check requirements in the State of Michigan to become certified as a teacher. As part of her application to the College of Education at Grand Valley State University to complete her teacher assisting and student teaching, Ms. Thomas completed her criminal history check through both the Michigan State Police and the Federal Bureau of Investigations under the National Child Protect Act NCPA/VCA (PL 105-243).

If I can answer any additional questions regarding this verification, please contact me.

Sincerely,



Thomas Owens

Director – Student Information and Services Center

College of Education

Grand Valley State University

Phone: (616) 331-6282

E-Mail: owenst@gvsu.edu