

***Directors' Meeting***  
***12.6.16 – 10:30 a.m.***

***Present:***

Austin  
Cartner  
Cowell  
Cox  
Davenport

Ewers  
Godfrey  
Hawkins  
James-Davis  
Lane

Lassiter  
Pauley  
Sanders  
Whitehurst

Dr. Cartner opened the meeting.

Dr. Cartner encouraged directors and Program Services Team members to pay attention to teachers at this busy time of year. He asked that they do anything they can to support teachers.

James-Davis shared that CTE will hold an Advisory Meeting on 12.20.16, 5:30 p.m., in the PCHS media center and will spotlight the newest CTE class (Virtual Enterprise). She invited everyone to attend.

Lane reported that the USCG Base-Elizabeth City has partnered with RRMS to work on STEM. Students are beginning a unit on aviation and will visit the base. He also reported that USCG members have reviewed the STEM curriculum and have volunteered to partner with teachers and assist in teaching units.

Austin reported that due to health reasons her father closed his business and donated his office furniture (14 file cabinets, 6 tables, 30 chairs) to ECPPS. Dr. Cartner thanked her for “brokering” the deal for the system.

Dr. Cartner shared that he received notification that ECPPS has received a \$200,000 Golden Leaf Grant for the early college high school. He thanked Godfrey for her work on the grant application.

Godfrey reported that the Technology Team is in the process of completing individual Chromebook training for teachers this week. They will also provide “cart” training and student deployment will be at the beginning of the second semester.

Lane reported that Goldenrod materials are on the way, PD is scheduled and they are in a good spot. He anticipates everything will be ready to roll out in January. RRMS is planning a school-level STEM expo to showcase the program in January. Dr. Cartner encouraged scheduling a date for a STEM East expo in August/September to keep the momentum going.

Lane and Cowell reported they are gleaning helpful tips and insight from participating in the audits of BT programs in neighboring counties (Cowell participated in Camden's recent audit and Lane will participate in the audit for Perquimans in January). The need to follow the evaluation timeline (especially 10 day window post-conference) is critical. Lassiter indicated he will emphasize evaluation timelines at the next Leadership Team Meeting.

Lane and Cowell indicated that part of BT involves celebrating and they are in the process of planning a get-together for the beginning teachers.

Pauley and Cowell provided an AdvancEd update. Principals are scheduled to work in the TLC on Friday to begin "digging" in. Pauley indicated that time at the recent LTM to work together provided some prodding for principals. She will share a progress spreadsheet with Sanders. The deadline for all information to be submitted from schools is December 15<sup>th</sup>.

Pauley reported that HLT is not part of the accreditation process, but they will work on the self-assessment to measure where they are.

Dr. Cartner asked about review of school websites during the accreditation process. Following group discussion it was decided that media coordinators will be asked to do a "fine tooth comb" review of school websites. It was also suggested that principals could assign the task as a project for teacher leaders. AdvancEd folks are already looking at websites and schools should complete the review and make appropriate changes before schools close for Christmas Break.

Sanders lauded the work of the Program Services Team and reported:

- Pauley will be assisting with the Collaborative Innovative High School grant and is working on MTSS
- James-Davis, Ewers, and Pauley are working on how to best share MTSS information with principals
- Godfrey, Sanders and a group will attend a Golden Leaf meeting in Rocky Mount on 12.21.16

Pauley reported that she and Cowell attended training on 11.22.16 for STARI & WORDGEN. Both programs qualify for Tier 2 MTSS. Information will be shared in January presentations. Both programs are free, everyone can use them and they are available online. STARI is for middle school grades and WORDGEN is for Grades 4 through middle school.

Lane reported that the number of available mentors at some schools is pretty dire. He and Cowell are considering scheduling another training session and plan to ask principals to submit names of those that meet mentor requirements in order to increase the pool of qualified mentors.

Hawkins and Whitehurst reported on AI3MS Partnership Cohort 2B Proposal. Sessions will begin in January for math and science teachers. Half-day subs will be provided for Fridays and participants will receive a stipend for Saturday workshops. Whitehurst indicated she and Sanders are deliberately making recommendations based on teacher data. Mr. George Cox will send official invitations.

Whitehurst reported that 5<sup>th</sup> graders will participate in a science fair at the Pasquotank Extension Office on January 24<sup>th</sup>. Mason Lawrence, 4H agent is working with teachers to coordinate this project.

Dr. Cartner shared that ECSU has received a grant for studying plant science and will be offering stipends for 10 teachers from the region to participate in the project this summer.

Lassiter reported that the HR Department will go “live” with an online hiring platform in the next few weeks. The goal is to transform the hiring process to become more efficient and more current. PeopleAdmin will conduct a webinar that principals will participate in on 12.14.16. Mr. Lassiter discussed the processes that will be used for low-performing schools (a Program Services Team member will be included on interview panel) and for those that are not low-performing. He also discussed When the program goes “live” Principals/Directors will be tasked with scheduling and conducting interviews.

Lassiter reported that he and Cox are working on a recruitment schedule and he will share that with the BT team.

Dr. Cartner encouraged PST to re-read *Monday Morning Leadership* prior to assisting with interviews. He encouraged them to help principals make the best decision they can when selecting teachers and to point out observations they make during the interview process. He also encouraged them to help principals with reference checks and to ask probing questions about why someone left their previous employment; talk to former principals, etc.

Lassiter encouraged those assisting with interviews that if a principal is recommending a beginning teacher to ask if they

can support that person and give them what they need. He also asked that they discourage hiring a lateral entry person if a licensed/qualified person is available. He stressed the need to find qualified candidates. Sanders indicated the PST has a good perspective of what the low-performing schools need as a whole and should be able to provide quality input during interviews.

Dr. Cartner closed the meeting by indicating he was tremendously proud of the work the staff has done in the last 18 months and that work will rise to the top during the AdvancEd accreditation process. He indicated that the system does not need to let little things cause problems during the process and encouraged everyone to continue paying attention to details. He commented that no one should be afraid of the AdvancEd visit, embrace it and feel proud of the work being done.

The meeting adjourned at 11:15 a.m.