

Leadership Team Meeting
March 1, 2017—10:00 a.m.
College of The Albemarle - Foreman Center

Leader	Topic	Notes
Larry Cartner	Good News	<p>Dr. Cartner opened the meeting and asked for “good news.”</p> <p>Davenport reported that the Title I Parent Center will be hosting its first ever “ECPPS Child Care Providers Conference on Saturday, March 7th. The conference is open to daycare businesses and in-home providers. “Sharing School Readiness Expectations” is the focus of the conference. To date there are 17 child care providers registered to participate and registration forms continue to be submitted.</p> <p>Dr. Cartner discussed the fact that ECPPS currently provides PreK for 134 students and Davenport is reaching out to daycare providers to bridge the gap and share skill sets needed for students to be ready for kindergarten – the district is trying to “train” adults to help them “train” the children.</p> <p>English shared that all classroom teachers at PWM have either completed their cohort or are in the ongoing phase of planning/implementation for Learning Focused.</p> <p>Sawyer shared that Wal-Mart donated a variety of materials the system (iPad covers, cords, plugs, software, etc.) and indicated principals are welcome to stop by and “shop” from the table set up outside her office. She will take pictures of items available and e-mail to schools also.</p> <p>Sanders shared that she was excited to report Fyffe has been named principal of the Early College High School and Michelle Flach has been named as Exceptional Children’s Program Director.</p> <p>Mizelle shared that RRMS received a STEM grant from BioGen to cover training costs for field trips to Jennette’s Pier.</p>
Andrew Cox	Finance Update	<p>Cox discussed the following:</p> <ul style="list-style-type: none"> • Absence Coding – He requested that principals emphasize to bookkeepers the

		<p>importance of Absence Coding for payroll purposes as it impacts a lot of things in the system. If individuals have questions, they should contact Finance. Written directions are generally given to bookkeepers. It is the principal's responsibility to make sure that attendance reports are coded accurately.</p> <ul style="list-style-type: none"> • Ink/toner cartridges -- He indicated a large amount of money is being spent on ink/toner cartridges and encouraged using copiers for printing as you get more copies for your money when using the copiers vs. ink/toner cartridges. The district is not able to support ink/toner cartridge purchases. Because that is a school responsibility/expense, principals should actively look for ways to minimize or eliminate the purchase of ink/toner cartridges. • Substitute Costs -- He encouraged everyone to be aware that the "sub cost" funds are not an unlimited pot of money. The more absences, the more it costs the district. He indicated this applies to teacher absences and also custodians/cleaners. • Monthly Reports – He asked for feedback on monthly reports provided and asked folks to let him know if they want to see changes in the information shared. Principals indicated the monthly reports are very helpful. • Remaining Allotments – He discussed the fact that 80% of funds were required to be spent by December. The remaining funds should be expended by April 15th and anything not spent by then is subject to being taken back. He stressed that this year's money should be spent on this year's kids. Davenport indicated that the deadline to spend Federal Funds will also be April 15th. • 2017-18 ADM Projections – He reported that information was received from DPI with 2017-ADM projections and they are currently projecting 100 less students for next year (this does not include students that may enroll at the NEAAT Charter School). The enrollment decrease will equal nine teaching positions and when adding in any losses to charter, virtual charter or voucher students, it could mean up to 20 teaching positions lost. He indicated he was providing the information so that it could be kept in mind during the budget planning process. He cautioned that the news could get worse, depending on action taken regarding the Class Size Legislation scheduled to take effect in 2017-18.
<p>Steve Lassiter</p>	<p>HR Updates</p>	<p>Lassiter discussed the following:</p>

- Recruiting -- Cowell and Lane are in Greenville today attending a recruiting fair and have already called with news that they have met phenomenal candidates for Spanish and Biology. He indicated they requested to offer contracts.
- Principal Reports/Information – Lassiter distributed folders containing information for principals.
- Handouts (HR and Operations Updates, 2017-18 Employee Transfers, email regarding Lateral Entry License, Types of Licenses and Beginning Teacher Support Program). He reviewed all items distributed and highlighted:
 - Evaluation Timelines (Reminded principals if they need help with evaluations Hawkins and James-Davis are available)
 - Non-Renewal/Renewal timeline & process – Sherry Gallop will sent renewal information to principals the 2nd week in March and it should be returned by the 4th week of March. Information will be taken to the Board in April. He emphasized deadlines have to be met.
 - Peer Observers –Reminded principals that peer observers should not rate when evaluating (should provide critical feedback for development and must post within the 10 day timeframe). He encouraged principals to talk with teachers about posting effective feedback and to model exactly how they should post.
 - Teacher Contracts – Informed principals the district is in discussion of plans for 2018-19 when option to offer 1, 2 or 4-year contracts will be an option based on statute.
 - TeacherMatch – If a position is shared by two schools, there is option to “share” applications between principals. The goal is to have a 100% paperless process for onboarding. A third session for training will be scheduled.
 - Transfer List (provided to principals in folders.) The hiring window for in-district transfers will close on June 30th.
 - Observation Calibration – Lassiter has asked for an extension to March 15th because of issues with online system.
 - Lateral Entry/Licensure – Stressed the importance for lateral entry employees to submit documentation to obtain licensure. Urged principals to work with them to make sure they submit information. If information is not submitted by deadline for principals to submit list of “non-renewals” the principal will have to check “non-renew.” If completed by June 30th, the principal can request that they be reinstated, but if not completed they will be non-renewed.
 - Mentor Changes (packed for principals containing information approved at January State Board of Education meeting).

		<ul style="list-style-type: none"> ■ Changes to License Type – Lassiter indicated this topic was being discussed at the State Board Meeting today. <i>There are proposed changes in the license renewal process and teachers rated “not proficient” on a standard will not be automatically able to renew their license. Processes will be in place in which they can be placed on an improvement plan or they could lose their license and be ineligible to re-apply for 30 days.</i> Lassiter will share more information as it is available. <p>Auxiliary Services</p> <ul style="list-style-type: none"> ■ Principals should inspect their campus, report issues and ensure they are fixed or addressed within a reasonable timeframe. ■ Custodians are directly supervised by principals. ■ Transportation – A meeting with all drivers is scheduled for March 6th
<p>Joanne Sanders</p>	<p>LEA Rep. Transportation</p>	<p>Dr. Sanders discussed the following:</p> <ul style="list-style-type: none"> • Transportation Costs (EC) – She indicated the district will pay approximately \$70,000 for alternative transportation services this year. She indicated that two students with taxi service written in IEPs will potentially cost \$17,000. She stated that taxi service should never be written into an IEP and the EC Dept. /Schools should work with the Transportation Department to identify good alternatives/services available. She discussed “offered” vs. “requested” services through McKinney Vento.
<p>Joanne Sanders & Christie Pauley</p>	<p>AdvancED</p>	<p>Dr. Sanders discussed the following:</p> <ul style="list-style-type: none"> • AdvancED (Reaccreditation) -- She reported the visit was very successful, the district was recommended for reaccreditation and the most positive comments in the final report were regarding the district’s Strategic Plan. She shared and reviewed results from the 48 classroom walkthroughs. Dr. Sanders discussed the results linking back to “Learning Focused” and discussed the fact that a good job of writing plans has been done and what happens when people walk into a classroom is they must see instruction “carrying out” the plan. • The evaluators noted that the district has a solid plan/framework. Two main areas of improvement noted were: Progress Monitoring/Feedback and Active Learning Environment – which indicated we have room to improve and need to be vigilant in paying attention to what is going on in classrooms. Sanders stressed that school administrators need to have a disciplined plan for executing what is put in writing for students.

		<p>Sanders reported the Lead Evaluator shared with her that they witnessed a lot of traditional teaching going on and indicated it is difficult to have differentiation going on with traditional teaching. The Lead Evaluator also discussed students being compliant to a fault (ex. when an evaluator asked a student a question in a class, the student would not answer and said “shhh.. do not talk during instruction”). Sanders discussed a healthy learning environment and indicated it should include sharing.</p> <ul style="list-style-type: none"> • Grade Level Meetings -- Dr. Sanders discussed grade level meetings and indicated if teachers question why they have to attend, the purpose of the meetings is to help build and design curriculum and instructional documents. Hearing from and interacting with teachers helps the district team plan accordingly to provide appropriate support. • Sanders discussed the Monthly Comprehension Strategy. She indicated that the comprehension strategy sent on a monthly basis is not meant for teachers to change the Standard currently being taught. She discussed her visit in the ELA meeting where teachers were trying to combine “compare and contrast” and “fact and opinion” which is not what they should do – the strategy should not overtake the standard. <p>Pauley discussed the following:</p> <ul style="list-style-type: none"> • Stakeholder Feedback Data (compared elementary and secondary results, encouraged principals to review results and indicate there are many good things going on in the district that need to be shared. • Points to Ponder (lowest and highest rankings for Standards; reviewed strengths and opportunities for improvement identified. She asked principals to consider where their school fits with regard to the district’s strengths and opportunities for improvement.) • Staff Survey Results (unable to separate by schools due to way it was set up by AdvancED) <p>Sanders thanked Pauley & Cowell for all of their work in coordinating the AdvancED visit.</p>
<p>Larry Cartner</p>	<p>Superintendent’s Update</p>	<p>Dr. Cartner discussed the following:</p> <p>K-3 Class Size Mandate – He discussed the status of the K-3 class size at the House/Senate and indicated it appears at this time the Senate is not interested in changing the legislation adopted last year. He shared that the Board of Education met with local legislators last week</p>

		<p>to discuss the potential funding impact on the district and the time-sensitive nature of making changes prior to local budget planning.</p> <p>Projected Allotments/Recruitment– He discussed the projected allotments information shared by Cox and the need to be aggressive in recruiting which may be impacted by allotments. He indicated information will be shared as the district knows more.</p> <p>2017-18 Calendar – He discussed the request from counties for more local control of the school calendar and indicated the Senator who blocked changes to the current law has retired. He explained the Board adopted the 2017-18 Calendar on Monday, but did agree to revisit the calendar if the law changes.</p> <p>Learning Focused Cohorts – The goal for the end of the year is to have all teachers trained in the lesson plan component. He asked that if there are concerns about why some are at different places, please remember it is by design – principals were required to group their teachers into cohort groups in order to have all staff trained by the end of year.</p> <p>AdvancED – He encouraged principals to look at the data, cull from it, and to share with teachers – pick out some things that would be helpful for staff to know that would change your school if you did something about it. He indicated five independent evaluators looked at our district and said we are doing the right things.</p> <p>Dr. Cartner shared a story of when his oldest son (now 31) was in middle school had a mishap on a bicycle and needed a tetanus shot. While his son was pleading not to have the shot, a nurse surreptitiously gave him the shot and when she was done, told him “shut up, you have already had it.” He indicated he told this story because we are moving to a free market for education (charter schools, private schools, vouchers, etc.) – we can complain or we can make a difference. He commented that those that “won’t change” will become obsolete. The district needs to let its work speak for itself and he is confident we can do that. Principals need to think about positioning schools – getting the right leaders in the right places and not get caught “waiting for the shot.”</p> <p>Power – Dr. Cartner told principals to not give up their power – step up to leadership opportunities and do not use as a reason -- “the Central Office said.” Be the leader of your school – make the decision.</p>
<p>Larry Cartner</p>	<p>Pass the Bell & Last Word</p>	<p>Fyffe passed the bell to Sanders, Cowell and Pauley.</p>

**ADJOUR
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The meeting adjourned at 11:24 a.m.