

Leadership Team Meeting
January 25, 2017 - 9:00 a.m. - College of The Albemarle

Present:

Austin	Davenport	James-Davis	Pauley	White
Campbell	Drew	Jones	Paullet	Whitehurst
Cartner	English	Lane	Sanders	Wilson
Cobb	Floyd	Lassiter	Sawyer	Worrell
Cowell	Fyffe	Mizelle	Thompson	
Cox	Godfrey	Parker	Waples	

Leader	Topic	Notes
Larry Cartner	Good News	<p>Dr. Cartner called meeting to order and asked for “Good News” and the following was shared:</p> <ul style="list-style-type: none"> PWM media center received 1000 books through a partnership with the Elizabeth City Police Department RRMS received a NC Beautiful Grant to use for a greenhouse for the STEM program District Science Fair held this week and students did an outstanding job (1st Place – CES student, 2nd Place –WES student, 3rd Place – PES student; HM -- JCS student & WES student) JCS library received a \$300 grant for the media center Teachers of the Year will be announced this week Community Tour of Schools, Parent Academy and Give 5/Read 5 events are being planned PCHS Wrestling Team won the Conference championship RRMS National Junior Honor Society donated supplies to PES Family Center is planning a conference day for area day care provides (2.18.17) <p>Dr. Cartner introduced and welcomed Ms. Toni Floyd (Director of Transportation).</p>
Andrew Cox	Finance Update	<p>Cox reminded everyone that 2017-18 budget requests were due to him today (1.25.17).</p> <p>Cox discussed absences and costs associated with substitutes. He indicated that a comparison of data indicates the district has spent \$55,000 more for teacher subs this year compared to last year (this does not include absences for staff development). He will send information to schools outlining the costs.</p>

		<p>Cox asked that adequate time for response is given when folks call with questions and to please be patient and not call others with the same question.</p>
<p>Joanne Sanders</p>	<p>Learning Focused Update</p>	<p>Dr. Sanders discussed feedback from recent Max Thompson (Learning Focused) visits to schools. She shared a handout and discussed:</p> <p>First Semester</p> <ul style="list-style-type: none"> • Guided Practice • Cohorts • Feedback • Environment • Coaching Principals • Unpacking • Anchor Charts • Flow of LF Plan • District Coaching (<i>district coaches are here to support schools; please do not “push back”; if teachers have questions/concerns contact the coaches</i>) • Grade Level Work (<i>have to expect teaching and assessing on grade level every day</i>) • Expectations (<i>implement LF as “we” all agreed to do</i>) • Numbered Heads (<i>pleased to see the practice happening everywhere</i>) • K-Color Structure (<i>the expectation is that this process be used</i>) • Using the LF Resources (<i>schools have been provided a multitude of resources / use them</i>) <p>Cautions:</p> <ul style="list-style-type: none"> • Teacher vs. Student • We vs. They • Daily Plans vs. LF Plans • Standard before Resources • Expectations vs. Suggestions • Trying vs. Intentional • Feel vs. Fact • Inspect the Expected • Grade Level • Write Out the Standards • Writing (content)

		<p>Next Steps:</p> <ul style="list-style-type: none"> • Feedback Using a Rubric • Tough Conversations • Expectations (principal words speak volume to staff) • Quality Education for All Students (goal for everyone) • Summarizing • Graphic Organizers (will send consistent set to use) • LF for ALL (everybody on board with using LF lesson plans) • Writing • Quality Plan and Delivery • Monthly Reflection Questions (will start sending out questions – feedback from principals – will ask for lesson plans they have made comments on) • GRADE LEVEL • Plans with Feedback to Sanders <p>Sanders reminded principals they have a copy of <i>Effectively Implementing the Learning Focused Framework</i> and encouraged them to use it as their “go to” book.</p>
<p>Steve Lassiter</p>	<p>HR Updates</p>	<p>Lassiter distributed Monthly HR Updates & Attendance Data information.</p> <p>Lassiter shared a brief “pick me up” video of students reacting to being called important. He will e-mail the video to everyone.</p> <p>Lassiter discussed:</p> <ul style="list-style-type: none"> • Beginning Teacher Observations (the post conference must be held within 10 days – this is audited by the state) • Mid-Year PDPs (principals should be beginning the process of mid-year conferences – it is valuable time to sit down and talk with teachers and a good place for you to discuss LF with them) • Peer Observation (do not allow peer observers to “rate” individuals, they should only– write comments; he will share a video on this process) • Non Renewals (reviewed process to follow, principals were asked to schedule meetings to review non-renewal recommendations and the need for documentation was stressed) • PeopleAdmin (fill your vacancies before you lose positions – reminded of the current “class size” legislation for 2017-18 and issues surrounding it) • Support Session for People Admin (if you need support he will work with you, he is preparing a “cheat sheet”)

		<ul style="list-style-type: none"> • Process for Internal Applicants for Vacancies (send cover letter and resume to HR for district positions; contact principal if school level vacancies; mid-year transfers not allowed unless for a higher pay grade position) • 2017-18 Staff Transfers (“statements of intent” will be done electronically; staff cannot transfer if they do not request a transfer on the intent form; principals&assistant principals will complete a separate form; information on the process will go out soon; discussed deadline for “in district” transfers and principals decided June 30th would be last date that “in district” staff transfers could be approved) Lassiter stressed the importance of principal courtesy in the process. • Recruitment (shared schedule, asked individuals to let him know if they can/cannot attend assigned location in order for reservations to be booked; conditional contracts will be offered and training to review the process will be scheduled) <p>Lassiter and Dr. Cartner discussed the statewide movement to implement student surveys. Dr. Cartner indicated superintendents have discussed the matter and have reservations about the process. He indicated he feels like the process will happen within the next 5 years and districts will not have a choice. He encouraged principals to stay tuned into this topic. Lassiter indicated the district stance will be for principals to ask staff to hold off on having students complete surveys at this point.</p> <p>Lassiter welcomed new Transportation Director, Toni Floyd. He shared that Ms. Floyd will be visiting schools to become familiar with the district and its needs.</p>
<p>Amber Godfrey</p>	<p>Tech In 10 1:1 Update Early College Update</p>	<p>Godfrey reviewed “Google Forms” and shared new options available.</p> <p>Godfrey discussed district technology policies and referred principals to Policy 7335 (Employee Use of Social Media). She asked principals to make teachers aware of the policy and the requirements listed in sections C, D and E and to make them aware of consequences for violating the policy. She indicated she will be happy to discuss the policy with individuals if they have questions.</p> <p>Godfrey provided an update on the 1:1 Initiative. Carts will be in classrooms on Friday of this week and will be ready for use on Monday, January 30th. Chromebooks have been assigned to individual students if they are not shared at a school and if shared they are assigned to a cart and carts are assigned to teachers.</p> <p>Godfrey shared that she is available for parent meetings if principals would like her to talk about Chromebooks.</p>

		<p>James-Davis & Godfrey provided an update on the EC-P Early College. A handout was provided that outlined Targeted Population, Projected Enrollment, Curriculum, Pathways and the Timeline.</p> <p>James-Davis indicated the Early College will have a STEM focus and the Pathways will be: Human Services Technology, Associate in Science, and Associate in Engineering.</p> <p>James-Davis indicated the goal is to provide one more opportunity for students to be competitive and successful. The target opening date is August 2017.</p>
Michael Thompson	Summer Feeding	<p>Thompson provided an update on the School Nutrition Program and reported that the district and individual schools were recognized in the 2016 Statewide Breakfast Challenge (1st place for PES and 2nd place for JCS). PES will receive \$1000 and JCS will receive \$700 to use toward the CN Program.</p> <p>Thompson shared that he attended the NC K-12 Culinary Institute Chef Ambassador Program recently and will be implementing some new recipes learned at the meeting.</p> <p>Thompson discussed the Summer Feeding Program. He encouraged principals to make him aware of activities scheduled at schools or in the community that could benefit from or utilize the summer feeding program. He shared that significant funds could be gained for the district depending on the percentage of participation. He plans to meet with folks from the Food Bank to discuss collaboration for sites.</p> <p>Thompson shared that the district is officially and “orange” district now (back pack program).</p>
Larry Cartner	Superintendent’s Update District & Registration Learning Focused	<p>Dr. Cartner encouraged everyone to take to heart the information about the Summer Feeding Program and the opportunities it could provide – he indicated it really is a way to strengthen the Child Nutrition program</p> <p>Dr. Cartner shared that the Board of Education will meet in joint session with the Board of Commissioners on February 7th. The purpose of the meeting will be to keep the relationship between the two boards open. The two boards will meet again in the spring to discuss budget matters.</p>

		<p>Dr. Cartner asked principals to remind teachers that the digital textbook target date from the state was 2017-18. He indicated that there are no plans for the State to go back to “hard copy” books and he hopes there will be some increase in the digital textbook allocation this legislative session.</p> <p>Dr. Cartner indicated he is in the process of working on the 2017-18 school calendar and will share it with the Teacher Advisory Council at the February meeting. He discussed calendar requirements and restrictions in scheduling.</p> <p>Dr. Cartner encouraged principals to make sure students moving from elementary to middle and middle to high schools are given accurate information on school of assignment. He discussed a case of a student being allowed to attend band camp for the wrong high school last year and the fallout from the mix-up. He requested that principals verify addresses.</p> <p>Dr. Cartner discussed Learning Focused and indicated that the district is now at a point where it has to change and to stick to the change – LF is a long-term commitment and the 12 principals will ultimately determine success or failure. He asked them to keep the faith, stand up and do what is right for the district.</p> <p>Dr. Cartner discussed the legislative K-3 class size issue and encouraged everyone to pay attention to dialogue in the press and what the Senate is doing regarding the matter. He asked principals to think about how to best utilize space in their buildings if the mandated class size requirements do not change.</p> <p>Dr. Cartner discussed an old problem solving technique – the 5 whys. When facing a problem ask “why” at least five times and one of two things will happen. The answer will become really clear or you will find out the problem was not what you thought it was and either way you will get a quality answer.</p> <p>Dr. Cartner indicated the district is engaged in raising the bar in all areas (food service, maintenance, transportation, instruction, personnel, etc.) and that creates some discomfort – that is OK – it is time to get the right people in the right place “on the bus.”</p>
Larry Cartner	Pass the Bell & Last Word	Peoples passed the bell to Fyffe.
ADJOURN		The meeting adjourned at 11:00 a.m.