

Leadership Team Meeting
October 21, 2016
College of The Albemarle – 9:35 a.m.

Present:

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| Austin | Ewers | Pauley |
| Campbell | Fyffe | Sanders |
| Cartner | Hawkins | Sawyer |
| Cobb | James-Davis | Thompson |
| Cowell | Jones | Waples |
| Cox | Lane | White |
| Davenport | Lassiter | Wilson |
| Drew | Mizelle | Worrell |
| English | Parker | |

| Leader | Topic | Notes |
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| Larry Cartner | Good News | <p>Dr. Cartner opened the meeting and thanked everyone for their work and efforts during Hurricane Matthew and its after-effects. He discussed the plan approved by the Board of Education for make-up day options and indicated they chose the best options available.</p> <p>Good News was shared as follows:</p> <p>Godfrey reported that she has submitted a Golden Leaf Grant Proposal (\$200,000) for Early High School and should hear back for the Golden Leaf Foundation in December .</p> <p>Sawyer reported that school supplies donated by community groups/organizations are available for pick up and Mission/Vision/Goal posters are available.</p> |

Gifts in recognition of “Principals Appreciation Week” were distributed by Sawyer on behalf of Dr. Cartner and the Community/Schools Office.

Mizelle reported that RRMS has received a \$20,000 Goldenrod Grant for the schools robotics program.

Sanders reported that Sharon Meads and Lashekia Brothers from RRMS presented at the STEM Conference recently.

Cobb reported that the WES playground grant from Kaboom has been finalized (\$15,000) and the build date for the playground is November 9th. A community event/ribbon cutting is scheduled for November 19th.

Cartner reported that the Weeksville Lions Club presented a check for \$2500 toward WES playground project last week.

Drew reported that Rachel Benton (teacher at Central) is an active participant on the State’s Advisory Committee for K-3 Formative Assessment and was recently videotaped as part of their training for others on the assessment process and highly effective practices.

Worrell reported that ECMS students participated in the ECSU Women in Math Day and finished in 2nd Place.

Campbell reported that the NHS FFA Vet Science Team competed in the FFA National Competition and placed 11th in the nation.

Campbell reported that NHS students participated in the ECSU Women in Math Day and won first place.

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| | | <p>English reported that two staff members from PWM are attending the PBIS Conference in Greensboro and will receive recognition awards.</p> <p>Sawyer reminded principals to share good news with her.</p> <p>Wilson reported that First Christian Church donated funds to use for Technology Fee Waivers.</p> <p>Jones reported that HLT students participated in the ECSU Women in Math Day.</p> |
| <p>Andrew Cox</p> | <p>Financial Update</p> | <p>Cox discussed upcoming changes in the process regarding travel. Purchase orders will need to be submitted along with SD-1s. The changes will allow for better fiscal management. The changes will have minimal impact on work required at the school level.</p> <p>Cox encouraged everyone to pay extra attention to invoices and verify they are correct prior to submitting POs for payment. There have been a few instances of charges on invoices that were not on the original orders.</p> <p>Cox discussed copier costs with principals and indicated if costs are over at the end of the year, they will have to cover them with school funds.</p> <p>Davenport informed principals that her office will begin printing Title I related documents and send the copies to schools instead of sending paper to the schools. This will help with school level copier costs.</p> <p>Cox informed principals that a memo will be coming from him and Lassiter regarding staff options for time missed due to Hurricane Matthew.</p> |

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| | | <p>Cartner indicated the idea for making up time for non-certified employees was to create a scenario in which they did not lose pay. He asked principals to share this with staff if they have questions.</p> <p>Cox discussed the memo sent to retired teachers on the substitute list regarding licensure requirements and pay. He informed principals if they receive questions, please contact him or Lassiter.</p> |
| Amber Godfrey | Tech In 10 | <p>Godfrey indicated that as part of the goals in the ECPPS Strategic Plan regarding staff development on technology, she will have “Tech In 10” at Leadership Team Meetings.</p> <p>Godfrey discussed and shared ways to use email more effectively and efficiently. She reviewed:</p> <ul style="list-style-type: none"> • Labels & Folders • Tabs • Creating Events • Setting up Inbox Options • Boomerang Gmail Option • Contacts (Groups) |
| Jennifer Hawkins | Discipline Data Review and Discussion Board Request for quarterly review | <p>Hawkins reviewed a 2014-15 & 2015-16 discipline comparison chart.</p> <p>Principals discussed interventions used and measures in place for repeat offenders.</p> |
| Jennifer Hawkins | National Board | <p>Hawkins discussed the National Board for Professional Teaching Standards process and indicated an “interest” meeting was held yesterday.</p> |

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| | | <p>There are 22 individuals interested at this time. She shared a list of current NBPTS staff and the list of those interested. She asked principals to assign a currently certified person to work with those interested.</p> |
| BREAK | | |
| Steve Lassiter | HR & Operations Updates | <p>Lassiter shared HR and Operations Updates as follows:</p> <ul style="list-style-type: none"> • Super Evaluations (date has been moved to 11/18/16) • Discussed the fact that principals should know by now who is having problems and they should put those individuals on a formal monitoring plan. He reminded everyone that if they are considering non-renewal an outside observer would need to come in. • Position Alignment – principals were provided a sheet with everyone employed in their building and asked to make sure all staff have current position noted. The form should be returned to Mr. Lassiter by 10.26.16. • HR will begin using position numbers for requisition forms (Lassiter will provide training on this at the next meeting – the district will transition to giving principals access to HRMS & PeopleAdmin). • Evaluation Process and “where you should be” • TA Allotments for K-5 schools (1 per K-1 teacher) |

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| | | <ul style="list-style-type: none"> • Teacher Absence Report (reviewed data and discussed strategies for improving attendance). <p>Dr. Cartner reminded principals that sick days are for sickness – if staff are using them for something else (i.e. vacations) it the State would consider that fraud.</p> <p>Using “leave without pay” and principal authority to approve was discussed. Lassiter indicated he would review the policy and get back to principals on the topic.</p> |
| <p>Steve Lassiter</p> | <p>Educator Effectiveness Data and Discussion</p> | <p>Lassiter discussed charts provided to principals and ASW Analysis of 2015-16.</p> <p>Principals discussed issues with the process such as:</p> <ul style="list-style-type: none"> - teachers jointly planned and submitting information and receiving different results (some “met” growth, some did not and one was disqualified) - uploading documents - data not available because DPI did not have someone to score (not enough reviewers) <p>Lassiter indicated DPI was aware that there were issues. He discussed ways principals could review data/objectives that had been submitted. He encouraged principals to log in and it will show exactly what needs to be done. They can review archived information.</p> <p>Lassiter discussed the process and indicated that legislation allows districts to develop optional local plans. He asked if principals were interested in the district looking into developing an alternate process for the district.</p> |

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| | | <p>Principals supported the idea of developing a local plan. Lassiter indicated he will review sample plans from other districts. He will revisit the topic in January/February and instructed principals to continue having teachers upload information and use the Wiki to guide the process.</p> <p>Lassiter discussed teacher absences compared to growth standards and discussed the total loss of instructional hours for 2015-16. He encouraged principals to have conversations with teachers about EVAAS (talk about the data, look at days missed, discussed what might have happened if days were not missed).</p> <p>Lassiter indicated a memo will go out today from him and Cox about inclement weather and making up time.</p> <p>Lassiter discussed building protocols and asked principals to communicate to their staff that matters should be handled at the school-level before they come to the Central Office. He asked principals to let him know if they know a parent or staff member is not satisfied with the school-level decision and will be coming to Central Office.</p> <p>Lassiter discussed the process to follow for building renovations (painting by volunteers, etc.).</p> <p>Lassiter indicated the process for reference checks applies to certified and classified staff. He will talk with principals more about PeopleAdmin at the next meeting.</p> |
| Larry Cartner | Last Word | <p>Dr. Cartner continued the discussion about teacher attendance and what the solution might be. He indicated the Board is concerned about absences and asked principals for suggestions/ideas of things that could be done at the district level to address attendance. He discussed teachers taking vacations</p> |

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| | | <p>during the school year and indicated it was something he had not experienced in other districts.</p> <p>Principals discussed steps they take in their buildings to address attendance.</p> <p>Dr. Cartner discussed crowd-funding and DonorsChoose for fundraising. He indicated he plans to talk with the Board about these next month. He shared that New Hanover County has been utilizing crowd-funding for a couple of years and recently had an article in a national publication about their success. There was discussion about issues surrounding the matter.</p> <p>Dr. Cartner thanked principals for what they are doing regarding identifying out of district students. He indicated he held fast on not approving new requests this year in order to maintain class sizes.</p> <p>Dr. Cartner indicated that changes included in the state budget regarding class size allotments for 2017-18 have the potential to have a major financial impact on school districts. If changes are not made in during the upcoming legislative session, ECPPS could need an estimated 20 additional teachers for K-3 classrooms. He shared that options to fund these positions are few and the Board will be discussing the matter in the near future.</p> <p>Dr. Cartner discussed changes in organizations and indicated that there are generally three stages you go through – “storming,” “forming,” and “norming.” He indicated today was a good example of forming and norming – staff have worked really hard and teachers and the community need to know that.</p> |
| Larry Cartner | Pass the Bell | Sawyer passed the bell to Amber Godfrey. |

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| LUNCH | | <p>Lunch was provided by the Child Nutrition Department.</p> <p>School-level Instructional Coaches and Susan Walker-Sawyer joined the meeting to participate in Pivot Table Training.</p> |
| Wayne Beasley | Pivot Table Training | <p>Dr. Cartner informed principals that the pivot table training is an exercise that can change your practice.</p> <p>Wayne Beasley, provided pivot table training on:</p> <ul style="list-style-type: none"> Inserting a Pivot Table Dragging fields Sorting Filtering Summary Calculation Two-Dimensional Pivot Table |
| ADJOURN | | <p>The meeting adjourned at 3:30 p.m.</p> |