

*Leadership Team Meeting  
November 29, 2016*

**Present:**

<i>Austin</i>	<i>Davenport</i>	<i>Hawkins</i>	<i>Parke</i>	<i>Waples</i>
<i>Campbell</i>	<i>Drew</i>	<i>James-Davis</i>	<i>Pauley</i>	<i>White</i>
<i>Cartner</i>	<i>English</i>	<i>Jones</i>	<i>Paullet</i>	<i>Whitehurst</i>
<i>Cobb</i>	<i>Ewers</i>	<i>Lane</i>	<i>Sanders</i>	<i>Wilson</i>
<i>Cowell</i>	<i>Fyffe</i>	<i>Lassiter</i>	<i>Sawyer</i>	<i>Worrell</i>
<i>Cox</i>	<i>Godfrey</i>	<i>Mizelle</i>	<i>Thompson</i>	

<b>Topic</b>	Notes
<b>Good News</b>	<p>Dr. Cartner opened the meeting and asked for good news.</p> <p>English shared thanked everyone for their thoughts and prayers for her mother’s health and reported that they have received some “cautiously optimistic” news.</p> <p>James-Davis thanked everyone for thoughts and prayers during her recent health related absence.</p> <p>Fyffe reported that 92% of PCHS parents have registered for the parent portal to view student grades/attendance.</p> <p>Paullet reported that the JCS staff are embracing Learning Focused.</p> <p>Campbell reported that NHS Cheerleaders won 1<sup>st</sup> place in State competition and the Varsity football team is in the playoffs.</p> <p>Campbell reported that the NHS staff collected 1700 items for the food bank as part of their “team building” activities.</p> <p>Cobb reported that the WES Playground ribbon cutting/community day was a great success with 200-250 people in attendance.</p>

	<p>Ewers commented on the special needs playground dedication at Fun Junktion and expressed gratitude to Trillium for providing funding.</p> <p>Dr. Cartner reported that he participated in the “Stop the Hunger” event that created 92,000 meals and indicated it was something everyone should do if they have never had the experience/opportunity.</p> <p>Wilson thanked Austin for writing a grant that provided guided readers for Pasquotank Elementary School.</p>
<b>Financial Update</b>	<p>Cox reminded everyone about spending levels and the need to make sure 80% of funds are spent before Christmas Break. He indicated a November fund status report will be sent to principals next week and reminded them that school bookkeepers have access to the information at all times.</p> <p>Cox informed everyone it was time to start thinking about the 17-18 budget planning process. A form will be sent to principals and directors for them to list needs/wants. He reminded everyone that the budget issues surrounding K-3 class size changes may have significant impact on the 17-18 budget.</p> <p>Davenport indicated that the district has not received its second drop of Federal funds at this time, but should receive the funds soon. She asked principals to send in purchase orders and they will be processed when funds are received. She also indicated there is a possibility of a decrease in funds.</p> <p>Davenport also asked that if principals are planning Professional Development for second semester that the SD-1s and POs be projected as far in advance as possible in order for funds to be encumbered.</p> <p>Lassiter discussed Merit Bonus Pay and the process that will be used to determine eligibility. He indicated he and Cox have completed as much of the rubric information as can be done at Central Services and that principals/directors are asked to complete the spreadsheet that will be sent to them. Amounts to be paid will be determined when the number of eligible candidates is determined.</p>

	<p>Cox indicated the anticipated schedule for paying out the Merit Pay Bonus will be in January and will be done by paper check instead of direct Deposit. Dr. Cartner commented that it is important for folks to receive something in their hands for the merit pay bonus.</p>
<b>Tech In 10</b>	<p>Godfrey reviewed Google Drive information and provided hints &amp; tips for searching for items. A copy of her presentation will be shared with the leadership team.</p>
<b>Media Updates</b>	<p>Godfrey shared the Media Coordinator PLC meeting schedule and encouraged principals to provide time for media coordinators to work with teachers to help prepare them to move forward with devices.</p> <p>Godfrey indicated she is working with principals to establish distribution times for 1:1 devices in schools.</p>
<b>Critical Response Training</b>	<p>Lisa Ewers introduced Laura Wilson and Connor Williams from the State Emergency Management Office. She explained that there is a new web-based program for School Risk Management Planning.</p> <p>Ms. Laura Wilson provided a brief overview of the program and provided a quick demonstration/highlight of the following components:</p> <ul style="list-style-type: none"><li>• School Profile</li><li>• Inputting directions</li><li>• Contact Information</li><li>• Maps of campus</li><li>• Mapping of building interior (<i>Ewers asked that EC classes be identified if housing students with special needs such as wheelchairs, etc.</i>)</li><li>• Crisis Management</li><li>• Response procedures</li><li>• Shelters</li><li>• Active shooter plan</li></ul>

	<ul style="list-style-type: none"> <li>• Plan author (principal is the only one that can publish the plan)</li> </ul> <p>Ms. Wilson and Mr. Williams worked “one on one” with principals and staff.</p> <p>Ewers reported she is working with Christy Saunders (Pasquotank/Camden Emergency Management) to finalize documents for principals. She will share information about deadlines with principals soon.</p>
<p><b>AdvancEd Discussion and Information</b></p>	<p>Pauley and Cowell discussed the AdvancEd accreditation process and reviewed information with principals. They reminded everyone of the December 15<sup>th</sup> deadline for information to be submitted to them.</p> <p>They discussed the following:</p> <ul style="list-style-type: none"> <li>• Self-Assessment (must be uploaded; be prepared to produce information if you indicated it was available and be prepared to discuss everything you listed)</li> <li>• School Improvement Plan (will reference goals on ASSIST; use the goals you have in NCSTAR)</li> <li>• Low Performing Schools are required to put in four goals in NCSTAR</li> <li>• Executive Summary (this is what will pop up when people google search your school – it is the picture you are creating of your school and should include: description of school, purpose, achievements, areas of improvement and any additional information.)</li> <li>• Assurances</li> <li>• Involving staff in creating the self-assessment</li> <li>• Updating websites</li> </ul> <p>Sanders offered a quick reminder that principals need to make sure they discuss the information with staff; to remind staff of good things going on so they can share during interviews and to brief staff on the AdvancEd process.</p> <p>Dr. Cartner indicated it would be helpful for principals to mention the process now and to remind in early February.</p>

	<p>Dr. Cartner asked how many principals had been through the AdvancEd process and the majority had not. He indicated a school's webpage is a great example of things they need to make time to look at – the “evaluators” are looking at our websites now and they will come in with judgments already made about our system if websites are not current.</p> <p>Sanders discussed the need to “err on the side of truth” and to not “fudge” information. You must be able to back up information in your plan and the Team will ask questions about everything to students, parents, employees, etc.</p> <p>Sanders indicated it is crucial that everybody knows the Mission/Vision/Goals of the district. Dr. Cartner informed principals that there is a district “report card” on the Strategic Planning Process and asked principals to secure copies from Tammy Sawyer. He further instructed principals to review these items with staff multiple times prior to the AdvancEd visit.</p> <p>Time was provided for working on the report. Pauley and Cowell provided assistance as needed.</p>
<p><b>Strategic Plan &amp; Surveys</b></p>	<p>Godfrey discussed the Strategic Plan and the indicator regarding collecting survey data from parents/students. She shared information about “Speak Up” a survey program available through DPI that could be used and discussed the following:</p> <ul style="list-style-type: none"> <li>• What is Speak up?</li> <li>• Why should we participate in Speak Up this year? 3 big reasons Access the ideas of your stakeholders No need to write your own surveys Ensure the voices of your stakeholders are heard (list of themes for this year)</li> <li>• What Benefits will we receive?</li> <li>• How do we participate in Speak Up this year?</li> <li>• Who do we call if we need help?</li> </ul>

	<p>Dr. Cartner and the Leadership Team discussed participation and the quick turnaround time to notify parents and the community of the process that would be required to participate this year (due to December deadline). It was decided that waiting to administer the survey in 2017-18 would allow for better participation and provide more opportunities to advertise the process.</p>
<b>Employee Attendance</b>	<p>Lassiter distributed employee attendance information for October and the group discussed strategies implemented for all staff.</p> <p>Some strategies shared included:</p> <ul style="list-style-type: none"><li>• To address staff “tardies” by showing a chart of tardies – tell staff the number and let them believe it is for students; gauge their reaction and then share that it was “staff” tardies, then share the total time missed.</li><li>• Give staff an awareness of the time “they” miss in comparison to the time students miss.</li><li>• To show staff the number of instructional hours missed due to absences.</li><li>• Talk to staff about the importance of instructional time missed when they are out and discuss the importance of how school runs better when they are in place.</li><li>• Requiring doctor notes if they put in for sick leave in advance.</li><li>• Communicate “your” process to use when taking leave (ex. must call the principal -- not the Assistant Principals or other staff)</li></ul>
<b>Last Word from the Superintendent</b>	<p>Dr. Cartner commented that the meeting today was an unusual day in that a lot of time was spent working on “nuts &amp; bolts” this morning. The afternoon session will focus on student achievement and teacher evaluation.</p> <p>Dr. Cartner commented that regarding attendance, the students have better attendance than the teachers. We must work together to change this.</p>

	<p>Dr. Cartner shared that the 2017-18 school calendar process will start next month. He will involve the Teacher Advisory Council in the process again this year.</p> <p>Dr. Cartner informed the Leadership Team that in a continuing effort to get the right people in the right place, the district has hired a new Transportation Director. Ms. Toni Floyd will begin in January. Her e-mail is <a href="mailto:tfloyd@ecpps.k12.nc.us">tfloyd@ecpps.k12.nc.us</a> and he encouraged everyone to send her a note of welcome.</p> <p>Dr. Cartner indicated the Board will hold its annual reorganization meeting on December 5<sup>th</sup>. At the meeting the newly elected member (Dr. Sheila Williams) and the re-elected members (Walter Jolly and Dr. Denauvo Robinson) will be administered the oath of office. The Board will also elect a chair and vice-chair at this meeting.</p> <p>Dr. Cartner shared that he sat and listed to the group today which is something he wished they could do to see how far they have come. He praised them for the difference they have made in the school system over the last 18 months. He encouraged them to feel very good about the work they are doing.</p>
<b>LUNCH</b>	(prepared by PCHS Cafeteria)
<b>Observation Calibration Training</b>	<p>NC Observation Calibration Process Training (OCT) was provided by Angela Davis and Jennifer Bass (DPI Staff).</p> <p>Administrators from the Washington County Public Schools joined the group for the training.</p> <p>Information on the training is available at: <i>bit.ly/NE_OCT</i></p>
<b>Pass the Bell</b>	Godfrey passed the bell to Lassiter.
<b>Adjournment</b>	The meeting adjourned at 3:15 p.m.