

*Leadership Team Meeting
December 14, 2016 – COA Foreman Building*

Present:

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

Topic	Notes
Good News	<p>Dr. Cartner opened the meeting and asked for “Good News.”</p> <p>Fyffe shared that the PCHS Christmas Band Concert was great and had very good attendance. The PCHS Chorus is scheduled to perform on Thursday at First Baptist Church.</p> <p>Jones reported that the HLTCS staff was treated to a United Way participation luncheon on 12.13.16. Staff truly appreciated the food and the coverage for teachers to allow them to have “duty free” lunch.</p> <p>Davenport gave a shout out to the RRMS Band – they had a great Christmas Concert under the direction of Christi Williams.</p> <p>Davenport also gave a shout out to Principal Waples for using her school’s Title I funds to purchase Letter Land for the Pre-K program.</p> <p>Mizelle reported that ECMS & RRMS marched together in the recent Elizabeth City Christmas parade – this was a history making experience for the two middle schools.</p> <p>Waples reported that the staff at SH enjoyed a United Way participation luncheon last Friday. The staff appreciated the volunteers that allowed for “duty free” lunch.</p> <p>Cobb praised the WES cafeteria staff for great teamwork during a power outage on 12.13.16 and the great job they did in serving lunch quickly, without power and during a surprise Health Inspection.</p> <p>Dr. Cartner thanked schools for the great things they are doing for students and the community</p>

	during this holiday season.
Parent Involvement	<p>Davenport discussed parent involvement for the Title I schools and highlighted the following:</p> <ul style="list-style-type: none"> • The purpose of a parent night is to educate parents on a topic and to provide the opportunity for parents to walk away from the meeting/event having gained new knowledge. • Tips & ideas and encouraged principals to think outside of the box when planning events. • Pullet and English shared examples of recent events held at their schools. • Encouraged principals to work on promoting parent events – they should be on the school website, flyers need to be sent home; CONNECT calls should be made and to make sure they are advertised well in advance. • Parent events cannot isolate grade levels – school-wide activities need to be planned. • Encouraged using Susan Buckner, Parent Center Coordinator to assist with Title I parent meetings. • Limited funding available for secondary schools through the Title I Parent Center <p>Davenport praised principals on their work on School Improvement Plans and asked that they post completed School Improvement Plans to their school websites. (Note: Sawyer indicated if they sent the Plans to her, she will post on the district website and will provide a link to the school pages.)</p>
MTSS	<p>Sanders thanked everyone for all of their work on School Improvement Plans and School Improvement Plans.</p> <p>Sanders spoke briefly about MTSS (Multi-Tiered System of Support) and indicated a more in-depth presentation will be provided at the January meeting. She indicated that MTSS is for “everybody” and is about meeting the needs of “ALL” students. She informed principals that the district contacts for MTSS are Rhonda James-Davis, Lisa Ewers and Christie Pauley.</p> <p>James-Davis shared a PowerPoint presentation that highlighted the conceptual framework for MTSS (Three Tiered Model) and the Problem Solving Process (4Q3T).</p> <p>Ewers shared the overall long-term plan for MTSS: 2016-17 – Module 1 training (district team will be trained and take back to SITs) 2017-18 – Module 2 training 2018-19 – Module 3 training 2019-20 – First Year of Implementation (Pilot Year)</p>

	<p>2020-21 – Exceptional Children Eligibility Criteria will change</p> <p>Ewers indicated that MTSS should not be considered the new EC referral process.</p> <p>Ewers shared that a Regional Problem-Solving Session for MTSS is being planned and she will share the date once it is set.</p>
<p>People Admin</p>	<p>Lassiter discussed the district plans to migrate to PeopleAdmin which will allow principals to have quicker access to applicants through a paperless process.</p> <p>Bill Barry, provided webinar training on <i>Hiring Process for Site Administrators</i> (NC SchoolJobs powered by PeopleAdmin).</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • Application Process • Qualifying Questions • Candidate Application Process <ul style="list-style-type: none"> Custom portfolio questions Qualification quests Job specific inventory Application completed • Points of Integration: <ul style="list-style-type: none"> HRMS Licensure (connected to State info) Certification, Education, Revocation, NBPTS Dismissed Teachers • Review of the Navigation Bar • Accessing Candidate Grid • Viewing the candidate grid • NCDPI Icons • Candidate Profile Communications • Candidate Status • How to Finalize a Status • Candidate Processing • Searching for Candidates • Logging on and Resetting Password

	<ul style="list-style-type: none"> • Acronyms and Definitions
HR Updates	<p>Lassiter and his HR Team provided updates on the hiring process.</p> <p>Lassiter indicated that principals should immediately begin using the new HR site. He shared that every applicant that applied through the old HRMS application site will receive an email asking them to log in and create a new application (certified staff) and principals will receive notifications when new applications are submitted. The HR department will provide paper copies of applications to principals, upon request, through June 2017.</p> <p>Lassiter cautioned principals to be careful of comments they enter and that the information entered can be court subpoenaed. He shared that the district will flag applications that have possible issues with “Please Contact HR.”</p> <p>Lassiter discussed Pre-Employment Applicant Screening and the Interview Process as follows:</p> <p>The Beginning</p> <ul style="list-style-type: none"> • Create a committee of at least 2 Or more staff members (Low Performing Schools must include member of Program Services Team) • Assign a chairperson/principal to greet the candidate and escort them into the interview • Committee members should stand and greet the candidate • Introductions (name, role and years in education) <p>The Middle</p> <ul style="list-style-type: none"> • Begin with interview questions (usually round robin style) • You should use the same interview questions for all candidates • What can you ask? What you should not ask? (provided link to Human Resource folder with list of “cans” and “cannots”) • Follow-up questions may be asked <p>Time was provided for the group to review the list of can and cannot ask questions.</p> <p>The End</p> <ul style="list-style-type: none"> • Thank the candidate for coming and share the next steps in your timeline for your vacancy. • If recommending a candidate, complete the necessary forms and submit to HR

Kim Barclift reviewed required forms:

- Requisition Form (need resignation letter from previous employee & tender resignation form)
- Interview recommendation
- Interview questions
- Reference Check

She indicated it is important for the forms to be completed accurately and that all of the forms should be sent at the same time (requisition, resignation, tender resignation form). The forms may be scanned and emailed. (Copies should be kept in the school file.)

Kim Respass discussed applicant support.

- It is imperative that all components are in place for the online application process.
- In order to avoid EEOC claims, all applicants should be given a thorough review.
- Applicants should be asked to send her an email to give permission to share copies of transcripts that are currently on file.

Lassiter advised that when applicants need assistance getting accounts set up they should contact Teacher Match.

Sherry Gallop reviewed “Are they certified? / Licensure Support” and shared:

- DPI no longer provides printed licenses
- Certified individuals can register to receive an electronic copy
- DPI licensure is a public site and anyone can view licenses
- Principals can verify on the DPI website if a candidate has a current license
- Lateral entry is discouraged
- Position Numbers (provided list of assigned staff to each principal/director) will help track employees
- If restructuring (changing teacher assignment) please contact Mr. Lassiter
- Encouraged principals to contact her if they had questions

Lassiter discussed the fact that HR had previously filtered applications but principals are now charged with making sure individuals are qualified prior to conducting interviews. Items to look for are:

	<ul style="list-style-type: none"> • Current license • If no current license, check to make sure they have completed a degree and that the transcript includes a “conferred” date • Unofficial transcripts cannot be used <p>A group activity of reviewing sample applications was conducted.</p> <p>Lassiter reminded everyone to look for “red flags,” “caution signs,” and “green lights.”</p> <p>Steps to follow are:</p> <ol style="list-style-type: none"> 1. If you need help, call HR 2. Include position number on requisition 3. Screen applicants carefully 4. No recommendation can be made to HR until applicants have submitted all portions of their application 5. Low Performing schools are required to have a Program Services Team member (district instructional coaches) on the interview team 6. Avoid EEOC claims by following our district interview process and establishing interview criteria. 7. Hire. Hire well! <p>Dr. Cartner indicated the plan is to be aggressive in the hiring cycle this spring and the district will do its very best to avoid hiring freezes. The new process will allow Finance and HR to interface for tracking purposes. He shared that it was discovered last week that a custodian was hired that was not authorized in any budget and the new process should ameliorate instances such as this. He thanked those that have agreed to participate in recruiting.</p>
<p>Tech In 10</p>	<p>Godfrey reviewed:</p> <p>Collaborating with google.docs Revision history Mind map (google add on) Sharing documents</p> <p>A group activity “Steps for Putting Up Your Christmas Tree” was conducted by having everyone log into: goo.gl/nm8LES</p>

<p>EC Training</p>	<p>Ewers and Phyllis Fitchgerald conducted LEA Representative Training.</p> <p>Ewers indicated a zip file will be sent with the materials in the presentation, along A Powerpoint of IEP team meetings showing “all the wrong things” was shared.</p> <p>The following were reviewed:</p> <p>EC Process Referral DEC1 DEC2 Timeline – once process started have 90 calendar days Evaluation DEC 3 (worksheet)—separate sheet for every area of disability – 14 areas DEC 3 (eligibility) IEP (individualized education plan) DEC 4 (discussed process to follow in meetings) Access to the general curriculum Annual goals/Short-term objectives Need to include details Related Services Support Positions Instructional day Least Restrictive Environment Extended School Year DEC5 (prior written notice) – Note: Fitchgerald stressed this is the document that will be used in court cases. DEC (initial placement permission) Minutes of meetings Duties of LEA Rep</p> <p>Be Proactive</p> <ul style="list-style-type: none"> • Establish a Positive Rapport • Pre-Meetings • IEP Draft and Psychological Report Home • IEP Team Members Understand Roles • Have a meeting agenda
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	<p>Pitfalls to Avoid</p> <ul style="list-style-type: none"> • Predetermination • Incorrect/Missing IEP team members • Eligibility Area (services/placement) • Decisions made out of order • Lack of Data / Subjective decisions • Adult and/or schedule-centered decisions <p>Ewers conducted a group activity on pitfalls to avoid.</p> <p>Sanders commented that it is critical for EC teachers to plan with regular education teachers and the expectation is for all students to be taught grade-level content. EC teachers will have to scaffold, but they must teach grade-level content.</p> <p>Fitchgerald commented on the need to use common language and to check for understanding.</p> <p>There was group discussion about ensuring teamwork between the regular ed and EC teachers regarding lesson planning and grade level meetings.</p> <p>Ewers asked that site or student specific questions be emailed to her or Fitchgerald.</p> <p>Email site or student specific questions send email</p>
<p>Superintendent's Update</p>	<p>Dr. Cartner asked principals to remind teachers to pay attention to students and use their use of cell phones – there was a recent incident of students livestreaming a high school class. Teachers need to remember that what they do or say can be broadcast.</p> <p>Dr. Cartner reported that progress is being made on the Early College High School and the district is on target for August 2017.</p> <p>Dr. Cartner shared a copy of the December Teacher Advisory Council Questions & Answers information that included an attachment -- “A Note About Sick Days.” He discussed the significant district problem with teacher attendance and his duty to address the matter. He shared that he has reviewed absences to date and by far the most days missed are Mondays & Fridays or the day before/after a holiday and the number of teachers missing those days is over 100.</p> <p>Dr. Cartner asked principals to look at attendance and patterns. He indicated that the word</p>

	<p>needs to be spread that sick days are not a right, not something earned to be used at any time you want to – they should be used for the reasons listed in the Benefits Manual. He asked principals to set parameters and follow them when leave is requested. He commented that it is not wise for an employee to take sick leave to go on a cruise and then post pictures on Facebook.</p> <p>The group discussed practices to put in place and a suggestion was to have repeat offenders call the principal directly if they were going to be out – especially on a Monday, Friday or day before or after a holiday.</p> <p>Dr. Cartner reviewed a draft 2017-18 school year calendar. Following the review he asked principals to send suggestions/requests and the reasoning behind the requests to him.</p> <p>Dr. Cartner discussed an article he read recently on the development of “A I” (artificial intelligence) in classrooms.</p> <p>English took a moment to present Cartner, Lassiter, Sanders and Cox with Christmas gifts from the “Principals.”</p>
<p>Pass the Bell & Last Word</p>	<p>Lassiter passed the bell to Peoples</p>
<p>Adjournment</p>	<p>Godfrey reminded principals about movies and the need to obtain a license or permission prior to showing movies in schools.</p> <p>Cartner discussed an article about Wake County Schools banning school choruses from participating in Nativity scenes.</p> <p>Dr. Cartner wished everyone a wonderful holiday and encouraged them to enjoy time with family and friends, but to also spend some time by themselves.</p> <p>The meeting adjourned at 2:53 p.m.</p>