

Leadership Team Meeting
March 28, 2017

Present:

Cartner, Larry	Flach, Michelle	Lane, Bert	Sawyer, Tammy
Austin, Leigh	Floyd, Toni	Lassiter, Steve	Thompson, Michael
Cowell, Kelly	Fyffe, Amy	Mizelle, LeVar	Waples, Katina
Cox, Andrew	Hahn, Leah	Parker, Alvin	White, Simona
Davenport, Tracy	Hawkins, Jennifer	Pauley, Christie	Whitehurst, Kimberly
Drew, Mickey	James-Davis, Rhonda	Paullet, Chris	Wilson, Shawn
English, Sara	Jones, Ainslie	Sanders, Joanne	Worrell, T.J.

Leader	Topic	Notes
Larry Cartner	Good News	<p>Dr. Cartner opened the meeting. He welcomed Michelle Flach (Director of ExCh and Support Services) and shared that Simona White, was named “Principal” of Northside Elementary School at the March Board meeting – she is no longer the “acting” principal.</p> <p>The following “Good News” information was shared:</p> <ul style="list-style-type: none"> • Central Elementary School and Weeksville Elementary School had students that received “Honorable Mention” in the State Science Fair. • J. C. Sawyer Elementary School basketball teams won the intra-mural elementary school basketball games “March Madness” event. • Northeastern High School’s Envirothon Team placed first in Regional Competition.
Andrew Cox	Finance Update	<p>Cox provided the following information:</p> <ul style="list-style-type: none"> • Principals and bookkeepers are by law the only two people at a school that can sign checks. In the absence of the principal, the Finance Officer should sign school-level checks. Assistant principals are not authorized to sign.

		<ul style="list-style-type: none"> • Allotments for this year should be spent by 4.15.17 – pink copies of purchase orders should be submitted by 5.15.17 • Purchase Orders <ul style="list-style-type: none"> --Last minute purchase orders should be avoided --Information should be entered in the description line to identify what is being ordered, do not include just an item number. --PO number listed on invoice must match PO (required by law) --Check requests should include legible receipts and if receipt does not show description, please write in description --If submitting a receipt for reimbursement, please make sure purchase is only for school reimbursement – make separate purchases for personal items • Comp time has to be pre-approved • Budget transfer form is being updated – when completing the current form, make sure both sides equal • District Credit Card (Central Services Staff)– if used submit check request immediately so payment can be made; plan ahead and submit POs/Check Requests for hotel payments when possible
<p>Toni Floyd</p>	<p>Transportation Updates</p>	<p>Floyd provided a Transportation Update. The Update included information on:</p> <ul style="list-style-type: none"> • Funding (big picture/little picture); • Transportation efficiency rating, • Methods to achieve efficiency rating • Customer service • Tort Claims • Seating Charts (required) • NCGS 115C-246 (following laws & policies is important and she requested principal support) • Referred to website – www.ncbussafety.org (everything you wanted to know about transportation) <p>Driver Issues:</p> <ul style="list-style-type: none"> • Some feel like the bus coordinators do not communicate with them, esp. regarding discipline issues • The bus is an extension of the classroom • Distractions can lead to accidents • Because drivers serve more than one school – a county-wide discipline form

		<p>would be more user-friendly</p> <ul style="list-style-type: none"> • Drivers need feedback regarding the resolution of referrals • Will continue to work with drivers on student discipline <p>Transportation Director Role:</p> <ul style="list-style-type: none"> • Supervise and support the bus drivers • Conduct training on various subjects • Ongoing communication with drivers/principals/bus coordinators • Behavior plan for drivers • Bus driver focus group • School visits
Tammy Sawyer	Community Schools Updates	<p>Sawyer provided updates and information on the following:</p> <ul style="list-style-type: none"> • Business Partner Directory & Protocol Social Events /Opportunities to build relationships • Summer Literacy Campaign • 2017=18 District Handbook • Volunteer/Business Partners Recognition – April 27 –PES, 5:30 p.m. • Teacher/Staff Appreciation – May 1-5 • Teacher of the Year – 5.3.17 – 5:30 p.m. at MACU • Landscaping & Grounds Volunteers Day (May 6th / Rain Date May 13th) • Teach a Child to Save Day (April 28th) – Select Bank will visit 2nd/3rd grade classrooms – please email if interested • Backpack Buddy Initiative (looking at district-wide effort – more info to follow) • New website will launch summer 2017
Joanne Sanders, Christie Pauley, & Kelly Cowell	AdvancEd	<p>Sanders reported that the AdvancED provided cOpies of the AdvancED External Review Report. She indicated the document will be used to assist the district in continuous improvement.</p> <p>Sanders indicated that Learning Focused implementation is no longer the “new” thing and it needs to be made a routine and everyday practice.</p> <p>Cowell and Pauley conducted a group activity to review the External Review Report.</p>

		<p>The following were reviewed:</p> <ul style="list-style-type: none"> • High Expectations • Supportive Learning • Active Learning • Progress Monitoring • Well-Managed Learning • Digital Learning • Equitable Learning <p>Sanders encouraged principals to take the report back to schools and share the information with staff.</p>
<p>District Coaches</p>	<p>MTSS</p>	<p>Pauley discussed the connection between AdvancED and MTSS. She indicated that a more in-depth work will be done with the AdvancED report during Summer Conference.</p> <p>Pauley and Cowell conducted a group activity on “What does MTSS mean to you?”</p> <p>The following topics were discussed by Program Services Team Members:</p> <ul style="list-style-type: none"> • Four Factors for Strengthening Your Core in MTSS • How do we support the CORE in our district? • Common Language (critical to ensure that all staff understand the “common language” when talking about MTSS – a short video by Dr. Marzano was shown to highlight the importance of common language instruction and was followed by a group activity conducted by Program Services Staff) • Layering of Support Intensive Supplemental Differentiated Core (through Learning Focused) • 6 Critical Components • Leadership

- Building the Capacity
- Communication & Collaboration
- Data-Based
- Three-tiered instructional intervention

Pauley indicated that the focus for the MTSS discussion would be Differentiated Core-Learning (using Focused Lesson Plan) and that more topics would be discussed at future meetings.

Sanders indicated the AdvancED report shows that there is not a lot of differentiation going on in classrooms and the trend is to teach to the middle. The need to implement Learning Focused with fidelity is important as seen in the AdvancED Report and the MTSS information.

4 Ways to Strengthen Core:

- Instruction
- Feedback
- Scaffolding
- Practice

A group activity was conducted on Quality Instruction/Explicit Instruction.

Instruction: Design

7 pieces

- Provide systematic instruction on critical content (scope and sequence)
- Lessons are organized and focused
- Begin with statement of goals
(activity using LF lesson plan – correlate the first 3 pieces to where match)
- Provide interactive review with Retrieval Practice
- Provide step-by-step demonstrations
- Provide guided and supported practice
- Using clear and concise language
(activity to show where on LF lesson plan)

7 pieces to design elements for MTSS all fit in LF lesson plan

<p>Larry Cartner</p>	<p>Superintendent's Update</p>	<p>Dr. Cartner reviewed the 2017-18 Local Budget "Summary" Sheet and Department/School Requests. The proposed total request to submit to Commissioners at this point is \$13,746,882.78 which includes Current Expense, Capital Outlay and the projected \$400,000 local funding that will go to Charter Schools (NEAAT and virtual charters).</p> <p>Dr. Cartner indicated the district used Fund Balance in 2016-17 to make up for funding requested and not received from the Board of Commissioners but that will not be an option for 2017-18. He commented that the Board of Commissioners has to juggle requests and available funds.</p> <p>Dr. Cartner discussed Legislative K-3 class size mandate and indicated it could add a minimum of \$813,000 to the budget needs.</p> <p>Following review of the budget requests submitted to him, Dr. Cartner indicated he understood that as a whole the requests were real, but not all items could be included in the budget. He indicated if there were furniture requests, principals should discuss those with Alvin Parker, Maintenance Director.</p> <p>Dr. Cartner asked for questions/comments/thoughts...</p> <p>A question was asked about including a grant writer in the budget request and Dr. Cartner indicated the district is working with someone now to assist in grant writing.</p> <p>A question was asked about iPad replacement for those taken out of circulation. Sanders and Godfrey indicated they will be contacting principals to discuss available options.</p> <p>Dr. Cartner encouraged anyone with questions, comments or suggestions regarding the budget to please feel free to email or call him, Cox, Sanders or Lassiter.</p> <p>Dr. Cartner shared that Bryan Ruffin was named as the principal of Pasquotank County High School and Antoinette Reid was named as the principal of Pasquotank Elementary School. He indicated one more principalship will be filled by the end of April.</p> <p>A question was asked about allotments and when they will be released. Dr. Cartner indicated he anticipates they will be released in April; however he cautioned they will have to be adjusted accordingly due to an anticipated enrollment reduction.</p>
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Dr. Cartner talked about the culture of an organization and when changes are made you have to systematically work to change the culture of the school system. He encouraged everyone to remember that when things change folks can get defensive. He told everyone they should not be apologetic for leadership – everyone in the room today is here because they have differentiated themselves and have a skill set – do not apologize for leadership because at the end of the day it is about doing the right things for kids.

Dr. Cartner released Central Services staff and asked principals to stay.

The following principals were present: English, White, Worrell, Jones, Drew, Fyffe, Pullet, Mizelle, Waples and Hahn. Sanders and Lassiter were also present.

Dr. Cartner discussed paper and copy allotments. He reminded principals that they were told allotments were lower for 16-17 and to plan accordingly. He cautioned that they need to think about what they need to do at their schools to prevent teachers from saying in the community that they do not have paper and copies. He cautioned against creating a firestorm in the community and to look at local funds they have on hand.

Dr. Cartner discussed building security and reminded principals to pay attention – he mentioned that it is not uncommon for him to see exterior classroom doors propped open at schools.

Dr. Cartner discussed a rash of cell phone videos recorded in classrooms and being posted to social media – often times before administrators are aware of issues. He encouraged principals to impress upon teachers that they should monitor use of cell phones. He also suggested that teachers may want to begin collecting cell phones at the beginning of class.

Dr. Cartner discussed appeal hearings that come before the board and cautioned principals to have clear and concise documentation for student and staff disciplinary matters.

Dr. Cartner informed principals that the Board of Education is very interested in MTSS and they perceive it is not being used in schools as it should be. He asked them two questions (1) Do you feel like MTSS is where it needs to be at your school? (2) If not, what do you need to get there?

Principals responded with the following comments:

- Connecting with Learning Focused will go a long way....MTSS has evolved and it is one more thing teachers “think” they know
- Common language and expectations are important
- What we are doing at our school is effective for kids, but not sure what need to be done at the district level
- Does the Board have a common language & understanding about behavioral supports, reductions in suspensions, etc.

Dr. Cartner discussed discipline issues that have been raised at community meetings. He discussed the survey sent to principals regarding discipline matters and indicated the Board would like to know if principals have high enough expectations regarding discipline. Community members and teachers are sharing comments and concerns about discipline and language (especially the “f” word) being used and the board’s view is if we strengthen our expectations and consequences discipline matters will subside. He encouraged principals to share with staff that the community perceives we have a student language problem and to ask staff for suggestions on addressing it at the school level.

Principals discussed the language used by students and indicated that in some instances students forget to “flip the switch” and use “school language” vs. home or friend language. Many students hear the language on a regular basis and it can become a learned behavior. Dr. Cartner suggested that administrators work on engaging parents to talk about the problem and work toward a solution.

Dr. Cartner also discussed the number of discipline reports for “disruption in class” and indicated it is something the Board discussed.

Dr. Cartner asked for comments/questions/concerns.

A comment was made regarding the amount of Learning Focused training the instructional coaches have received is more than principals and is there a way to have additional principal training. Dr. Cartner responded that the goal was to have principals a step ahead of coaches.

Sanders indicated the coaches feel the same way and she explained that it is a cumulative body of knowledge. Coaches were given extra training to bring them up to where they need to be. There is a baseline in the training, but there is no specific training that tells everybody the same thing at the same time and it is a layering process. Training will be provided this summer and principals are always invited to

		<p>coach training.</p> <p>Dr. Cartner reminded everyone that selected principals were sent to “train the trainer” workshops last summer. If anyone that did not attend last summer is interested please let him or Joanne know.</p> <p>Dr. Cartner informed everyone that he appreciates the work they do; they are making a difference and moving the district forward.</p>
Larry Cartner	Pass the Bell & Last Word	Sanders/Cowell/Pauley presented the leadership bell to Michael Thompson
ADJOURN		12:21 p.m.