

Leadership Team Meeting
April 26, 2017
8:30 a.m.
College of the Albemarle
(Breakfast & Fellowship begin at 8:00. Business begins at 8:30.)

Present:

Austin	Drew	Hahn	Parker	Thompson
Campbell (arrived 9:36)	English	Hawkins	Pauley	Waples
Cartner	Flach	James-Davis	Paullet	White
Cobb	Floy	Jones	Reid	Whitehurst
Cox	Fyffe	Lassiter	Sanders	Worrell
Davenport	Godfrey	Mizelle	Sawyer	

Topic	Notes
Teacher Contracts, 2018 and Beyond	<p>Principals & Cabinet Only</p> <p>Principals Present: Drew, Worrell, Jones, Paullet, Reid, Waples, English, White, Cobb, Hahn, Mizelle, Fyffe</p> <p>Lassiter provided copies of NCGS 115C-325.3 (Teacher Contracts) and shared that the purpose of today was to discuss/design criteria to establish language for requirements to earn 2 or 4 year contracts. Effective in 2018-19 teacher contracts will be either 1, 2, or 4 years (by statute). Teachers with tenure will retain tenure. Lassiter indicated it is imperative to make teachers aware in advance of the changes that will take place regarding contract law.</p> <p>Lassiter shared a PowerPoint presentation regarding contract teachers and there was group discussion regarding pros/cons regarding contract lengths; contract criteria, and contract term requirements.</p> <p>The principals indicated interest in one year extension contracts and “rolling” two year contracts. There was some interest in four year contracts with documented, consistent, high-performance.</p> <p>Lassiter indicated he will schedule a virtual meeting with principals to discuss the matter further and</p>

	will review options with the Board Attorney.
Remainder of Staff Joins	
Good News Reports	<p>The following items were shared:</p> <ul style="list-style-type: none"> • The district “Book Bonanza” is underway. A \$200 gift certificate to Recycled Reader has been donated that will be placed in a drawing for elementary schools. • ECMS students placed 2nd in the Regional “Battle of the Books” • Four teachers have been accepted to attend the NCCAT Summer Math Camp • Senior student visits to elementary schools are being very well received. • Teacher Appreciation Week will be celebrated with a small gift to employees, Proclamations (from BOE, City & County); Banner (Water St./Colonial St.); and discounts provided by local businesses • A district teacher was selected to work with DPI on NC Math 1 Testing • PES PE teacher received a grant for all 4th graders to receive bicycle helmets. • Following the recent Child Care Provider Conference, ECSU requested that the district provide some professional development on Kindergarten Readiness. • JCS fifth graders participated in a “virtual” hike up Grandfather Mountain.
EC Update, Manifestation Review	<p>Flach reviewed information on what is considered a “removal” from school relating to EC services. She shared that any time a school asks for the child to go home for discipline reasons (i.e. partial day when parent is asked to pick up the student for behavior issues; absence before conference; removed from current setting; etc.) it is a “removal” and counts toward the 10 day limit. She also indicated if a student is suspended from the bus and the parent is not able to transport the student it could be considered a removal in the eyes of the law. She highlighted the following:</p> <ul style="list-style-type: none"> • Any request for removal should come from the principal and not the teacher. • Starting on the 11th day of “removal” from school, EC services must be provided. <p>Flach reviewed Manifestation Determination procedures and guidelines.</p>

	Flach indicated you cannot change the “area of disability” without having an IEP meeting.
Program Compliance Review	<p>Flach informed principals that the EC “End of Year Compliance Checkout” form will have a section that must be signed by principals.</p> <p>Flach shared that the EC Department will have a Program Compliance Review (from DPI) next week. The following schools will be visited: NHS, NES, RRMS and PCHS. She indicated that the purpose of the visit is to provide “help.”</p>
SAT	<p>Davenport discussed plans for the Superintendent’s Academic Team Awards Programs scheduled for May 2nd & 4th.</p> <p>There was group discussion regarding the plans. Davenport indicated principals should give her a call if they have questions. She also informed them to ask students to arrive by 5:15 p.m. and to share with parents that seating is limited.</p>
Title 1 Closeout 2016-17	<p>Davenport discussed the following:</p> <ul style="list-style-type: none"> • Stakeholders meeting tentatively scheduled for May 18th • Purpose of Stakeholders Meeting • Requirement to hold meeting for local private schools • Closeout (Schools have google folders and information is uploaded in the folder) • Paper copies should be kept of parent compacts and surveys • Parent end of year survey • Needs Assessment (complete by June 14) • Purchase Orders have been processed (pink copies due by 5.15.17)
Tech in 10	<p>Godfrey presented information on “Making the Switch to Google Slides” and shared the “Top 5 Reasons to Give it a Try” which included:</p> <ol style="list-style-type: none"> 1. Cleaner/Simpler (no more “death by PowerPoint”) 2. Easy Access (goodbye jump drive, automatic save, not dependent on device)

	<ol style="list-style-type: none"> 3. Offline Access (view&edit; automatic sync) 4. Built for Collaboration (dynamic, easily share and make edits; same platform, live Q&A) 5. Publishing/Sharing (publish link or embed share) <p>She reviewed information about templates, sharing and publishing.</p>
Media & Tech Update, News	<p>Godfrey shared that the district is moving to a new website and she estimates it will be “live” in June. Tech Assistants and Media Coordinators will be trained on the new website. Teacher pages will not be available in the beginning (<i>history shows they were not kept up to date on the current website</i>) and will be revisited later.</p> <p>Godfrey provided an update on the e-card process with the public library.</p>
Transportation Updates	<p>Floyd shared the following:</p> <ul style="list-style-type: none"> • Bus Driver Appreciation Luncheon is May 16th and will be held at Evangelical Methodist Church • Recommendations are past due for the “Bus Driver of the Year” Award • Effective January 1, 2018, all drivers will be required to hold Department of Transportation medical cards (physicals must be performed by qualified providers) • Drivers on “medical review” will have to provide the DOT medical card or will have their license cancelled.
EVAAS Reminders	<p>Hawkins discussed the EVAAS Roster Verification process.</p>
HR & Auxiliary Services Updates	<p>Lassiter distributed HR Updates information.</p> <p>Lassiter shared information on the following:</p> <ul style="list-style-type: none"> • Principals with employees that have indicated they will not return can ask (but cannot require) the employee to submit a resignation letter in order for the principal to be able to fill the vacancy. • Principal allotment meetings are scheduled for 4.28.17

	<ul style="list-style-type: none"> • Summatives are due by 4.28.17 for individuals that will be recommended for non-renewal • Classified evaluations are due to HR Department by June 1st • The internal transfer list closes on June 30th • Teacher Absence Report • Interview Process <ul style="list-style-type: none"> --Minimum of 3 candidates should be interviewed --Reference checks --Requisition form should be completed and accurate --Submit all interview documents to HR --Low-Performing Schools must use the model lesson interview process • Evaluation Process <ul style="list-style-type: none"> --Keep attendance issues in mind for both certified & non-certified staff -- If attendance has been an issue, it must be included in the summative. • --Ratings for non-certified employees <ul style="list-style-type: none"> --Documentation of issues --Have crucial conversations with staff
<p>Finance Update</p>	<p>Cox thanked everyone for submitting purchase orders by the 4.15.17 deadline and reminded them that the deadline for pink copies to be returned to Finance is 5.15.17.</p> <p>Cox discussed the request from a Pasquotank County Commissioner regarding the percentage on non-recurring funds requested for 2017-18. He asked principals/directors to share with him any items they requested that would be non-recurring.</p>
<p>Superintendent's Update</p>	<p>Dr. Cartner discussed the local budget process and shared that after presenting a scaled back version and one that listed all requested items (from principals/directors) the Board of Education supported submitting the full request to the Board of Commissioners. The budget (\$17.1 million) was presented to the Board of Commissioners on 4.24.17. As part of the presentation, Commissioners were respectfully reminded of their promise to do better for the school system this year.</p> <p>Dr. Cartner provided an update on the class size mandate and indicated that HB13 passed and there will be some reprieve for 2017-18. Full implementation will be required in 2018-19. He discussed</p>

	<p>flexibilities in personnel based on attrition and indicated the district has opportunities in 17-18 that may not exist in 18-19. Due to this flexibility he optimistically anticipates reorganization of positions, but no actual loss of jobs.</p> <p>Dr. Cartner indicated the target date to have all assistant principal assignments in place is May 30th. He also shared that the district hopes to have as many teacher transfers done as possible by May 30th.</p> <p>Dr. Cartner shared that Mr. Adrian Fonville has been hired to serve as the principal of RRMS effective July 1, 2017.</p> <p>Dr. Cartner indicated that the recent reaccreditation process revealed that school webpages were out of date and a cursory glance last week shows they are still out of date. He reported that every principal finalist he has interviewed recently has been to school webpages to look for information.</p> <p>Dr. Cartner reminded principals that field trip requests for second semester were due by January 6th. He encouraged principals to really think about it before sending requests to him at this point.</p> <p>Dr. Cartner commented on the state of public education and reminded everyone to keep the big picture in mind – legislators (State and Federal) strongly believe in a free-market approach to education and see their actions as good for competition. Public schools need to work hard and let their work speak for itself.</p> <p>Dr. Cartner asked for questions/comments/concerns.</p> <p>Lassiter shared that a district-wide announcement will be sent today regarding assistant principal vacancies. He asked principals to encourage folks that will be good candidates to apply.</p> <p>Lassiter shared that School Improvement Plans were items that were not “findable” on school websites and reminded principals they are required to be posted.</p>
<p>Pass the Bell & Last Word</p>	<p>Thompson passed the bell to Mickey Drew.</p>

	<p>Dr. Cartner closed with comments about compliance. He indicated you can't hire for compliance and your greatest victories come from "outside the box" thinking. He encouraged principals take a critical look at their schools, to use data and to spend the next 30 days "thinking outside the box" in order to get the absolute best results.</p>
Adjournment	<p>The meeting adjourned at 11:36 a.m.</p>