

**Leadership Team Meeting
September 7, 2017**

**(Breakfast & Fellowship - 9:30 a.m. ~~ Business -9:45 a.m.)
College of the Albemarle – Foreman Center**

Present:

Cartner	Cox	Godfrey	Lane	Sanders	Wilson
Austin	Davenport	Hawkins	Lassiter	Sawyer	Worrell
Campbell	Drew	Heath	Mizelle	Thompson	
Cobb	English	James-Davis	Paullet	Waples	
Cowell	Fyffe (10:17 a.m)	Jones	Priest	Whitehurst	

Leader	Topic	Notes
Larry Cartner	Good News	<p>Dr. Cartner opened the meeting by asking for Good News.</p> <p>Sanders shared that Austin received a grant though Dollar General.</p> <p>Cobb shared her enthusiasm about parent commitment to her school. They are working really hard at WES to improve the grounds and a parent cleaned up after the recent weekend storm to keep the grounds looking good.</p> <p>Worrell shared that his enrollment has increased by 60 students.</p> <p>Sawyer reported that Towne South Church will donate \$100 to each kindergarten class in the district in memory of Christie Williams’ daughter who would have started kindergarten this year.</p> <p>English shared a story about working with her teachers and the parent to get a student that had been retained twice “back on track.”</p> <p>Sawyer reported on the many school supplies donated this year and indicated she will sort and distribute to the counselors.</p>

<p>Andrew Cox</p>	<p>Financial Update</p>	<p>Cox discussed “status of funds” reports and asked if principals would like to have a monthly report. Principals indicated they would like the report.</p> <p>Cox encouraged principals to keep the school-level bookkeepers in the loop regarding travel/training scheduled by Central Services staff. This was an item of concern from bookkeepers at a meeting this summer.</p> <p>Cox discussed the importance of schools making sure funds are available before making purchases. Funds are not available at the district level to cover costs of purchases that schools do not have funds to cover.</p>
<p>Tracy Davenport</p>	<p>School Improvement Planning Sold Out – Underage Alcohol Use PD Plan for September 26</p>	<p>Davenport indicated this is the re-write year for School Improvement Plan. She shared the NC School Improvement Implementation Guide and highlighted the following areas:</p> <ul style="list-style-type: none"> • Overview of School Improvement Planning • Legal Requirements • Public Records requirements • School Safety Component (not public) • Team Member Requirements (who should be on team; requirement to vote on members by secret ballot for staff; parents must vote on parent rep; parent rep shall not be a building-level staff member) <i>Note: Following a question from Dr. Cartner regarding “instructional support” staff, Davenport indicated she will check and get back with principals with the response.</i> • Principal role • Continuous process • Board approval required <p>Davenport discussed the process to write the plan and discussed:</p> <ul style="list-style-type: none"> • Strategies for improving school performance • Spending Plan • Effective Instructional Practices

		<ul style="list-style-type: none">• Duty Free Lunch Period Plan – if not possible to schedule due to safety issues, must note in plan why cannot provide• Duty Free Planning• SMART Goals• Filling vacancies on the Team• Revisions to the Plan <p>Davenport reported that the District Improvement Team will develop transition plans between elementary, middle and high schools. The District Team is available to meet with/work with school-level teams.</p> <p>A Low Performing Schools webinar is coming up and she indicated principals of low-performing schools should register for the webinar. The District Team will meet with them following the webinar.</p> <p>Davenport reminded principals that the plan must be posted on the website; all meetings are open to the public and dates for meeting should be posted on the website. The exception is that School Safety Plans should not be discussed in public.</p> <p>She distributed copies of the General Statute regarding SIP to principals.</p> <p>Davenport discussed due dates for Low Performing Schools to submit plans. Plans should be submitted through NCSTAR by October 5th, the District Team will meet and offer feedback and finalized plans should be re-submitted by October 12th. They will go to the Board on October 17th. Principals should plan to present a 2 minute summary of the goals and plans.</p> <p>SIP deadlines for other schools will be shared later.</p> <p>Davenport discussed a program offered through ABC Board for 6th and 9th grade students regarding an “alcohol free” commitment. She shared a letter giving details of the program.</p>
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<p>Joanne Sanders</p>	<p>AdvancED Updates Max Thompson Visits</p>	<p>Sanders discussed the following regarding the AdvancED renewal process.</p> <ul style="list-style-type: none"> • February 12-15 Review Dates (please pencil these dates in) • Make sure webpages are up to date and current • SIP uploaded to AdvancEd website • Principals have password for AdvancEd website and will have to upload documents <p>Sanders informed principals if they need assistance in writing SMART Goals, please ask – the Program Services team is here to support them.</p> <p>Sanders reminded everyone of the schedule for principal visits with Max Thompson.</p> <p>Sanders discussed the evaluation process for Instructional Coach/AIG folks.</p>

<p>Steve Lassiter</p>	<p>Administrator Evaluations HR Updates</p>	<p>Lassiter distributed and reviewed “HR and Operations Update.”</p> <p>Lassiter thanked principals for submitting NCEES evaluation information.</p> <p>Lassiter reminded principals to forward school level employee personnel files to receiving schools if they have staff that transferred within the district.</p> <p>Lassiter reminded principals to submit an electronic copy of school level handbooks (student and staff) to him.</p> <p>Lassiter reviewed the principal/assistant principal evaluation process. He emphasized that goals have to be SMART (specific, measurable, attainable and achievable, results-oriented and time-bound) and they must have a goal related to instructional leadership. He encouraged uploading artifacts and to refrain from using paper.</p> <p>Lassiter indicated LEAP Training dates will be sent out today for “recruitment” purposes.</p> <p>Lassiter shared that he sends weekly HR Updates and tries to include pertinent information. He asked that if there are questions, please do not hesitate to contact him.</p>
<p>Amber Godfrey</p>	<p>Tech Update</p>	<p>Godfrey provided an update on the Technology Fee waiver process. She has reached out to other districts and most of them use free/reduced lunch information provided by students/parents. Documents regarding the process have been placed in the technology folder online. If there are questions, please let her know.</p>
<p>Larry Cartner</p>	<p>Last Word</p>	<p>Dr. Cartner distributed regional comparison charts with 2015-16 testing data. He indicated there are some areas for celebration and some areas that need work for the district.</p> <p>Dr. Cartner indicated that he has not found a way to express how proud he is of their work in 2015-16 – they did some fantastic work and the results showed it. He is proud</p>

		<p>of the district and grateful. He encouraged principals to reach out to districts that scored above the state average to ask what they did.</p> <p>Dr. Cartner instructed principals to talk with bus drivers about children sleeping on buses, not getting off at the right stop, etc. He indicated kindergarten students should be sitting on the front seats and drivers should be paying particular attention to them. He stressed that drivers must walk the entire bus before they park the bus (morning and afternoon), as well as in between bus runs.</p> <p>Dr. Cartner indicated there has been a higher than normal spate of custody issues this year. He tries to appeal to parents to not put schools in the middle. He encouraged principals to always err on the side of caution and if they have questions or need assistance to call his office or the Sheriff (in cases of potential parent conflict on campus).</p>
Tammy Sawyer	POY	Katina Priest, Principal of Northside Elementary School, was named the 2016-17 Principal of the year for ECPPS.
Larry Cartner	Pass the Bell	Cobb passed the bell to Tammy Sawyer
Adjournment		Adjourned at 10:44 a.m.