

## **Program Services Meeting Agenda**

**July 28, 2015 @ 10:30**

**Present: L. Cartner, D. Meiggs, F. Heath, J. Sanders, B. Strecker, G. Stevens, R. Harris, T. Sawyer, S. Buckner**

<b>Time</b>	<b>Item</b>	<b>Leader</b>	<b>Notes</b>
10:30	Review of Agenda	L. Cartner	<p>Dr. Cartner shared notes from the Superintendents' Quarterly Meeting he attended on 7/23/15 and pointed out key topics to review.</p> <p>Handouts on Open House/Meet &amp; Greet Events, Board Meeting Highlights and Needs from Summer Conference were distributed.</p>
10:35	Plans for Administrivia	L. Cartner	<p>Dr. Cartner discussed plans for Administrivia and clarified that the purpose of the meeting will be for Central Office to share "<i>what it is you need to have principals know from your area</i>" to start school successfully. He asked everyone to submit final agenda information by the end of the day on Tuesday.</p>
10:55	Summer Needs – What can we complete now?	L. Cartner	<p>Dr. Cartner reviewed the list of Summer Needs and asked for feedback on items that have been taken care of or are "in process."</p> <p>Sanders, Harris and Meiggs shared that they are in the process of scheduling EVAAS training (elementary session &amp; secondary session).</p> <p>Strecker shared that training for Canvas is underway.</p> <p>Sanders shared that Harry Wong Books have been provided to the principal of HLTCS (as requested by principal) for the staff to do a book study.</p> <p>There was discussion on the book study for <b>Monday Morning Leadership</b> and <b>Will to Lead/Skill to Teach</b>. Books have been ordered for each school. Principals are charged with completing the two book studies over the course of the academic year. A suggestion might be to complete MML during first semester and begin WTLSTT before Thanksgiving. That would leave the second half of WTLSTT for second semester. However, principals are free to construct their own schedule for completion within the academic year.</p>

			<p>Harris discussed the request from NHS for Keegan Training (a NHS staff member has been through the “train the trainer” workshops for this).</p> <p>Sawyer shared that Heath has provided pacing guides to be placed on the website.</p> <p>Meiggs shared that three schools had data teams last year – she will work with them to “share” with other schools.</p> <p>Stevens shared that Jennifer James at NHS does “flipped classrooms” and would be a good resource.</p> <p>Dr. Cartner asked “where are we on standards” and indicated in-depth work is needed. Sanders and R. Harris were assigned to work on this. Suggestions were made to schedule training through DPI and partner with neighboring counties and to utilize the skills of existing staff.</p> <p>Buckner asked for vertical plan meeting dates to be included for PreK. Harris will provide.</p> <p>Transition teams from PreK to K; K to 1; 5 to 6; and 8 to 9 were discussed. R. Harris will lead “5 to 6”; Sanders and Stevens will lead “8 to 9” and Buckner will lead “PreK to K.”</p> <p>Strecker shared information about Canvas training. Online modules and “24 hour Support” are available features.</p> <p>There was discussion about the need to schedule early release days for professional development. Dr. Cartner stressed that principals should be involved in the selection of dates for any early release days. He will discuss the possibility of scheduling early release days for this year with the Board, which would require a calendar revision.</p>
11:15	Other	Team	Sawyer commented on the Open House/ Meet&Greet, District Newsletter “Let’s Connect” and Board Highlights handouts.

		<p>Stevens shared that there have been changes in the schedule for Pasquotank Ministers' Council for Education meeting. A revised schedule will be provided. Principals are reminded that the first meeting is required. Following this initial meeting, principals are strongly encouraged to attend or to send a designee to each meeting.</p> <p>R. Harris shared that there has been an abundance of volunteers assisting with the summer reading program for 3<sup>rd</sup> graders. As of today 43 students have managed to complete their portfolios and "portfolio out." Testing will take place on Thursday.</p> <p>Dr. Cartner shared that he and Meiggs will be meeting with staff this afternoon to discuss a reorganization plan that will affect administrators and clerical support. A flow chart of the changes will be shared when he has had the opportunity to meet with all staff (face to face) that will be affected.</p> <p>Dr. Cartner asked for questions, comments or food for thought.</p> <p>Stevens and Strecker asked about the process/format for presenting to the Board. Dr. Cartner indicated he likes efficient meetings and to provide information to the Board in advance of the meeting to make the meeting run smoothly.</p> <p>Sawyer asked that all staff and student good news/accomplishments be shared so that she can get the word out to staff and the community.</p> <p>There was discussion of the process for reviewing policies.</p> <p>Sawyer will share information regarding the parent/student handbook at Administrivia.</p> <p>Adjourned at 11:20 a.m.</p>
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