

## ***Directors Meeting Agenda***

***August 25, 2015***

***Present: Cartner, Meiggs, Sanders, Strecker, Stevens, Davenport, Ewers, Sawyer, Whitehurst, Lane, Pauley, R. Harris, J. Harris, Austin***

<b><i>Time</i></b>	<b><i>Item</i></b>	<b><i>Leader</i></b>	<b><i>Notes</i></b>
10:30	Review of Agenda	L. Cartner	
10:35	Update on Progress of Pacing Guides	Team	<p>Dr. Cartner asked for an update on pacing guides.</p> <p>Pauley, Lane, and Whitehurst shared progress information – Middle school science is complete Elementary ELA is complete Secondary ELA is almost complete. Elementary math needs to be reviewed and teacher leaders have been contacted for input.</p> <p>Sanders indicated it is more difficult than it sounds to develop pacing guides, especially for the high schools – the Team is pulling different formats together to make a uniform guide for the system.</p> <p>Dr. Cartner asked what is in place to make sure teachers are accessing and implementing the pacing guides.</p> <p>Austin --Elementary ELA pacing guides/standards were handed out to all K-4 teachers and 5<sup>th</sup> grade information is being sent via pony mail. New textbooks for math were implemented this year and she is working to make sure everyone has needed materials.</p> <p>Sanders proposed that a discussion be held with principals to make them aware of where this information is and what to look for; the Program Services Team</p>

			<p>will also go to schools and monitor to make sure teachers are accessing and using the pacing guides.</p> <p>Stevens asked if both high schools will be on the same page for prerequisites for courses.</p> <p>Dr. Cartner indicated he would like to see in the very early spring a combined high school course catalogue that would contain the course offering information. He indicated this would need to be presented to the Board for approval by February.</p> <p>The group discussed walk through documents for visiting classrooms – specifics on what evaluators should be looking for in the classroom. A document created last year will be shared electronically for review.</p> <p>Dr. Cartner informed the group that they may want to change some of the documents after meeting on 9/24/15 with Max Thompson. He thinks the group will hear some things that day that will resonate with them.</p> <p>Dr. Cartner indicated he is not questioning the documents, but a pacing guide is only worth what teachers are implementing – what do we need to do to make sure teachers are accessing and implementing.</p> <p>He instructed Sanders to make sure the Program Services Team is aware of, following, and supporting what teachers are doing.</p> <p>There was discussion about instructional coaches in the buildings being another key component.</p> <p>Dr. Cartner reminded the group to limit the time instructional coaches are out of schools to one day per month.</p> <p>The group discussed PD for 9/28/15.</p> <p>Online registration for secondary sessions will be available and a feedback form (google doc) will be provided;</p>
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10:50	Review of %age of Questions by Standard	Team	<p>Dr. Cartner asked where are we in making sure teachers understand the percentage of questions by standard.</p> <p>The group responded that the information has been shared with principals and they are incorporating this in pacing guides.</p> <p>R. Harris provided information on answer keys (updated by DPI in July 2015). She will share the link to access released items. She will also share NCFE information.</p>
11:05	Team Updates &		<p>R. Harris discussed School Improvement Plans – plans are due by September 3, they will be reviewed and principals with Performance Grades of “D” or “F” will</p>

	<p>Other Concerns</p>		<p>present to the Board's Academic Affairs Committee (September meeting). Presentations should be 3-5 minutes.</p> <p>R. Harris informed the group that the release of 2014-15 test data has been changed and the State Board will now release the information on 9/2/15.</p> <p>Davenport provided a Title I update. The plan is almost ready for submission and this year will change to K-8. She is meeting with principals to discuss allotments. A ranking scale was developed and allotments will be based on highest need. Elementary and middle school instructional coaches will be funded by Title I.</p> <p>Sanders indicated that monitoring will take place to ensure good choices in spending are made this year.</p> <p>Austin, Lane and Whitehurst discussed Tuesday meetings with grade levels and asked Dr. Cartner for his vision for the meetings.</p> <p>Dr. Cartner indicated that the meetings will be where PST can make the most difference in getting folks to a level playing field in terms of content knowledge and EOG/EOC expectations.</p> <p>He suggested meeting with K-1, 2-3, and 4-5 teams and also spending time once a quarter with transition grade levels (5 to 6; 8 to 9).</p> <p>He encouraged a strong focus on Grade 3. There was also discussion of K-2 and ensuring they are preparing students for Grade 3.</p> <p>Dr. Cartner informed the group that Sawyer will provide "Customer Service" training with clerical staff on PD days.</p> <p>Ewers indicated she will provide EC staff with PD opportunities. It was requested that she also provide some EC sessions for regular teachers (ex. "what happens if IEP not followed") for secondary teachers in September and elementary teachers in October.</p> <p>It was also requested that Technology Sessions be provided.</p>
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			<p>Adjourned at 11:35</p>