

Program Services Meeting Agenda

November 24, 2015

Present: Cartner, Sanders, Meiggs, Davenport, James-Davis, R. Harris, Sawyer, Hawkins, Pauley, Lane, J. Harris, Whitehurst, Austin, Cowell, Strecker

<i>Time</i>	<i>Item</i>	<i>Leader</i>	<i>Notes</i>
10:30	Updates Elem. Duties ELA –MS Course Catalog Holidays (leave)	Sanders	<p>Sanders shared information on updated elementary duties:</p> <ul style="list-style-type: none"> • Austin (ELA & Read to Achieve) • Cowell (Elementary BT & Social Studies) • Whitehurst (Science & Math) <p>Sanders provided a handout that outlined AIG & Instructional Coach assignments. She encouraged the PST to use the new assignments when planning Tuesday grade-level meetings.</p> <p>Sanders commended middle school ELA for all their hard work. She discussed the great work done during unpacking sessions held at both middle schools and asked PST to comment.</p> <p>Lane reported that he sat in on both sessions and the work and dialogue was some of the most powerful he has seen.</p> <p>Hawkins reported that 7th grade at RRMS discussed language and vocabulary to use when teaching. She indicated that ECMS had a shorter meeting time, but worked hard.</p> <p>Sanders, Lane and Hawkins all indicated that both middle schools had expressed interest in working together on the process.</p> <p>Lane reported that the Tuesday grade-level sessions show that the two</p>

		<p>schools enjoy working together. He shared information about their use of the revised Bloom’s Taxonomy – common exams are analyzed for percentage of questions at each level and they are using information to move forward.</p> <p>Davenport reported that joint middle school planning sessions are being scheduled for January/February.</p> <p>Pauley shared that middle school ELA is today at 11:30 a.m. and she plans to attend.</p> <p>Hawkins discussed Sarah English’s ability to work with adult learners and indicated that the PST may consult with her for coaching/growth strategies.</p> <p>Meiggs indicated she would share books that were provided to DPI Instructional Coaches.</p> <p>Pauley reported that the PST is currently doing a book study on <i>Differentiated Coaching: A Framework for Helping Teachers Change</i> in an effort to expand their knowledge.</p> <p>Sanders reported that there is a major push to have a common course catalog for the two high schools. Work will begin on that next week.</p> <p>James-Davis reported that she met with CTE staff (Luton, Old, Kinnaird) and charged them with designing common course descriptions to be included in the course catalog. Notations will be made to indicate if offered at only one school.</p> <p>Sanders discussed elementary grading practices for “Connect” classes. She asked for a volunteer to work with Meiggs on ASW.</p> <p>Meiggs shared data on the first year that the accountability model for</p>
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			<p>the table for review until December. She encouraged PST members to dress professionally and model what is expected when they are in schools.</p> <p>She shared that the Board has adopted a mission statement, vision statement, tag line and goals. Work will be on the strategic plan soon.</p> <p>Cartner commented that the process to develop the mission statement, vision statement, tagline and goals has been a good process. He indicated he kept a low profile throughout the process in order to give the Board the lead and they did a great job. He indicated he is pleased they adopted the State BOE goals and that it will align the system with the state. He indicated that Dr. Eddie West, with the Masonboro Group, will be facilitating the process of developing a strategic plan. Dr. Cartner will meet with Dr. West next week to begin the process. Dr. Cartner indicated his plans are to have the strategic plan in place by the end of March so that it can be used as part of the budget planning process.</p>
11:00	School Visit/Grade Level Planning Days	West Wing	<p>Sanders asked for synopsis of School Visits/Grade Level Planning Days.</p> <p>Pauley reported that secondary ELA has been meeting and working hard – they have done a lot and have a lot to do. They plan to go ahead with second semester benchmarks.</p> <p>Lane reported that science meetings are going good. They are working on resources and live binders and are ready to benchmark.</p> <p>Hawkins reported that Math II was aligned and the pace was pretty well set. They will be discussing “how to teach” and conceptual understanding.</p> <p>There was discussion on EVAAS reports (school level, district level and</p>

		<p>individual teacher) and the PST access to information. Meiggs shared that school and district level information was available. Individual teacher information should only be used if the teacher shares the data.</p> <p>Austin reported that elementary is focusing on data in Tuesday meetings. They will focus on science in December.</p> <p>Cowell reported on meetings with 4th and 5th grade teachers and indicated that it was eye opening to discover that K-4 teachers are really not focusing on science. She will be looking at standards to help teachers with science.</p> <p>Cowell reported that the elementary team visited the PCHS AVID meeting and learned about “point of confusion” strategy. They will share in grade level meetings.</p> <p>Davenport reported that the Title I budget was approved by the state. She encouraged PST to share information with schools about sources/resources for materials as they begin spending instructional supply money, especially the low performing schools. Spending should tie in with Title I plans.</p> <p>Davenport requested that if PST know of workshops/training that will require teachers to secure substitutes that they let her know in advance and ask the teachers to complete SD-1s prior to the meetings.</p> <p>Davenport discussed guidelines for iPads/laptops purchased with Title I funds.</p>
11:30	Other	<p>Dr. Cartner reported that the Board has told him to cautiously proceed with 1:1 implementation. He indicated the Board was unanimous in its support of 1:1 and that there was good discussion about the matter. One Board member wanted to know how soon it could start. Dr. Cartner</p>

		<p>shared that his response was that in a perfect world teacher training could start in August 2016 and deployment of devices in January 2017. In order to do this it will require significant reallocation of resources (not the least of which is textbook money) and hard decisions will have to be made.</p>
	<p>Change</p>	<p>Sanders read the following comments regarding change:</p> <p><i>On the Road to Change:</i></p> <p><i>Ruts and Rivers</i></p> <p><i>Ruts:</i> <i>You step in even though its muddy and unappealing</i> <i>Forward movement is hard and labored</i> <i>You feel the need to go back to where you are comfortable</i> <i>You are mired in one place</i> <i>Every step you try to take forward there is a pull that may even cause you to stumble or fall</i> <i>You question why you chose to step into this mess</i></p> <p><i>Rivers:</i> <i>Pull you forward quickly</i> <i>Leaves you feeling refreshed</i> <i>Feel the flow and the pull</i> <i>An easy ride, motion</i> <i>Not a fight for every forward motion</i></p> <p><i>I ask you to stand fast! Reflect on the great things that have happened this school year. They have not been easy.</i></p> <p><i>As leaders, we are conveyors.. We can also serve as Ruts or Rivers.</i> <i>Reflect: What you perpetuate? Are you spreading the right message?</i></p>

			<p>She encouraged the PST to reflect on the comments and to remain steadfast. She thanked every single person in the room for the work they are doing.</p>
	Other		<p>James-Davis informed the PST that today is “Wake Up to Ag” Day. Third grade students from ECPPS & Camden County Schools will be participating. Teachers and students have worked hard to organize the event. She encouraged the PST to visit if they have an opportunity.</p> <p>James-Davis also shared that in a recent State FFA Veterinary Science Competition NHS students placed 1st out of 58 teams and PCHS placed 3rd. The #1 student in the state was from NHS. <i>(Ms. James-Davis wanted to express a special thanks to Dr. Darlene Lannon for working with these students to prepare for competition.)</i></p> <p>Davenport gave a “shout out” to Whitehurst and Cowell for completing their MSA presentations. They are both scheduled to graduate with master’s degrees in December 2015.</p>
	Happy Thanksgiving!		<p>Dr. Cartner and Sanders wished everyone a Happy Thanksgiving. The meeting adjourned at 11:21 a.m.</p>