

Program Services Meeting Agenda

October 13, 2015

Present: Cartner, Sanders, Meiggs, Hale, Davenport, Whitehurst, Cowell, J. Harris, Strecker, Ewers, Austin, Pauley, Lane, Sawyer, Hawkins, R. Harris

Time	Item	Leader	Notes
10:30	Teacher Survey	Cartner	<p>Sanders called meeting to order.</p> <p>Dr. Cartner discussed the Teacher Survey Responses from June 2015. He indicated that he wanted the PST to commit to 5 items from the survey that the PST can commit to address this year.</p> <p>Austin offered comments on areas/items she felt are already being addressed or are in progress. Those item are: pacing guides, grade level meetings, professional development.</p> <p>Ewers indicated that from an EC standpoint, she felt that the following items/areas were a common theme in the Survey Responses: consistency (processes in place), accountability (student expectations), access to technology and meaningful professional development. She indicated she is already working on those items within the EC Program. She reported she is also evaluating alignment of EC classrooms, intervention services prior to referral for EC, and establishing a parent action team/advisory council.</p> <p>Lane discussed concerns principals had with the induction program for new teachers and reported that the process has been streamlined and meets legal requirements.</p> <p>Davenport discussed communication concerns – she suggested that</p>

		<p>Central Services needs to do a better job of referring questions/concerns to the appropriate person in order for people to not get mixed messages. She also discussed visibility and that Central Services people are already being seen more often in schools. She encouraged everyone to remember what it was like to be in a classroom.</p> <p>Sanders discussed “customer service” and indicated everyone needs to be aware of what they say and how they respond to folks.</p> <p>Hawkins discussed “commitment cards” that coaches and teachers completed during a secondary math meeting last week. The coaches have told teachers what they are committed to and have asked teachers to share what they are committed to – she indicated the coaches are focusing on commitment. (She shared that the cards can be found on page 26 of the Learning Focused workbook <i>Advancing Schools: Insights from Exemplary Leaders</i>.)</p> <p>Pauley reported that the Instructional Coaches are focusing on relationship building and the strengths they individually bring to the table. She feels the trust building has already had an impact and can see the momentum building.</p> <p>Dr. Cartner asked the Team to identify 5 items/areas from what they have discussed and the team agreed to focus on:</p> <p>Communication Visibility/Accessibility Professional Development (geared toward curriculum, instruction, pacing guides) Technology (communication, consistency) Consistency</p> <p>Sawyer encouraged the PST to let her know information that needs to be shared/communicated to the public.</p>
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			<p>Cartner requested a document showing what the Team is doing and what they are committed to work on this year. Sanders indicated she will get that to him.</p>
10:45	Tuesday Sessions	Hawkins Lane	<p>Hawkins reported that the Secondary Math Meeting last week was very well received; teachers were ready to talk and plan. Copies of standards/pacing guides were shared with math teachers and goal summaries were worked on. She shared that they are emphasizing “what you teach” first and will move to “how you teach.”</p> <p>Hawkins, Lane and Pauley reported that they are working together and each coach tries to present during each meeting in order for teachers to see them all in a leadership role.</p> <p>Hawkins reported that the next goal in their “vision” is to work on Health/PE, Spanish, Latin, etc.</p> <p>Sanders asked the Team for follow-up from the meetings and how they plan to follow up in the schools.</p> <p>Lane indicated they would utilize classroom walk-throughs for follow up; they would spotlight teachers when they see positive things going on in classroom and would have lots of communication. He shared they have modified the feedback form to incorporate 4Q/3T.</p> <p>Whitehurst reported the modified form was used recently and it worked well.</p> <p>Meiggs discussed attendance at meetings and communicating with principals. She asked that they highlight the Beginning Teachers.</p> <p>Sawyer reminded the Team of the “Employees Exceeding Excellence” recognition program and encouraged them to make nominate “leaders.”</p>

			<p>Hawkins discussed benchmark testing as it relates to secondary teachers.</p> <p>Sanders reminded everyone of Max Thompson’s comments at the Learning Focused Training about building stamina to take a test and indicated the purpose of benchmark testing is to build capacity to take the test at the end of the course/grade.</p> <p>Lane commented that secondary teachers did not like the way it was set up; did not use the data and they wanted something that continuously builds. Feedback from teachers was that kids shut down during the testing.</p> <p>Ewers asked if teachers are working with students to help them understand the process of benchmark testing.</p> <p>Sanders commented that the secondary teachers did not feel they had input last year and the system needs to work on providing consistent information to everybody about “how” and “why” for the benchmark testing.</p> <p>The group discussed SchoolNet and benchmark testing and it was decided to add SchoolNet to the upcoming PD sessions.</p>
11:00	LiveBinder Update	PST	Hawkins shared an update on LiveBinders for English, Math, Social Studies and Science.
11:15	October 29 PD	Hawkins Lane	<p>Lane, Hawkins, and Pauley shared the following information for the October 29 PD:</p> <ul style="list-style-type: none"> • PST had listened to feedback from the September 28 PD day and they have lined up some “expert” presenters for October. Chowan University will provide trainers for Critical Thinking, Reading in

			<p>Content and Classroom Management. Regional TOYs and POYs will also present.</p> <ul style="list-style-type: none">• Three 1-hour sessions in the morning for secondary and the afternoon session will be a 3 hour session for subject area.• Three 1-hour sessions in the morning and a 3-hour session for the afternoon (subject area)• Principals will meet with Paul Marshall in the afternoon• No “mandatory” sessions in schedule for morning• Afternoon session is mandatory• CTE will have Canvas Training in morning and will meet with new director in afternoon• Sessions will be held at PCHS <p>Ewers shared that EC will have 3 sessions before lunch and breakout session in the afternoon. She provided “exit” slips at the 9/28 training and will use those to determine topics for training on 10/29.</p> <p>Austin shared the following for elementary PD:</p> <ul style="list-style-type: none">• Will meet at Northside• Grade level meetings in the morning (principals unavailable in pm)• Three 1-hour sessions in afternoon• 11 session to choose from• Teacher will sign up in advance this time• Information will be sent to teachers on 10/15 and they will have until 10/22 to register for sessions <p>There was general discussion about planning time for pulling together the PD sessions. Sanders shared with the Team that in their “first 90 days” they have done an amazing job of pulling everything together.</p>
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	Team Concerns		<p>Dr. Cartner discussed the 2016-17 school year calendar and indicated more people would be involved in designing the calendar than in past years. He shared with the group that they need to bear in mind that due to the calendar law it would be a difficult calendar to design based on first/last day requirements.</p> <p>Dr. Cartner stated that sometimes you need to remind people of what we are trying to do, and suggested that they put a statement on the 10/29 PD agendas that says “Based on your feedback.....”</p>
			The meeting adjourned at 11:27 a.m.