

**Minutes**  
**Leadership Team Meeting**  
**September 7, 2017 – 9:00 a.m.**  
**College of the Albemarle**

**Present:**

Austin, Leigh  
 Campbell, Alton  
 Cartner, Larry  
 Cobb, Angela  
 Cowell, Kelly  
 Cox, Andrew  
 Davenport, Tracy  
 Drew, Mickey  
 English, Sara  
 Floyd, Toni

Fonville, Adrian  
 Fyffe, Amy  
 Godfrey, Amber  
 Hawkins, Jennifer  
 James-Davis, Rhonda  
 Jones, Ainslie  
 Lane, Bert  
 Parker, Alvin  
 Pauley, Christie  
 Pullet, Chris

Reid, Antoinette  
 Ruffin, Bryan  
 Sanders, Joanne  
 Sawyer, Tammy  
 Thompson, Michael  
 Waples, Katina  
 White, Simona  
 Whitehurst, Kimberly  
 Worrell, T.J.

Leader	Topic	Notes
Cartner	Good News	<p>The following Good News information was shared:</p> <ul style="list-style-type: none"> <li>• H. L. Trigg Community School will celebrate its 20<sup>th</sup> Anniversary on 9.8.17. Leadership Team members were invited to attend the program.</li> <li>• EC-P Early College students are completing “student-led” parent-teacher conferences. The experience has been great for students, staff and parents.</li> <li>• A compliment was given to the “Dress for Success Wednesdays” being held at RRMS this year.</li> <li>• Pasquotank Elementary School has been awarded a Fresh Fruit &amp; Vegetable Grant Program for 2017-18. They also were recognized by the NC No Kid Hungry Program for the “Breakfast Challenge” and students will be videotaped to showcase the program.</li> </ul>

		<ul style="list-style-type: none"> <li>Weeksville Elementary 3<sup>rd</sup> grade teacher, Melanie Carter, has been recognized as “Outstanding Elementary Teacher of Mathematics” by the NC Center for Teachers of Mathematics.</li> </ul>
<b>Sanders</b>	<b>EC Updates</b>	<p>Michelle Flach was attending training in Raleigh and Dr. Sanders provided EC Updates on her behalf.</p> <ul style="list-style-type: none"> <li>Learning Focused training specific to EC teachers will be provided to the EC administrative team and building level representatives.</li> <li>If there are questions about the EC process, principals should not hesitate to contact Michelle Flach.</li> <li>Case Managers should check with Alla Andrews or Laura Tate prior to submitting re-eval paperwork.</li> </ul>
<b>Sanders</b>	<b>Instructional / Learning Focused Update</b>	<p>Dr. Sanders informed principals she has been reviewing grade level lesson plans. She indicated it appears Teacher-Pay-Teacher is frequently used as a guide and reminded principals that planning should be done with standards in mind and not a resource in mind.</p> <p>Dr. Sanders indicated graphic organizers are not being used correctly at all sites. The end goal is to use what is on the graphic organizer and not just use as a fill in – make sure teachers are finishing the process. She discussed creative modifications that are being made and indicated that the Program Services Team is available to assist in walkthroughs if needed.</p>
<b>Godfrey</b>	<b>Tech in 10</b>	<p>Ms. Godfrey presented a “Blended Learning Sneak Peak” and indicated media coordinators will be focusing on blended learning this year. Blended learning was defined as the integration of face-to-face learning experiences and online learning experiences (mixed types of instruction) used to differentiate classrooms. She reviewed blended learning models (Station Rotation, Individual Rotation, Flipped Classroom, Flex, A La Carte and Enriched Virtual).</p>

<b>Godfrey</b>	<b>Media/Tech Updates</b>	<p>Ms. Godfrey presented information on:</p> <ul style="list-style-type: none"> <li>• 1:1 Roll Out -- will be mid- to late-September (waiting for 10<sup>th</sup> day numbers). A walkthrough will be done with teachers on how to use/maintain the carts.</li> <li>• Digital Learning Competencies (discussed requirement for license renewal beginning in 2019). Information will be available on the district website and she encouraged principals to share face-to-face information with teachers</li> <li>• Project Tomorrow Surveys</li> <li>• Media Coordinator PLCs (3<sup>rd</sup> Wednesday of month)</li> <li>• Technology Assistants have been given log-in information for school pages on the new website.</li> </ul>
<b>Cox</b>	<b>Finance Updates</b>	<p>Mr. Cox presented updates on the following:</p> <ul style="list-style-type: none"> <li>• Travel Reimbursement (requests for reimbursement should be submitted within 30 days of travel).</li> <li>• Check Requests for Conferences (should be submitted at least 30 days in advance)</li> <li>• Reimbursement Requests (original receipt must be submitted per policy; sign all invoices indicating you have received items)</li> </ul>
<b>Instructional Coaches</b>	<b>LiveBinders</b>	<p>Mr. Lane and Ms. Cowell provided a quick walk-through on Livebinders available on the district website. The Livebinders provide resources teachers need in one place and they are continuously updated.</p>
<b>Testing Updates</b>	<b>Jennifer Hawkins</b>	<p>Ms. Hawkins distributed handouts and discussed:</p> <ul style="list-style-type: none"> <li>• Adherence to the 10/20 Day Rule</li> <li>• DPI Testing and Accountability Updates for 2017-18</li> <li>• 2017-18 Participation in Field Tests and Special Studies</li> </ul>

		<p>A concise calendar will be sent to schools and the information will be shared when Ms. Hawkins meets with test coordinators.</p> <p>EVAAS information for teachers should come out in October – Ms. Hawkins encouraged principals to have conversations with teachers and to meet and discuss goals.</p>
<b>Davenport</b>	<b>NC STAR</b>	<p>Ms. Davenport reviewed NCSTAR and discussed School Improvement Plan requirements. The system is in the 2<sup>nd</sup> year of the SIP and it is not a re-write year, but if the school status has changed (low-performing) schools will need to make changes. She highlighted requirements for low-performing schools (must use all 12 indicators and will need 2-3 tasks for each indicator). Schools that are not low-performing will need to select 3-4 indicators. She reminded everyone that the SIP is a living document and if you achieve goals you should go in and add more.</p> <p>Ms. Davenport discussed the “duty-free” lunch requirement and indicated principals should upload the plan for their school. She discussed meeting requirements (should meet twice per month – 2<sup>nd</sup> meeting can be MTSS focused) and agendas/minutes should be uploaded. Meeting dates should be posted on the school webpage and she will post on the district website.</p> <p>Ms. Pauley reminded those that have AVID if they decide to follow Option I the AVID plan should be embedded in NCSTAR.</p>
<b>Davenport</b>	<b>Title I</b>	<p>Ms. Davenport shared the following information:</p> <ul style="list-style-type: none"> <li>• Title I events (must be posted on the website, no set number to hold but should be designed to keep parents actively involved)</li> <li>• Learning Focused training and walk-through information will be emailed to principals (principals should email her the names of teachers that do not have access to the LF training site)</li> <li>• Title I planning allotments are ready and they will be sent to principals</li> <li>• The Title I budget reflects requests from the stakeholders meeting (additional teachers/coaches will mean a decrease in supply money)</li> <li>• Title I google drive will be shared with schools (coordinator names for schools should</li> </ul>

		<p>be submitted to Ms. Davenport)</p> <ul style="list-style-type: none"> <li>• The Title I clerical position is vacant at this time, send information directly to Ms. Davenport</li> </ul>
<p><b>Cartner</b></p>	<p><b>Superintendent's Update</b></p>	<p>Dr. Cartner thanked Michael Thompson for providing refreshments.</p> <p>Dr. Cartner discussed the book study for teachers (<i>Poor Students, Rich Teaching</i>) and indicated it is up to principals to decide when to schedule it.</p> <p>Dr. Cartner discussed the 10 day enrollment figures. He indicated there is a strong possibility that adjustments will have to be made when the 10<sup>th</sup> day numbers are in.</p> <p>Dr. Cartner discussed teachers taking leave and reminded principals that they set the tone for their building and have to model what they expect from staff. He encouraged them to think carefully about what leave they approve, particularly when students are in session..</p> <p>Dr. Cartner discussed the legislative class size changes and the information that must be provided to the NC General Assembly by school districts (every teacher, grade level taught, number of students, etc.). Mr. Cox shared as a follow-up that it is important that everything is entered correctly in PowerSchool.</p> <p>Dr. Cartner commented on the field testing that will be done in ECPPS. He encouraged principals to present it in a positive manner to staff and share with them that they do not need to stress about field testing.</p> <p>Dr. Cartner reminded principals that no one has the luxury of saying they are a “new teacher” and are using this year to find their way.</p> <p>Dr. Cartner discussed teaching on grade level. He indicated his sense from walking around schools is that teachers feel a responsibility to fill in the gaps and focus on the learning gaps – he informed principals that students cannot move forward that way. There will always be holes in the background and teachers should teach at grade level and not spend time going back and filling holes. He encouraged principals to look in their buildings and to make sure they are starting with teaching on grade level and moving on.</p>

		<p>Dr. Cartner discussed standards for instruction. He encouraged everyone to review the percentage of questions on tests for each standard and to have conversations with teachers about spending the correct amount of time on each standard.</p> <p>Dr. Cartner discussed the State Board of Education release of 2016-17 test data and school performance information scheduled for later today. The district will have six schools that met growth, none that exceeded, one that moved to “met” and two that moved to “not-met.” Four schools dropped a letter grade and one dropped to a performance grade of F. Principals are to prepare letters to send to parents regarding school results. Dr. Cartner discussed the need to post the information broadly and frequently and in different ways so that no one can say they did not know or were not made aware of the information. He encouraged principals to say “this is who we are” in the letters and to close by indicating they need the help of parents to improve.</p> <p>Dr. Cartner announced that Alvin Parker is retiring from ECPPS.</p> <p>Dr. Cartner announced that Katina Waples was selected as the 2018 Principal of the Year for ECPPS.</p>
	<p><b>Last Word and Pass the Bell</b></p>	<p>Ms. Fyffe presented the leadership bell to Mr. Adrian Fonville, Principal of River Road Middle School.</p> <p>Dr. Cartner closed by saying the first part of any task is whether you think you can or think you can't, then you are right. He stated that he believes “you can do it” and encouraged everyone to believe in themselves and that they are worthy of the road before them.</p>
	<p><b>Adjourn</b></p>	<p>The meeting adjourned at 11:00 a.m.</p>