

Directors' Meeting Agenda

July 21, 2015 @ 10:30

Present: L. Cartner, F. Heath, R. Harris, T.W. Sawyer, D. Hale, R. Harris, S. Buckner, J. Sanders, G. Stevens, A. Parker

Time	Item	Leader	Notes
10:30	Review of agenda and format	Larry	Agenda format taken from Facilitative Leadership template – will be used to stay on time. Minutes will be posted online to keep staff and community aware of work being done.
10:35	Debrief of Summer Leadership Conference	Larry	<p>Review of Summer Conference Evaluation forms from the Retreat indicate a third day was something that was needed/wanted. Discussion about requests received to schedule for August in future. Cartner responded that he is open to suggestion for changing to August, but he prefers July because August is too late – schools need time to prepare and absorb information. Members were asked to share dates of any specific DPI conferences that will be held in July 2016.</p> <p>Discussion about meetings to follow-up on “needs” shared at retreat.</p> <p>Leadership Team Meetings will be held on Wednesdays following Board Meetings. The format will be “Nuts & Bolts” in the morning</p>

			<p>and professional development for principals in the afternoon.</p> <p>Principals will be asked to share professional development needs in their buildings at August 4th “Administrivia” meeting.</p> <p>Discussed training that needs to happen before school starts (ex. EVAAS).</p> <p>Discussed book studies to be held on <u>Monday Morning Leadership</u> and <u>The Will to Lead and the Skill to Teach</u>. Cartner will share a PowerPoint that can be used to discuss <u>Monday Morning Leadership</u> with principals.</p>
10:45	Director’s Reports	Team	<p>Buckner reported that PreK is gearing up to welcome 130 students. PreK students will report to school as follows: ½ on 8/31 and ½ on 9/1 – all on 9/2/15. Staff will participate in training and meetings the week of August 17th. Home visits (required by State) will be made week of August 24th. Open House will also be held the week of August 24th.</p> <p>Sanders reported that August 19th has been reserved for “District” meetings (ex. CTE, Ex.Children, etc.). First Responders training is scheduled for August 21st. She reminded</p>

		<p>everyone to add meetings/events to the system calendar.</p> <p>Sanders reported that 2016 is the year to rewrite district AIG plan and asked that ideas or suggestions be shared with her.</p> <p>Cartner shared that the Elizabeth City Police Department is having a day long Gang Symposium on 8/21/15.</p> <p>Stevens reported that changes will be made in the PMCE meeting schedule – she will share when finalized.</p> <p>Stevens will be requesting that the board declared outdated textbooks surplus for sale/disposal. Cartner suggested considering offering them to students.</p> <p>Parker reported on Capital Projects – HVAC Project in NHS Gym; Fire Alarm Project at Weeksville and NHS Roof Project Phase V. He also reported on the NHS Band Room HVAC system. All projects should be completed by the time students return.</p> <p>Heath discussed pacing guides and the need for them to be completed.</p> <p>Heath discussed the High Density WiFi Project underway – three schools (PWM, CES, SH) are</p>
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12:00	Other Items		<p>Buckner asked if a meeting can be scheduled to review feedback on the PreK/K Readiness Fair held in June. Sawyer will schedule.</p> <p>Hale discussed office supplies. A supply cabinet will be established with basic office supplies for the Central Office.</p> <p>Adjourned at 12:10</p>