

Leadership Team Meeting
May 24, 2016 @ 8:15 a.m.

Present:

Austin	Ewers	James	Pauley	Waples
Cartner	Fyffe	James-Davis	Paullet	Whitehurst
Cobb	Godfrey	Jones	Payne	Wilson
Cowell	Hale	Lane	Priest	Worrell
Davenport	Hawkins	Meiggs	Sanders	
Drew	Heath	Parker	Sawyer	

Leader	Topic	Notes
Larry Cartner	Good News Reports	<p>Dr. Cartner opened the meeting and asked for “Good News” Reports.</p> <p>James reported that PWM received a Laura Bush Foundation Grant, in the amount of \$6,800.</p> <p>Sawyer gave a shout out to NHS for collecting 1605 books for the “Give 5/Read 5” campaign</p> <p>Meiggs reported that the district received a \$29,500 grant from Z. Smith Reynolds to continue the LEAP Program</p> <p>Hawkins shared that she was proud to see the Bearer of the Mace at ECSU graduation was a graduate of NHS (Devin Cherry).</p> <p>Drew shared initiatives underway at CES to prepare for the 2016-17 school year (Power Standards, EOG previews & standards for parents/students, lesson plans and long range plans done through December 2016, writing block – every student will write every day.</p>

		<p>Fyffe shared information about a pilot group that volunteered to work on Standards Based Grading (looking for standards and mastery). PCHS plans to take the “cow” by its horns and focus on grading by standards next year.</p> <p>Cartner reported that a representative from the Golden Leaf Foundation attended the Board meeting on 5.23.16 and presented a \$200,000 to ECMS. He shared that the representative indicated Golden Leaf will be back in the northeast area in two years with a big grant cycle.</p>
<p>Joanne Sanders</p>	<p>I-Station</p>	<p>Sanders informed principals that the district has a unique opportunity for Summer 2016 regarding Read to Achieve Summer School. First and second grade students will be offered the opportunity to attend. Invitations were sent to 151 first graders and 209 second graders.</p> <p>The district has been offered a special deal regarding purchasing IStation for the Summer RtA Program which would then allow IStation to also be used during the 2016-17 school year.</p> <p>Sanders indicated she has researched the program by talking with the reps and others using the program and has asked Amanda Stanley (Instructional Coach) and Amanda Davis (2nd grade teacher) from Pactolus Elementary School in Pitt County to share information about how they use the program.</p> <p>Ms. Stanley shared information about I-Station including:</p> <ul style="list-style-type: none"> • Benefits & Results • Comprehensive Reports • Access to thousands of lesson plans • Identifies students at risk of reading difficulties • Shared info about use of Istation @ Pactolus Elementary School • Integrated in grades K-8 • Tiers after each ISIP assessment

Tier 1 = 30 minutes per week
Tier 2 = 60 minutes
Tier 3 = 90 minutes

Ms. Stanley reported that they have noticed how closely the data matches to Reading 3D information and that it is especially beneficial for ESL students. She indicated that teachers who use the program with fidelity see the greatest growth.

Sanders asked about results of program as compared to EOG testing. Stanley reported that it was closely aligned.

Ms. Davis (2nd grade teacher) shared what goes on in classroom with IStation. She shared sample reports and indicated reports can be used in parent conferences, IEP meetings, promotion/retention conferences, Administrative/Leadership Team meetings, etc.

Ms. Davis discussed the following reports used at Pactolus

Usage Report
ISIP Summary (assessment report)
On Demand Assessment Tab
Classroom Summary
Student summary Handouts
Lexile Trend
Priority Report

Sanders inquired about growth, where are you seeing it the most. Davis reported the low group seems to show most growth. She has seen a lot of growth.

An opportunity for questions & answers was provided and feedback will be sought from principals.

		Sanders thanked Stanley and Davis for the presentation.
Tracy Davenport	NC STAR Training	<p>Alessandro Montanari, DPI Federal Program Monitoring and Support, presented information on NC STAR, a web-based program used for School Improvement Planning that ECPPS has “volunteered” to use for 2016-17. <i>(Dr. Cartner shared that Dr. Atkinson has sent an e-mail yesterday indicating that all low-performing schools will be required to use the program next year.)</i></p> <p>Alessandro encouraged everyone to become familiar with: www.ncstar.weebly.com</p> <p>He discussed the following “pros” of NC STAR:</p> <ul style="list-style-type: none"> • Teaming process • State accessibility to REAL TIME work • School level, LEA and coaching support • Electronic submissions • Interactive, online coaching feature • Indicators of effective practice • Research support (wise ways and indicators in action) • Approach the State is using for School Improvement • MTSS framework • Tool to organize the process <p>Alessandro discussed Deming Cycle -- PDCA (Plan, Do, Check Act)</p> <p>He also discussed who has access to NC STAR:</p> <ul style="list-style-type: none"> • Superintendent • District Coordinator • Principal / Process Manager (shared between the two people – only ones that can change/edit document -- he recommended that the “process manager” duty not be assigned to an assistant principal) • Leadership Team (School Improvement Team members)

		<ul style="list-style-type: none"> • NCDPI • Guest (for transparency – parents, school board, etc. can be given access) <p>Administrators logged in and took a “test drive” of the program. Alessandro encouraged them to think of the school improvement process as a continuous cycle and not just as a one year plan.</p> <p>Davenport thanked Alessandro for the presentation and indicated the Leadership Team will revisit NC STAR prior to the start of the 2016-17 school year. She indicated if there are questions or concerns, please e-mail her or Alessandro.</p> <p>Dr. Cartner indicated the point of the presentation today was to prepare principals for using NC STAR this summer when they begin working on the 2016-17 SIPs.</p>
<p>Lisa Ewers</p>	<p>EC and Student Services Update</p>	<p>Ewers reported:</p> <ul style="list-style-type: none"> • Nurse positions are filled • Teacher assignments almost complete • Extended School Year will be at PWM this year (14 students) • August workday for EC staff will be 8/24/16 • August 25 – morning session for First Responders training • August 25 -- afternoon session – Nurses Meeting • First responders should get 2015-16 stipend in May check – schools will need to designate 3 First Responders per school for next year that will receive stipend. • She needs to meet with the counselors group during August workdays (<i>principals indicated Tuesday afternoon would be good</i>). • Parent letters will be sent regarding changes in program and/or placement. <p>She thanked everyone for support during the school year.</p>

<p>Dianne Meiggs</p>	<p>Discipline Notebooks NCEES Evaluation 2016-17 Allotments EC TA Update</p>	<p>Meiggs distributed information about EC program staff and required changes to program. She shared that in order to meet program requirements, the district will need to have a RIF of some TA positions in order to hire teachers.</p> <p>She discussed the process that will be used and requested the principals return forms to her by Friday. Meiggs and Dr. Cartner will meet with all EC TAs on Thursday to discuss the process. Every effort will be made to place individuals in vacant regular TA positions.</p> <p>Meiggs distributed Discipline Notebooks to principals which contain the latest policies on discipline. She encouraged everyone to familiarize themselves with the process. She will share an electronic version of sample parent letters. Meiggs discussed the process and suggested that letters be hand delivered. She stressed that both the sending school and HLT maintain documentation of intervention.</p> <p>Meiggs applauded everyone for completion of NCEES Evaluations. She discussed Standard 6 moving to a new platform.</p> <p>Meiggs discussed allotments for 2016-17 and indicated:</p> <ul style="list-style-type: none"> • the district is due to lose 6 positions to the charter school for 2016-17; • need to find 12 positions to not use next year in order to stay within budget • positions will be based on enrollment • will try to push forward with hard to fill positions (science, math, EC)
<p>Amber Godfrey</p>	<p>NC Digital Learning Competencies for Teachers &</p>	<p>Godfrey reviewed HB 23 (NC Digital Learning Competencies for Teachers and Administrators) which is expected to pass in legislature in June 2016.</p> <p>She shared the following link:</p>

	<p>Administrators</p>	<p>http://bit.ly/ECPPSDLC</p> <p>Godfrey shared a PowerPoint Presentation (NCDPI DTL Responsibilities Timeline) and provided an opportunity for Q&A.</p> <p>Godfrey reviewed the following Technology Department information:</p> <ul style="list-style-type: none"> • XP computers will be removed from schools this summer (the district does not have funds to replace all of them but will try to replace in classrooms that “must” have a computer). • Equipment take-up (iPads will be taken up – staff & students – for summer reconditioning. • Student iPads will be used for RtA Summer School. • Digital Learning Media Inventory (in the process of updating and Techs should have complete by Friday).
<p>Larry Cartner</p>	<p>School Expenditures Policy Primer Transfer Requests to Parents Summer Reading Assignment</p>	<p>Dr. Cartner distributed a Policy Primer Notebook. He indicated it contains policies and administrative regulations for the policies that principals receive the most questions about.</p> <p>He highlighted the dress code regulation for staff which indicates if a clothing item is banned for students; it is also banned for employees (ex. leggings). This policy must be shared with teachers at the beginning of the new school year.</p> <p>He also highlighted the regulation which indicates that no school system employee should serve as treasurer for parent organizations.</p> <p>Dr. Cartner asked that principals please make sure they have done due diligence in getting student transfer requests to parents</p> <p>Dr. Cartner indicated he hopes principals have enjoyed the individual visits</p>

		<p>with Max Thompson (Learning Focused).</p> <p>Dr. Cartner shared information about the five teams that are working on putting specific tasks under each strategy for the Strategic Plan. He indicated this process is where the rubber meets the road.</p> <p>Dr. Cartner informed principals that he will allow unused STAR time earned this year to carryover and be used in August 2016. This will give teachers the opportunity to use it for the two optional workdays in August. He also shared that he is considering providing reams of paper to those teachers with excess days.</p> <p>Dr. Cartner reported that field trip mileage will increase to \$1.50 on July 1. The increase was implemented in order to generate enough funds to make lease payments on the buses.</p> <p>Dr. Cartner informed everyone that the Board of Education named two new administrative team members at their 5.23.16 meeting. They are:</p> <ul style="list-style-type: none">• Andrew Cox (Chief Financial Officer)• Sara English (Principal, P. W. Moore Elementary School) <p>Dr. Cartner commented that the Team heard today from Alessandro about teaching kids in poverty and that the community was forthright in Strategic Planning meetings that we need to understand poverty better.</p> <p>Dr. Cartner provided copies of three books for summer reading and encouraged everyone to think about teamwork and addressing poverty as they read the books.</p> <p>Dr. Cartner discussed “dirty and cluttered buildings” and instructed principals to have frank conversations with teachers about clutter – as educators, we often increase our stack of materials from year to year, and we seldom discard anything. In order to put forth a professional look, many</p>
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		<p>classrooms need a thorough cleaning and reorganization.</p> <p>Dr. Cartner shared a PowerPoint presentation “If ECPPS were 100 students...” and asked principals to think about how it could be used in the schools. He asked if staff have a clear understanding of who their customers are.</p> <p>Dr. Cartner discussed school expenditures that took place from March to June. The percent of school funds spent during these months for the last three years was:</p> <p>2012-14 – 53% 2014-15 – 56% 2015 -16 – 33%</p> <p>He emphasized the fact that schools should spend “this year’s budget on this year’s kids” and the numbers show that did not happen.</p> <p>He indicated that in 2016-17 he expects to see the bulk of money spent by September and 80% of all three budgets have to be spent before we go home for Christmas next year or the funds will be subject to reversion.</p> <p>Dr. Cartner discussed the 2016-17 budget and anticipated shortfalls.</p>
	<p>Last Word & Pass The Bell</p>	<p>Wilson passed bell to Ewers.</p>
	<p>Adjournment</p>	<p>The meeting adjourned at 2:15 p.m.</p>