

K-12 and Administrative Staff Meeting – Central Office
September 21, 2017
Minutes

Principals' Staff Development 8:00 -10:00 am

I) Casey Vincent, United Way

- a) RCS is a large contributor to United Way.
- b) United Way funds stay in Rockingham County. It operates as a franchise and Board of Directors live and work in our community.
- c) Focus is on Education, Health and Safety, Financial Stability.
- d) Support for the Boys and Girls Club, Meals on Wheels, Rescue Squads, Hospice of Rockingham County, and Rockingham County Student Health Centers are some of the organizations they support, just to name a few.
- e) Thanks to RCS for their support and we hope it will continue.

II) Dr. Jen Nixon, Director and Tango Moore, Grants Manager, Reidsville Area Foundation

- a) RAF is a health legacy foundation created in 2001.
- b) 1.5 million spent in our local area each year, mostly on educational services that support the school system as a whole, and not necessarily individual schools. Individual requests are generally helped through the GEM Grant program.
- c) Principal's Fund
 - They encourage all principals to use the funds you are given. If you need more, please contact them. Make others in your school aware of this because they may be able to help identify needs of students in your school.
 - It can be used for field trips or registrations to enable all students to participate.
 - Clothing, eyeglasses, personal hygiene items, band and choral fees, caps and gowns, prom fees, holiday items, are among other things that these funds may be used for.
 - The goal is to level the playing field for all students by providing needs and connecting individual, high-need students to the community.

III) Dr. Ken Scott, Apprenticeships

- a) Rock-A-Top
 - **Rockingham Apprenticeship and Technical Opportunities Partnership**
(1) *Connecting Your Talents and Interest to High Wage and High Demand Careers*
 - Information today is readily accessible to everyone and this has a serious impact on how we prepare students for possible careers.
 - Many jobs are available but many students are not prepared to take those jobs.
 - Thus far, Rock-A-Top has been focused on technical opportunities, but the apprenticeship program is critical.
- b) **Lydia Craddock, Transitional Career Development Coordinator, CTE**
 - Grant Program where her role is to help students pursue a meaningful career, which may not necessarily mean going to a 4-year college.
 - Students have so many choices that it can be overwhelming for the students themselves, and for the guidance counselors who try to help them.
 - 8th Grade Transition

- (1) Making sure every 8th grader is enrolled in CFNC (College Foundation of North Carolina) to help them “get into the right lane”. This can help them realize who they are, what they like, which will in turn guide them toward a career cluster.
- (2) Can assist these students in deciding whether they want to pursue an RCS Academy in 9th grade, or aid them when registering for high school courses.
- (3) Could possibly identify areas that may need additional courses added.
- Elementary School
 - (1) Change the conversation regarding careers. Instead of asking “What do you want to be when you grow up?”, maybe say “What are you *preparing* to be when you grow up?”

IV) Angela Martin

- a) [HR - September Updates](#)
- b) Reminders
 - [Evaluation Timeline](#)
 - [2017 License Renewal Reimbursement Process](#)
- c) Rock Shop is up and running. See additional notes in Canvas under HR.
- d) PTEC for BT's
 - A few slots remain. Contact Angela if you have a BT who could benefit.
- e) Professional Development
 - Refer to HR updates for information on Pearson and Gear Up/ NCNTSP Fall Institutes.
- f) Mentors
 - If you have made changes to mentors, please remember to change the rights in TNL so that newly assigned mentors can sign off on PDP's. Also remember that for observation #3, someone other than the BT's mentor must be a “peer observer.” You must assign those rights as well in order for that observation to be completed in TNL.
- g) Per Dr. Ken Scott - If you have an issue with a bus driver, custodian, teacher, or others in your building, go to that person and have a conversation. Please address issues face to face before contacting Human Resources. Many things can be solved by interaction.

V) Suzanne Lee - Testing and Accountability

- a) [Testing Updates - September 2017](#)
- b) BOG 3 is nearly complete. Scores will be loaded into the Data Mart when makeups are complete.
- c) [2017-2018 Online Test Memo](#)
- d) [2017-2018 Testing Calendar](#)
- e) Pre-ACT (11/16) prep process for 10th graders has begun.
- f) Cog-AT for 3rd grade – We are looking to do this online for the first time.
- g) Many thanks to Suzanne for the seamless work that has continued in testing during this time.

VI) Holly Williamson

- a) [MTSS: PBIS and ISS Updates](#)
 - Getting ready to introduce the Universal Screener for Math. Will be piloted in grades 1-3 in Huntsville and Central on October 4-5.
 - Elem ICs and EC Teachers were trained on 8/31, along with a Data Team.
 - Module 3 (intensive supports and SLD eligibility) of MTSS is beginning this year.
 - Training dates for Cohort 2 and 3 are coming soon.
- b) PBIS
 - Modules 1, 2, and 3 Training for PBIS. High Schools are required to attend Module 2 on November 9, 2017 at Lawsonville.

- 22 schools receiving recognition for efforts with PBIS.
- c) Student Mentor Programs
 - 12th graders have been trained and are mentoring 9th graders that have been identified as at-risk for some reason.
 - [Year-Long Planning](#)
 - [Student Mentoring Focus Topics](#)
 - Grants received to help with this:
 - (1) Chick-fil-a Leadership Academy at MHS
 - (2) Peer Group Connections at RHS
 - (3) RAF supporting other High Schools
- d) 504 Checklist
 - With transitioning students (6th and 9th graders), make sure 504s have been reviewed and that the accommodations and plan are appropriate for the student's new setting.
 - Any 504 plan forms needed are available through the [RCS ISS Site](#).
- e) Camp Hope
 - Collaboration with RCS and Hospice
 - Grief camp for grades 9-12, October 21st, at Camp Guilrock - 10:00am-3:00pm
 - Ropes course, arts and crafts, counseling and grief processing sessions
 - For students with any kind of loss - death, separation, divorce in a family, etc.
- f) Health and Wellness Initiative Updates
 - Wonder Years Puberty Education program will begin this spring.
 - (1) There will be a nine-week window for 6 weeks of lessons.
 - (2) Collaboration between PE teachers, nurses, and guidance counselors.
 - Jeff Yaldin presentations Sept 26 & 27
 - Safe Talk - Oct 6 - Suicide Prevention program
 - Rachel's Challenge (dates in October for each HS)
 - (1) Program that stemmed from the Columbine tragedy that addresses kindness and respect.
- g) Crisis Response and Risk Assessment Training
 - Sept 22 at Lawsonville - 8:30-10:30
 - Opioid Training 1:15-3:30
- h) Social Workers currently have 8 schools assigned to them. Interviews are being held and once a new person is hired, this will reduce to 6 schools each.
- i) Filled backpacks were given to Social Workers from the Rock Shop. Contact them if you have students in need of school supplies.

VII) Dr. Cindy Corcoran

- a) Day Treatment Process
 - EC Department worked with Day Treatment to help ensure this process could be completed from initial referral point (submitting form to J. Winn and S. Moore) to the end of the Referral process, in 15 Days. [Day Treatment Referral Process Flow Chart](#)
 - Exit Process: Begin transition discussion at 60 days. FBA/BIP process should be in place and IEP meeting held on or around Day 30 of transition back to school by Day Treatment to ensure the school has the appropriate BIP to follow up on the students' return. [Day Treatment Exit Process Flow Chart](#)
 - Also working hard to make sure students are exited at the most opportune time for the students.
- b) Audit dates

- Several schools will be engaged in School Audits. You will have received an email by Friday if you are involved in this audit.
- c) Emergency Response Plans
 - Should be submitted to Stephanie Ellis by September 30th if you have not already done so.
 - Please password protect your plan: ERP2017
 - [RCS Crisis and Response Planning Website](#)
 - For emergencies, call Stephanie Ellis (336-932-7496) while Karen Hyler is out.
(1) Stephanie Moore (336-613-4550)
- d) Risk Assessments Training
 - Friday, September 22nd beginning at 8:30-10:30 a.m.
 - Stephanie Moore and Stephanie Ellis
 - School Psychologists, School Counselors, and Social Workers
 - Please submit copies of all risk assessments to T. Curtis at Central Office in the EC Department
- e) Wilson Reading Training – Sept 27-29th at Lawsonville
 - [Google Sign Up](#)
 - [Wilson Reading Flyer](#)
 - Spaces are limited. Subs provided by EC Dept through NCSIP Grant.
- f) Flu Shots - Take advantage of this opportunity.
 - Dates and Locations are listed in ISS Updates.
- g) Board Policies Issues and Concerns
 - Regulation Code: 5220-R Collections, Solicitations, and Fundraising and Board Policy 5015 Exhibit. PDF's in Canvas under ISS.
- h) Field Trips
 - Parents will have to submit to a background check for any trip with unsupervised access to students.
 - Can add cost onto the cost of the Field Trip to absorb this cost
 - RCS school employees would not need to do this.
 - Must be repeatedly annually.
- i) United Way
 - Official Kick-Off is October 11th, RCMS, 3:34-5:00.
 - See ISS Updates in Canvas for additional events and details.
- j) Red Ribbon Week – October 23-31st
 - [Red Ribbon Fact Sheet](#)
- k) Equity
 - [Title IX Information](#)
 - [Article - Creating Safe Environments for Students with Disabilities Who Identify as Lesbian, Gay, Bisexual, or Transgender](#)

VIII) E.C. Stophel, Maintenance

- a) Some schools have a packet of information regarding work orders. Please get completed and send back to E.C.
- b) Last year in August, we had 368 work orders. This year it was 896.
- c) System requires that Maintenance put in a resolution for every work order.
- d) Enter your email address on the work order if you want an email sent to you regarding the status/resolution of a submitted work order.

e) [Procedures for Dealing with Bats](#)

- Bats are federally protected and cannot be exterminated.
- Maintenance cannot do anything regarding bats *outside* your facility. They cannot do much more with bats inside, but they do have a wildlife resource that can assist in removal.
- DO always call Maintenance if you have an issue with bats in or around your building.

IX) Christy Barham

a) [Digital Learning Competencies](#)

- Applies to all certified staff and administrators. Make sure you have shared this information with your teachers.
- All teachers should have a PDP goal - [PDP Goal Example](#).
- Christy will meet with Social Workers to decide how this will work for them since they are not at one school.
- [Digital Learning Competency Self-Paced Online Course Enrollment](#) – Use this if you are allowing your teachers to self-pace.

b) StudentAccess - [RC Public Library Partnership](#)

- This goes into affect on Oct 2.
- Students will have access to over \$400,000 in book resources.
- All RCS students will have access to the resources based on their student number.
- Teachers will be able to use the online digital resources.
- Print shop will send letters to each school for OPT-OUT, if needed.

X) Dr. Charles Perkins

a) The Importance of the [3 BPs](#) – Given out during the Professional Development time.

- Be Positive
- Be ProActive
- Be Professional

b) Canvas

- Dr. Perkins will send a survey out to collect feedback on how this is working for everyone.

c) Public Relations/Marketing

- [Everyday Leadership](#)
- Junior Achievement meeting last week with Steve Scott of Tri-State Steel - Discussed communication and how this can affect the public's perspective of our school system.
- Dr. Perkins encouraged principals to have a discussion with their staff regarding front-desk friendliness, telephone etiquette, and the art of de-escalation. Give "BP cards" to any person in your building who deals with the public.
- "Lollipop Moments" – Seize the opportunity to do the "little things" for your students, parents, and staff that can make a *huge* difference to them.

d) NC STAR Support Sessions @ Wentworth Elementary

- Weekly support sessions starting Monday October 2 (4 - 5pm)
- Share a Link - [NC STAR Needs/Questions](#) - record any questions or concerns you have regarding NC STAR
- Schedule for CPR / SIP Plan completion - October 31
- Take to the Board of Ed on November 20 for review
- Seek approval from the Board of Ed on December 11

e) Volunteer Background Checks - Field Trip Form/Procedures - [Policy 5015 and 5015-E](#)

- All chaperones responsible for unsupervised care of children are required to complete form 5015-E and submit the fee of \$12 to June Nealy (elementary) or Gregg Slate (middle / high)
 - Background checks will be completed on all volunteers who have unsupervised contact with students.
 - Schools are responsible for the cost, so you can build in the fee with your cost for field trips
 - For all field trips and not just overnight field trips
 - The turnaround time for processing is usually two to three days.
 - [Volunteer Background Checks](#)
- f) Instructional Coach MOU's
- Review with your ICs sign and submit to June Nealy and/or Gregg Slate by October 20.
 - [Elementary Instructional Coach MOU 17-18](#)
 - [Secondary Instructional Coach MOU 17-18](#)
 - [IC - Principal Partnership Map 17-18](#)
 - [Principal Coach Partnership Agreement](#)
- g) DATA Mart - CASA and Walkthroughs
- Wide range in data
 - Expectations: CASA Weekly and Regular Walkthroughs
- h) Parent/Teacher/Admin Advisory Meeting - Tues, Oct 3, 6:00-7:30pm at RMS Cafeteria
- 1 Parent, 1 Teacher, Administrator from each school - Gregg, June, Charles
 - [Share Invitation](#) for identified parents.
- i) Homeschool Student Policy - [4127](#)
- Policy 4127 was adopted on September 11, 2017
 - Allows homeschool students to participate in extracurricular events if enrolled in 2 courses (at the high school or ½ of the school day)
 - Does not include athletics at this time
 - If homeschool students are enrolled ½ time, then the school district receives funding
 - Be aware that participation in some events, may be limited due to regional and state requirements - example (Battle of the Books, Science Fair, etc)
 - Please contact C&I if you have questions
- j) Homeschool Parent Night -October 3 @ RMS 4pm
- k) Assistant Principal - Tuesday September 26 (4 - 6pm) @ Central Office
- Required of all AP's
- l) Gift Basket Presentation to Principal of the Year - Moriah Dollarhite

XI) Nancy Towler

- a) Funds collected during the Stuff the Bus Campaign were used to purchase 10 Science Boards for each school. Go by and see Hazel Barker before you leave to get yours.