

RCS Administrative Retreat
Haw River State Park, The Summit Conference Center
Day 1 - August 7, 2017 - 8:00 am
Minutes

I) Dr. Charles Perkins – Welcome / Curriculum & Instruction

- a) Introduction of new RCS administrators and interns
- b) Overview of [Administrator Retreat Agenda](#)
 - Thanks to sponsors: Lifetouch, Canvas, and Lowes Foods.
- c) [C & I Updates](#)
- d) **June Nealy - Opening Activity**
 - [Scavenger Hunt](#) - RCS Instructional Leadership Matrix for Principals.
 - (1) Activity to focus on connecting best practices for school operations with the Key Indicators in NC STAR.
 - (2) Providing Effective Instructional Leadership Link to NC Star Indicators.
 - (3) Connections to NC Star were presented by each team.
- e) NC STAR
 - [12 Key Indicators](#) - all 12 must be assessed by September 15.
 - Comprehensive Needs Assessment - Due September 1.
 - SIP / CPR Report - Due October 2.
 - (1) NC STAR Coaching Support will be your evaluator/supervisor.
 - (2) Jason & Christy will be coaches for schools that need extra support.
 - (3) Plan to take the Plans to Board of Ed in November with approval in December
 - Resources - <http://ncstar.weebly.com/>
 - NC STAR Overview / Summary Video [HERE](#)
- f) Reminders:
 - (1) Evaluators / Supervisors / Mentors / Facilitators - [Link](#)
 - (2) Evaluation Artifacts & Resources - [Link](#)
 - (3) [District Grading Practices](#) - review with your teachers.
 - (4) [CASA Expectations](#)
 - (a) CASA Presentation for Teachers.
 - (b) Review presentations with your teachers.
 - (c) Complete [CASA form](#) detailing your CASA meeting days.
 - (5) Monthly Principal [Checklist](#)
- (h) **Jason Hyler - Testing**
 - (1) Growth will not be announced until August 16.
- (i) **Christy Barham – Introduction of [GooseChase](#)**
 - (1) App-based scavenger hunt, done by each team, to be worked on during breaks, lunch, etc, during the two days.
 - (2) [GooseChase Mission List](#)
 - (3) [GooseChase Winners](#)

II) Kris Joyce - Powerschool

- a) New version of Powerschool 10 for this 2017-2018.
- b) Powerteacher Pro (a new version for teachers) will be tried by a few teachers during the first semester this year. Hopefully it will be rolled out to all teachers by 2nd semester. Powerteacher is still available until that time.
- c) All schools should send new Student Information Sheets home with *every* student on the first day of school. It is important to update this demographic information each year.
- d) Data Managers will work to update this information in PowerSchool, hopefully by the end of October. Please allow them time to work on this time-consuming process.
- e) Attendance for the First 10 Days
 - It is very important to account for every student. Teachers must be diligent about doing this.
 - Teachers will do attendance on paper, *and* in PS for the first 10 days.
- f) Withdrawal App - developed by Barry McCorkle
 - When a student withdraws, it sends an email to the student's teachers. They must enter grades for the student within 24 hours or the student will be withdrawn without grades.
- (g) Demonstration on how to find statistics for each school during the first 10 days, PMR, etc.
 - a. On the RCS site > Community > Data and Statistics > select year, school, etc.

III) Dr. Cindy Corcoran - Instructional Support Services

- a) Introduction of ISS staff
- b) [ISS Presentation](#) - The Nuts and Bolts
- c) [ISS and EC Important Links 2017-18](#)
- d) Discipline Task Force
 - Members introduced. They meet about 6 times a year.
 - Discipline Regulation Guide given out. It is also on the RCS site and may be shared with parents if needed.
 - Important to enter discipline data correctly.
- e) Mental Health Services
 - This year we will be focusing on providing a variety of mental health services in each school.
 - Refocusing our attention on the Anti-bullying program.
 - (1) Respond quickly to bullying issues and always keep documentation of actions you take and what is said.
 - (2) Administrators may need to consider a personal liability insurance policy against legal action.
 - Working to develop further PD services
 - (1) Suicide Prevention
 - (2) Youth Mental Health First Aid training for all support staff.
 - (3) Darkness to Light advocacy for students experiencing abuse and trauma.
 - (4) Safe Talk

- f) **Dee Moyer - SHAC and Wellness Summit**
 - Mission is to advocate for a healthy and safe school environment.
 - Wellness Summit on Oct 26 at RCMS, for wellness leaders and community members.
 - August 16th-17th for K-12 wellness leaders, August 23rd - HS Health teachers PD on human trafficking.
 - Playworks - Provides 2-4 recess coaches at select schools.
 - Title V - Puberty Education
 - (1) Federal Grant of \$50,000 paid for “The Wonder Years” curriculum to introduce puberty education for 4th-6th graders.
- g) [ISS Leadership Team Contact Information](#) - Dr. Corcoran
- h) Changes in Responsibilities
 - Holly Williamson - 504 Compliance, DOPs and & College Advisors
 - Stephanie Ellis - Coordinating Crisis response for all schools
 - Deirdre Moyer - Assisting with Anti-Bullying
 - Dr. Corcoran - Coordinating Gear Up
- i) [Board Policy - Where to Find](#)
 - Please familiarize yourself with these.
- j) Equity
 - A decision has been made to move forward with this in the district.
- k) Return to Learn
 - The Health and Safety Committee, along with the Return to Learn Committee have created procedures and documents to support students with concussions or suspected concussions.
 - Plan to give your School Nurse about 15 minutes on your staff meeting agenda to review and discuss this.
- l) Homebound Services
 - On RCS site under School Counselors, a Homebound document is available to you and the community.
 - [Homebound Forms](#)
- m) Health Care Plans and & Student Health Assessments
 - K-12 students who have never been enrolled in an NC school must provide evidence of this within 60 days of enrolling.
- n) Student/Visitor Accident Report
 - New form available that includes information on head injuries.
- o) **Holly Williamson – PBIS, 504, MTSS**
 - ISS Assignments
 - (1) Google form 2017-18 Instructional Support Staff shows all assignments.
 - [PBIS Trainings and Events](#)
 - (1) [RCS Discipline App](#)
 - Student Mentoring Program
 - (1) All HS will participate in some capacity.
 - (2) 12th graders will mentor incoming at risk 9th graders.
 - (3) 8/14 and 8/15 are Mentor Training days.

- 504 Updates
 - (1) Meeting with counselors on August 22 to firm up how we are updating and collecting data for audits.
 - MTSS Updates
 - (1) Update to DDS - Discipline App.
 - (2) Enter data by the end of the month. Have data managers run it by the 10th of each month.
 - (3) [MTSS Cohorts](#)
 - (4) [MTSS Calendar of Events](#)
 - (5) Universal Screener Training for Math
 - Anti-bullying Program
 - (1) Bullying report has been updated for all new administrators.
 - (2) Be sure to set notification that will alert you to new responses.
- p) **Stephanie Ellis – Exceptional Child**
- Introduction to EC services [RCS EC Department - Be Exceptional!](#)
 - (1) [EC Department Directory](#)
 - (2) EC Activity - Sorting It All Out
 - (3) [EC Dept Meeting Dates](#)
- q) **Pam Watkins – EC Bus Training / Autism Team**
- EC Bus Training on August 17 at RCHS.
 - (1) All Staff Monitors must attend, including those who sub.
 - (2) Monthly Training Dates will be at RCMS from 8:30-10:30.
 - (3) Pam Watkins will send a reminder email on the 1st of the month.
 - District Autism Team members shown.
 - (1) Goal is to have an Autism Team in each school to assist in providing support to creating.
 - (2) Elementary school have received School Based Autism Team Training.
 - (3) Middle School Training is Oct 5 at Lawsonville, 8:00-4:00.
 - (4) HS training is Nov 2 at Lawsonville, 8:00-4:00.
- r) **Stephanie Ellis – EC / Crisis**
- Behavioral Supports and Problem Solving
 - (1) Behavioral Foundations.
 - CHAMPS
 - CPI Training
 - (1) Training Dates
 - (2) [CPI Incident Report Form](#)
 - Day Treatment Referral
 - (1) [Day Treatment Referral Process Flow Chart](#) - Should take no longer than 2 weeks.
 - (2) [Day Treatment Referral Exit Process Chart](#)
 - Specially Designed Instruction
 - (1) EC Observation Consultation of Specially Designed Instruction.
 - (2) Begin Sept 13 and conclude April 1.

- (3) Sign Up Sheet for visit dates will be coming soon. Please sign up for date that best suits your school.
- RCS EC Education of Excellence
 - (1) [Excellence in Education Nomination Form](#)
 - (2) Submit nominations through the google form by August 25.
- [EC Leadership Team Contact Information](#)
- [Crisis Training Attendance](#)- August 10 @ Wentworth Elem.
 - (1) 8:00-10:00, 10:30-12:30 pm, and 1:00 - 3:00 pm
- Crisis Contact Information
 - (1) In an emergency situation, text CRISIS to Stephanie Ellis or Karen Hyler.
 - (2) [RCS Crisis Response and Planning](#)
 - (3) [RCS Crisis Safety Checklist](#)
 - (4) [RCS Safety Checklist Access Request](#)
 - (5) Emergency Response Plan - Due by Sept 30.
- School Nurse Updates
 - (1) Epi-Pen training for undiagnosed allergies.
 - (2) Self-Directed Learning Module for first responders and other CPR/AED certified staff.

IV) Dr. Charles Perkins – Equity

- a) Equity Session
 - Facts regarding RCS breakdown - [Equity Facts](#)
 - Almost 40% students of color with an 88% white instructional staff. This should be verification of why our Equity Training needs to continue.
 - CANVAS Discussion Thread - [Racial Equity Conversations](#).
 - This year, teachers will not be made to attend but it will be offered on a voluntary basis. We hope many will opt to be a part of these important discussions as it can have a direct impact on student success.
 - Moving forward, UNC-G will be partnering with us.
- b) Christy Barham - [Digital Learning Updates](#)
 - [RCS Admin Canvas Site](#) - If you need access please fill out this [form](#).
 - [Professional Development](#) - We will no longer be using SEA system. Teachers will register for professional learning opportunities via the Home Base PD System. All forms have been updated to reflect our changes.
 - (1) Links on RCS site:
 - (a) Curriculum > Professional Development
 - (b) Quick Links > CEU Credits
 - (c) Surveys are no longer required.
 - August 16th PD Day - Please share with your teachers.
 - (1) [Optional Elementary Professional Learning Opportunities](#):
 - (2) Required [Secondary Teaching & Learning Sessions](#): English, Math, Science, and Social Studies Teachers. (Middle School 8:30-11:30; High School 12:30-3:30- flyer has been updated to reflect these times)

- August 17th PD Day - Please share with your teachers.
 - (1) [Optional Professional Learning Opportunities for Secondary Teachers](#):
 - (2) [Middle School and High School Connect Team Meetings](#) - [MS Connect Team Members](#); [HS Connect Team Members](#)
- [2017-2018 Media Meetings](#) - Shared with media coordinators. *All schools should plan to participate in the Battle of the Books competitions this year also.*
- [Digital Learning Competencies Introduction and Resources](#) - Please share with your teachers. *Information regarding DLCs for Administrators will be shared soon.*
- High School: [RCS Virtual Academy](#) - *Courses must have at least 5 students enrolled by August 18, 2017 in order to be offered this spring. **The max enrollment is 25.***
- High School: [First 5 Days Digital Citizenship Resources](#) - Please plan to deliver these short lessons to all **high school** students during the first 5 days of school. Please verify that this requirement is met by completing the [verification form](#). *We are required to offer digital citizenship lessons according to CIPA guidelines.* (Elementary and middle school media coordinators will fulfill the requirement for those grade levels.)
- High School: Chromebook Distribution: Suggested Procedures 2017-2108
- [RCS District Meetings Calendar](#)
- [District Symbaloo](#)

V) Dr. Sonja Parks - [Strategic Plan](#) Updates

- a) Serves as our road map for 2016-2020.
- b) 3 major goals and 16 measurable objectives
- c) So far 75% of Deployment Projects have been launched
- d) **Dr. Kimberly Money** - Focus Area 1
 - Strategic Planning Objective 1.D
 - K-12 Survey Results reviewed
 - (1) Majority of Elementary responses were positive with the exception of the question regarding bullying.
 - (2) Middle School responses again echoed negative responses regarding bullying.
 - (3) High School questions mostly mimicked the middle school questions with again, 44% responding negatively about bullying.
 - Over all there were positive responses regarding school safety and how students liked their schools.
 - These results were district-wide. Hopefully next year, this information can be school specific.
- e) **Russell Vernon** - Focus Area III.A
 - [Focus Area III of Strategic Plan](#)
 - This survey has been completed twice.
 - Strategy III.3 - Social Media
 - (1) Contact or Christy Barham or Karen Hyler if you do not have a Social Media account set up for your school.

- (2) Please post the Meeting Location Survey on your school website and school social media accounts to help collect responses from parents.
- Parental Engagement Survey
 - (1) Please ask teachers to complete this by 11/17/17 to help identify parents who have traditionally not been involved in school.
- Positive Parent Contacts
 - (1) Each school needs to record the % of positive phone calls by the end of the 2017-18 school year for a progress report. This should be some kind of personal communication and not in newsletter format.
- f) **Jennifer Hardin and Ann Mitchell** - Focus Area III.C
 - Focus is to increase Community Partnerships by two or more annually.
 - Deployment Project #13, Inception Date of 6/19/17.
 - Data supported the need to continue to grow the community partnerships. Look for areas that also serve the community and needs in your area.
 - We want to the public to see these partnerships. Continue to work together in their high school zone.
 - Continue to seek out local grants and financial support.

VI) Angela Martin - Human Resources Updates

- a) Beginning Teacher
 - [BT Working Conditions Requirement](#)
 - (1) Try to set them up for success
 - [Mentor Requirements and EVAAS Report Directions](#)
 - (1) [Senate Bill 599](#) Mentor Requirement Revisions
 - [BT Training Opportunities](#)
 - (1) Also on Google Calendar
 - Gear Up
 - [NC NTSP Fall Institute](#)
 - [PTEC for BT's](#) - email Angela for more information.
 - [Extracurricular Activities Request Form](#)
 - (1) They are not to do coaching unless assigned to their teaching duties. The first 3 years must be voluntary.
 - Peer Observers - assign rights in NCEES.
 - (1) BTs are the only ones on the Comprehensive Plan.
- b) National Board
 - Trying to establish a National Board coordinator at each school.
 - National Board support sessions held throughout the year last year and subsequently we have had more interest.
 - (1) Teachers may take up to three years to complete all four components.
 - (2) This is one of the steps becoming a teacher leader in our district.
 - NT3 Grant
 - (1) [NT3/NBCT Training Sessions](#)
 - (2) Starting with 3 pilot schools this year: Wentworth, New Vision, and Moss St.

- (3) Good quality core instruction.
- c) Stuff the Bus
- [Stuff the Bus Flyers](#) - Please help distribute.
 - This is a good public relations opportunity with the community.
- d) [Teacher of the Year Banquet](#) - September 19.
- e) Rock Shop
- Once supplies are collected they will be divided into 4 and sent to high schools. Order forms will be directly on the RCS website. Teachers may submit orders which will be filled at the high school by occupational students. The supply order will be mailed out by courier.
- f) CHAMPS - (Angela Martin and Stephanie Ellis)
- [CHAMPS Overview](#) - Conversation, Help, Activity, Movement, Participation.
 - Building Comprehensive Classroom Management Plan.
 - Divided into 2 components: K-8 and Secondary.
 - It is aligned with PBIS, but is more specific for the individual classroom teacher vs PBIS which is school-wide.
 - BTs will be given this training. If you feel there is a specific need at your school, please contact Angela or Stephanie.
- g) Jennifer Hardin - Principal of the Year
- Please vote if you have not. [POY Voting Form](#)

VII) Dr. Ken Scott – CTE/21st Century Skills

- a) Introduction of Beth Smith
- Manages 4 RCS Career Coordinators.
- b) CTE
- The skills that our students' parents/grandparents needed in the past, no longer apply.
 - CTE hopes to help our district assist students in learning how the world works; and how they can find their place in it.
 - To be College and Career Ready:
 - (1) *Technical Skills*
 - (a) We are considered to be in the "digital age" but many students are not really as tech savvy as they are tech dependent.
 - (2) *Career/Soft Skills*
 - (a) Understanding of how to be respectful of the workplace by being on time, good attitude, good communication, interpersonal skills, work ethic, etc.
 - (3) *Thinking Skills*
 - (a) Develop problem-solving to be able to face real-life challenges.
 - CTE can help students transition ideas out of their head and into real life.

RCS Administrative Retreat
Haw River State Park, The Summit Conference Center
Day 2 - August 8, 2017 - 8:00 am
Minutes

I) Dr. Sonja Parks - Operations and Logistics Updates

- a) [Operations and Logistics Retreat Agenda](#)
- b) [Fear Factor Presentation](#)
- c) [Fear Factor Moments](#) - Team Activity - Five Scenarios - What is Your Plan of Action?
 - Communication is KEY in any emergency situation.
- d) **E.C. Stophel - Maintenance**
 - [Maintenance Department Procedures](#)
 - Emergency Contact Information
 - (1) After Hours Emergency Number for Maintenance = 336-634-3270
 - (2) E.C. Stophel's Contact Number = 336-589-5353
 - [Team Up to Clean Up](#) - August 26
 - Contact Dr. Parks before making any changes to grounds or facilities.
 - Bathroom doors in schools are not allowed to be locked. This is in non-compliance with the Health Department.
 - If you have employee leave your school, be sure to get their school keys returned.
- e) **Erselle Young - Child Nutrition**
 - Erselle Young's Contact Number = 336-862-9507
 - Lunch Charges
 - (1) [Lunchapplication.com](#) is the online application for Free and Reduced Lunch.
 - (2) [K12paymentcenter.com](#) is the online tool for parents to add money to a lunch account.
 - (3) Applications for free and reduced lunch can be received at any time.
 - (4) Please get to know your cafeteria staff.
- f) **Kasie Sensenich - Technology**
 - [Technology Presentation](#)
 - Make sure you know where your "red" phone is.
 - Don't charge Chromebooks on the floor in case of water damage.
 - Have an emergency technology plan in case connectivity is disabled.
 - Students can call the Help Desk. Please have them call on a Shoretel phone instead of a cell phone that may not have good reception.
 - Chromebook End of Life
 - (1) This is the last year that updates can be done for black Samsung 500 series Chromebooks. Parts are not available to purchase for repair. Once they are dead there are no replacements.
 - (2) Do not bother replacing the Samsung 300 Series (silver) Chromebooks. There is little/no value in repair.
 - No warranty on certified laptops.

g) **Duane Hensley, Transportation (Presented at completion of Day 2).**

- [Bus Transportation Orientation for Principals](#)
- [Start and End Times](#)
- [School Bus Driver Handbook for 2017-18](#)
- [K-5 School Bus Safety & Crossing Video](#)
- [6-12 School Bus Safety & Crossing Video](#)
- [NC Public Schools Bus Evacuation](#)
- [NC School Bus Crossing Documentation Form](#)

II) Dr. Ann McColl - Attorney, The Innovation Project

- a) A presentation on weaving together historical documents together to address Equity.
- b) Plessy v. Ferguson - 1896, John Marshall Harlan, Supreme Court
 - Separate but Equal.
 - Harlan Dissenters
- c) Brown v. Board of Education - U.S. Supreme Court - May 17, 1954
 - Separate but Equal "has no place in NC" - Racial segregation outlawed.
- d) 1956 was an election year and voters in the south did not support Brown, while outside the South there was much support.
- e) The Declaration of Constitutional Principles (known informally as the Southern Manifesto) was a document written in February and March 1956, in the United States Congress, in opposition to racial integration of public places.
- f) Relevance of "1956" - Things changed because of how we responded in 1956.
- g) The Patriots of North Carolina - Opposition group
- h) September 8, 1956 - Special Election
 - The Pearsall Plan to Save Our Schools, known as the Pearsall Plan, was North Carolina's 1956 attempt at a moderate approach to integrate public schools after racial segregation of schools was ruled unconstitutional by the [United States Supreme Court](#) ruling [Brown v. Board of Education](#) (1954).
- i) At the conclusion, questions regarding the presentation were discussed as a team activity.

III) Parker Turpin - Finance

- a) Introduction of Finance Staff.
- b) [Finance in Five](#)
- c) Regarding allotments, count on 50% of last year.
- d) State Legislators passed budget in June.
- e) Facility Rental procedures reviewed.
 - Renters must prove liability insurance @ \$1,000,000.
 - School functions should always take precedence over outside rentals.
- f) **Toi Hairston - Accounts Payable**
 - Overview of Travel Reimbursements and applicable forms.
 - Meals are only paid with overnight stays and are paid per diem.
 - New *SchoolFunds* online for bookkeepers.

- (1) Purchase orders *must* be created and have prior approval *before* any purchases are made. If not, we are out of compliance.
- g) Payroll
- [Payroll Reporting Schedule](#) reviewed.
 - Timesheet Deadlines were reviewed. Please make an effort to get these done on time.
- h) Contracts
- All signatures must be attached PRIOR to the contracted work beginning. This is an audit exception.
 - Documentation is required to pay the contract. Just because a contract has been completed, does not mean that someone will be paid. Payroll needs verification that the work has been done is needed for payment.
- i) **Kelly Vaughn - State Health Plan**
- Open Enrollment this year is Sept 30 - October 31, 2017.
 - The Consumer Directed Plan is being eliminated.
 - Reminder to employees to complete the Tobacco Attestation or there will a \$60/mth increase.
 - There will be a rate increase for *each* plan this year.
 - When enrolling online, employees should print out a verification of their enrollment as a backup in case of any question.
- j) Worker's Compensation
- On RCS site > Staff > Accident Employee Report
 - Use this for an employee-related accident.
 - The employee should file this online.
 - An injured employee should *not* go to their personal doctor. The school system has Worker's Compensation physicians that the employee must see.
- k) Public Records Request
- Most anything that happens in a school can be requested as public information such as salaries, expense reports, etc.
 - A good rule of thumb is: if you *would not want it see in a newspaper, then do not put in writing or in an email* - or it becomes public record.
- l) Staff Development Forms
- If you are requesting any kind of reimbursement, a Staff Development Form is required.
 - If you will be away from your school for an entire day *or* a half day, you should complete a staff development form, *whether money is involved or not*.
 - If consecutive days are involved, they may be reported on one form. If the days are not consecutive, complete separate forms. If consecutive dates crossover from one pay period to the next, then complete separate forms as well.
 - Out of county travel must be submitted on an RCS Travel Reimbursement (long) form for reimbursement and have an approved Staff Development Form to accompany it.

IV) Dr. Rodney Shotwell, Superintendent

- a) The Brave New World Called Education
 - The landscape of education is rapidly changing.
 - Science Fiction vs Reality
 - (1) Videos of A.I. Intelligence
- b) Self-Taught Engineers, Self-Directed Learners
 - When we have students who are seeking and learning online themselves, how do we keep them engaged?
 - How is my school encouraging innovation?
 - Is there an environment at my school that encourages this behavior?
 - How will your leadership incorporate the changes we are witnessing in education?
 - How do we deal with the external critics who can not envision the rapidly changing landscape?
- c) Success as a Leader vs. Failure as a Leader
 - What is Leadership?
 - What is your Leadership Style?
 - One Simple Solution
 - (1) Relationships, Relationships, Relationships, Relationships. To be successful you must be interactive and develop strong relationships with students, parents, teachers, and the community.