

K-12 and Administrative Staff Meeting – Central Office
October 19, 2017
Minutes

Principals' Staff Development 8:30-10:00

- I) Sandra Meadows, Joanie Morris, Linda Bass - American Cancer Society
 - a) Relay for Life
 - Year-long fundraisers contribute to this and most funds go toward research for all types of cancer.
 - Consider having a team from your school. Information given out.
 - Fundraisers can be done on an individual basis or as a school.
 - All information is online as well.
 - Luminaria bags would be discounted to \$5 for schools (usually are \$10).
 - Relay date in Rockingham County is Friday, May 18, 2018, 6:00 pm-12:00am, at Rockingham High School, with a Disney theme, "Wish Upon a Cure".
- II) Angela Martin, HR
 - a) [October HR and BT Updates](#)
 - b) [Evaluation Timeline](#)
 - 1st round for all observations are due by Friday, 10/27/17
 - [Minimum Requirements](#)
 - [Questions for Post Observations Summative Conferences](#)
 - (1) Reminder that Post Conferences are face to face.
 - [Evaluations, Action Plans, and Timelines](#)
 - (1) Please discuss deficiencies and address these now. Provide support and follow up with expectations before you place someone on an action plan.
 - Next year all teachers will be on a 1,2, or 4-year contract.
 - c) [2017 License Renewal Reimbursement Process](#)
 - d) [BT Test Documentation 2017-2018](#)
 - Current BT2s - LICN-001 Policy re licensure says that if license application was received prior to August 5, 2016, BT's must have passed all tests during their BT 2 year. They are not eligible to be rehired if all tests are not passed by the end of their BT 2 year.
 - Current BT1s - LICN-001 Policy re licensure says that if the license application was received after August 5, 2016, BT's must have attempted all tests at least once in their first year and must pass all required tests in their second year in order to be eligible for rehire during year 3.
 - Teachers get 3 yr licenses, but if they do not pass Praxis and 3 Pearson tests by 2nd year, then their license is null and they will no longer work with RCS.
 - e) Gear Up Staff Development
 - Morehead, McMichael, Reidsville High, Rockingham High, Rockingham Early College, and Reidsville Middle School. Gear Up will be hosting three trainings again this year for all Beginning Teachers at your site. These are mandatory trainings. The dates are:
 - (1) October 26th from 1-4 at Reidsville High School
 - (2) January 17th from 1-4 at Morehead High School
 - (3) April 30th from 1-4 at McMichael High School
 - If you have a teacher that has another meeting, ie: EC training is scheduled on this same day, please email Angela Martin. That will be an excused absence.
 - f) [Lead Mentor/Mentor/BT Responsibilities and Perks 17-18](#)

III) Ken Scott, Buses and TAs

- a) The person at DOT that provides our training (Barbara Allen) has been promoted. and her position has not been filled. A person from Caswell County is helping this month by testing 7 of our drivers that went through the class in August, but he is booked for November and December. We will probably not be able to begin testing those from our October class until January.
- b) Make sure that all classified employees are informed that starting this year they will be required to obtain a bus driver's license.
- c) If someone says they have a doctor's note stating that they cannot drive a bus, it will be taken to DMV, which may jeopardize their personal driver's license.
- d) Be very careful about excusing anyone from taking a bus driver's class.
- e) As of January 2018, a bus license will have to accompanied with a DOT medical card, Current drivers will have 3 years to obtain that medical card.
- f) Please support each other as much as possible.

IV) Kris Joyce, PowerSchool

- a) Data managers are working on several state reports.
 - Dropout
 - Retention/Promotion
 - SAR School Activity Report

(1) Reminder that all schools must be scheduled for the whole year, not just a semester.
- b) Data managers are still continuing to enter Student Information Sheets.
- c) Share OSS with data managers so that they are able to code correctly for attendance.
- d) Workshop with data managers on Nov 8th and 9th to do the "set up" which will allow students to register for the next school year.
- e) A pilot Group of 7 teachers working in Power Teacher Pro this year. All teachers will integrate to this in the 2018-2019 school year.

V) Annie Ellis, Finance

- a) [Finance Updates for October](#)
- b) In 2018-19, 10 (and 10 ½) month, salaried, classified employees will begin being paid on an hourly basis. They will not receive a check in August 2018, but will be paid Sept 2018 to June 2019. There will no option for a loan advance or installment pay.
 - It will be crucial to monitor hours and make sure they do not go over.
 - Annie and the Payroll team will come out to schools and speak with employees to help answer questions regarding this. Please contact her to set up a time for this. They would like to have this completed by Dec. 15. We need to give employees as much time as possible to make adjustments.
 - 10 month employees will not accrue comp time and will be paid for the hours they work. If those employees work during the summer, it will have to be a contracted basis.
 - This will affect around 300 employees, mostly TAs, office staff, custodians, and cafeteria managers with no bus license.

VI) Stephanie Ellis, EC Dept

- a) [Administrator Meeting 10-19-17](#)
- b) Case Law - Endrew F. V. Douglas County Sch District
 - This case stated that public schools did not progress monitor well enough to provide appropriate growth for special education students.
 - We need to *always* use data to back up classroom decisions.

- This case changes the face of the evaluations for EC teachers. Ask questions, demand to see progress monitoring.
- c) LRE - Least Restrictive Environment
 - Another hotspot in the EC community.
 - To the extent possible, special education students must be educated with the general population.
 - Teachers should not have outside conversations with parents about students being considered for a change in setting to a separate classroom without having first contacted the EC Program Coordinator (Pam Watkins) and the School Psychologist. For Behavior issues, contact Stephanie Moore and Janet Winn.
- d) ECATS - Exceptional Children Accountability Tracking System
 - We have been notified that we will transition to ECATS later this year (in lieu of ED Plan or Easy IEP).
 - Comprised of 3 modules.
 - (1) IEP Module
 - (2) Medicaid Module
 - (3) MTSS Module
 - System will be shut down in May (a "dark period")
 - (1) Will impact EOY testing
 - (2) EC Case Managers and EC staff will need to be pro-active with annual reviews, reevaluations, and IEP action steps that are due May 1, 2018 to Sept 5, 2018 to be able to get these in before May.
 - (3) EOY referrals will have to be done in writing, or word processing program and then entered in later. Old EC info may not be available when the system comes back up.
 - (4) [RCS 2017-2018 ECATS Google Survey- click here](#)- Please complete with questions in lieu of emails, etc. This will be reviewed every Tuesday in EC Leadership meetings.
 - [ECATS MEMO](#) (Principal Memo). Please read.
- e) PCR Visit (Policy Monitoring Compliance)
 - Folders will be checked for corrections of previously identified issues again in December, and probably again a third time.
- f) October 26th - EC PD Day, 8:00-4:00 pm., Dillard Multi-Purpose Room
 - All staff until 12:00 and TA's will be released at noon.
- g) Co-Teaching Beyond the Basics
 - At CO Downstairs Boardroom on November 1st
- h) [Other Important Dates](#)
- i) Crisis Updates
 - Emergency Response Plans - Review Process in October.
 - Earthquake Drill Reminder - Update on your safety checklist
 - (1) [Earthquake Drill Memo and Procedures- Click here](#)
- j) Mental Health Updates
 - RCS Mental Health Advisory - new this year.
 - RFP Process
 - MH SWOT Analysis - [View Initial Swot Analysis](#)

VII) Dr. Cindy Corcoran, Instructional Support Services

- a) [Administrator Meeting - October 2017](#)
- b) United Way Kickoff was Wednesday, October 11th at RCMS.
 - Communicate with your UW Campaign Chairman and support them.
 - Cabinet is paying for the United Way lunch today for all principals as a thank you for all you do. Also a 50/50 drawing.

- United Way 50/50 in November and Silent Auction will be November 16th here at CO.
- c) Chronic Absences
 - [Attendance Counts](#) – Please review.
 - Discipline Task Force - meeting Wednesday, October 25th to review the 1st nine weeks of discipline data.
- d) Distribution of Non-Instructional Materials
 - Reminder to our HS – November 7
- e) Restraining Students Document for Submissions in PowerSchool
 - Reminder that you should contact Stephanie Moore for reporting purposes when students have had to be physically restrained.
- f) CPR/AED 19th
 - (1) Session 1: Scheduled for today
 - (2) Session2: Scheduled for October 30th at RCHS
- g) Background Checks
 - Policy is not new but is being enforced now.
 - The only exemptions are current RCS employees or RCS SRO's.
 - Russell Vernon asked about parents who may not have social security numbers? If they do not have a social security number they cannot get a background check.
 - Pre-K will be a little different. More information will be coming regarding that.
 - Josh Eanes asked if law enforcement will be included in the group that will have to submit to a background check? Yes.
 - Gary Pyrtle asked if there would be something published on the website or sent home for all parents? Per Dr. Corcoran the Board Policy is always available.
 - Criteria: Those with a felony, sex offenders, specific types of misdemeanors dealing with drugs, child abuse, and domestic violence.
 - The decision about 'yes or no' does not come from HR. The flagged ones are sent to June Nealy or Gregg Slate.

VIII)Dr. Charles Perkins

- a) [C & I Updates](#)
- b) NC STAR
 - CPR: Goals - enter the 5 Key Indicators you are focused on for this year
 - Upload a document into the forms section that addresses
 - (1) Duty Free Lunch
 - (2) School Safety
 - (3) Instructional Planning for teachers per week
 - (4) Add signature page and approval vote
 - Make sure you are identifying a task/activity that addresses the review of achievement gaps within subgroups - **C2.01**
 - The Comprehensive Plan Report will be shared with the BoE
 - (1) November 20 - BoE Meeting (all principals should attend)
 - (2) December 11 - BoE Meeting (all principals should attend)
 - Final plan and submit between November 2 - December 8
- c) [Procedures for School-Based Administrators for 2017-2018](#)
- d) Gem Grant Form
 - Overage amounts will be charged to the school, if the teacher goes over the awarded amount. Teacher will sign saying they acknowledge their responsibility, but the school will be responsible. See [handout](#)
- e) Professional Development - [Updates from PTEC](#)

- f) DPI Updates
 - [ELA / Math](#) –Standards Updates
 - [ELA Instructional Practices in the Classroom](#)
- g) AP Meeting - Tuesday, October 24th (4-5:30) @ CO
- h) Canvas Survey Response - Christy Barham
 - Still having some issues but most seem to be getting it. Only 4 respondents indicated that they were having trouble with navigation.
 - There were lots of great suggestions and recommendations that I have shared:
 - (1) Modeling navigation/ providing time for principals to navigate with change of speakers
 - (2) One agenda per department with linked information
 - (3) Reminder for course contributors to set External URLs to "Load in New Tab"
 - Tips
 - (1) Use the "Home" icon on the left-hand side to navigate to each area and meeting date. (If you get lost, always go "Home".)
 - (2) Easily move to the top of the Modules page by using the "**Home**" key on your Windows keyboard or "**fn** + ← (left arrow)" on a Mac.
 - (3) **Ctrl + F** allows you to search for specific words or phrases (PC); **Command +F** allows you to search on a Mac.

IX) Dr. Shotwell

- a) We need to work on public relations and promoting all the *good* things happening in our schools.
- b) Principals Month
 - Lunch today is provided as small thank you for all you do.
- c) Academic Achievement
 - We are very excited about the improvements made at every school.
 - 12 principals are receiving a bonus at the end of the month based on last year's performance. Please make arrangements for any tax implications this may have for you.
 - The NC General Assembly came through and principals will still be earning longevity.
- d) Request: Take this year's enrollment numbers and report to Dr. Shotwell how many K-3 classrooms you would need for next year, based on the classroom sizes that are proposed.
- e) Student Transfer Policy
 - Please contact Dr. Parks or Dr. Corcoran if you have ideas/questions regarding this.
- f) Principal's Fund
 - We have been given \$65,000 and an additional \$10,000 for approved overages. This money **MUST** be spent. Please recognize students with needs in your building and use these funds appropriately.
- g) Signature schools at PTEC – Wentworth and New Vision will be recognized in December
- h) Personal thanks to Dr. Coleman-Cassell for handling the proposed situation at Moss St in such a professional way. Twenty-four potential student teachers will be involved and potentially spread out into RCS Schools. We will be taking care of the staff at Moss St.
- i) Communication, communication, communication!
- j) If you email Dr. Shotwell, please follow that up with a text, alerting him to the email.
 - Dr. Shotwell's number: 336-589-5260