

**K-12 and Administrative Staff Meeting – Central Office
November 16, 2017
Minutes**

Principals' Staff Development 8:30-10:00

I) Sheriff Sam Page, Rockingham County Sheriff's Department

- a) There are many things happening around the nation. We need to make sure our schools are ready in case of emergency.
- b) Video shown. [Run, Hide, Fight](#).
 - Workplace violence can happen anywhere.
 - Report abnormal activity. Call 911 if needed.
 - Make sure radios are working within the building.
 - Make sure you are timing your lock-down drills.
 - Prevent access to those who may be out to do harm. Do not leave doors propped open.
 - Check the lighting at your schools to make sure you are providing a safe place.
 - Utilize your SROs as a resource. They are your first responders.
- c) Bear Patrol is happening now in the Wentworth area due to bear sightings.

II) Mr. David Winn, Ms. Christy Bailey, Mr. Matt Rice - RCS Uganda Partnership

- a) [Info - RCS Uganda Partnership](#)
- b) 27 people made the trip last year. This year they will cut off at 36.
- c) Christy Bailey will send out information to you. Please share with your staff.
- d) The trip offers 6 renewal credits for teachers.
- e) Presentations: [Uganda 2017-Matt Rice](#) and [Lessons Learned in Africa](#)
 - Don't let your circumstances steal your joy!
 - "Make a Ripple" wherever you are.
- f) Cost of trip is \$3200 - Includes airfare, bus travel, hotel, hut, and local safari
- g) For 2018, three teams, 12 adults on each team who will go for 2 weeks each.
- h) Upcoming informational meeting is 11/27/17.

III) Ms. Ann Mitchell

- a) Updates for Strategic Planning, [Focus Area III.C](#)
- b) Overall goal is increase community and civic partnerships.
- c) Survey completed during Open Houses was used to identify areas for service learning projects.
- d) Document your service learning projects [HERE](#).
- e) Commit to connecting with civic organizations in your area and document those [HERE](#).

IV) Ms. Kris Joyce, PowerSchool

- a) Data Managers have entered all student information sheets for 2017-2018.

- b) Six state reports have been approved thus far. Please thank your Data Managers for their diligence in getting these important reports completed.
- c) PowerTeacher Pro has been piloted by 6 teachers this year, with good results thus far. Hoping to add a few more teachers for second semester. Everyone will use this next year.

V) Ms. Angela Martin, HR

- a) [November 2017 HR Updates](#)
- b) [Evaluation Timeline - Revised](#)
 - Changes in due dates for Abbreviated Evaluations
 - (1) 1st observation due by: Dec. 8, 2017
 - (2) 2nd observation due by: May 15, 2018
- c) Elements of a Write Up
 - The performance Issue.
 - Why the employee's performance impacts student learning/or administration of the school
 - Any previous warnings, directives, reprimands
 - All attempts to assist/support employee improvement
 - Clear statement of whether or not the employee has made steps to improvement.
 - Use plain English!
- d) [Professional Library Inventory 11-5-17](#)
 - Good resources for small group professional development.
 - Swivel Cameras and iPads are new and may be checked out.
 - 4 Breakout Kits also available.

VI) Dr. Cindy Corcoran, Instructional Support Services

- a) [Administrative Meeting/November - ISS](#)
- b) Thanks for everyone's participation in today's United Way Silent Auction being held in the upstairs boardroom.
- c) NCASCD Conference - Pinehurst Feb 7-9. [Link for Registration](#).
- d) Title IX Information
 - [How to Talk to a Transgender](#)
- e) Equity Article
 - Learning to Lead for Racial Equity - Phi Delta Kappan International Journal October 23, 2017, authors Gislaine Ngounou and Nacny Guterrez.
- a) Stephanie Ellis, EC
 - [EC Updates and Notes](#)
 - Mental Health needs are growing. Of 200 students, 40 could be identified as having MH issues, but only 10 actively being treated.
 - (1) Important to build partnerships with Youth Haven and Youth Services.
 - (2) RCS has been asked to be a part of the SMHI pilot (SHAPE).
 - December 1 Headcount
 - (1) Make sure Becky Garrison has received a form on each student.

- (2) EC Staff needs to ensure that all data is correct.
- ECATS - Every Child Accountability Tracking System
 - (1) RCS will a pilot for ECATS by EC Division. Will happen in late January or early February.
 - (2) [2017-2018 ECATS Google Survey](#) and [ECATS Memo](#)
- PCR Visit: Prong #2 – See EC Updates and Notes (above).
- Important Dates to Remember – See EC Updates and Notes (above).
- Student Discipline: Discipline Guidance Flow Chart for Students with Special Needs - Handout given and reviewed.

VII) Dr. Sonja Parks, Operations and Logistics

- a) Duane Hensley - DOT Medical Card
 - Starting 1/1/18, DOT Medical Cards will be required for all bus drivers, activity bus drivers, and sub drivers - anyone with a CDL License. A physical exam is required.
 - It lasts 2 years, so for those up for renewal in December, we are trying to get the renewal done now, so that they will not need the medical card until 2021.
 - If you send people to bus driver training, follow-up to make sure they have obtained their learner's permit.
 - Let any new classified hire know that there is a high probability that they will be required to obtain a bus driver's license.
 - DMV will not be sending out a reminder to people that a DOT Medical Card is needed.
- b) Redistricting Public Hearing Presentation, Dr. Shotwell and Dr. Parks
 - [Redistricting Public Hearing Presentation](#)
 - Thanks to RCHS for hosting the Public Hearing. 25 people signed up to speak.
 - There will be a board recommendation made on Monday night.
 - (1) "Option 3", meaning Draper students would be absorbed by Central and Lincoln. Douglass and LSE would not be involved. Draper students at Lincoln would still feed into HMS and MHS.
 - (2) Moss St would be formally closed and leased to UNCG.
 - (3) New Vision would be moved to the Dillard building. Dillard students who apply to New Vision would be given first priority.
 - There will be one vote to decide on all three scenarios.

VIII) Dr. Charles Perkins, Curriculum & Instruction

- a) [November C & I Updates](#)
- b) Student Success in High Poverty Schools - Feb 15 - 1:30-4:30 pm
 - (1) Contact Christy Bailey if you are interested.
- c) EVAAS
 - After Thanksgiving they will have some afternoon sessions.
 - There is much room for growth particularly in ELA. We are finding that standards alignments need work.
 - We are doing really well in Math.

- d) SIP
 - Thanks for the efforts with the NC Star/SIP Process.
 - Dr. Perkins requests that everyone be present at Board Meeting on Dec 11th when these are presented. Be prepared to answer any questions that should arise.
 - Remember to continue assessing and meeting to review your action steps.
- e) [Monthly Tasks for Principals](#) - Continue to review this document.
- f) [Principal Evaluation Document](#) – Self-assess.
 - Use this as guide to help you see what you may need to be working on.
 - Consider conducting a staff survey now to address minor issues; remember the NCTWS survey will be administered this spring.
- g) Jason Hyler - Check-In Data
 - They are not sending out the percentage of correct responses, so that you can focus more on standards.
 - Send these link to teachers regarding gridded responses.
 - (1) Review test specs / gridded response practice - [grades 3-8](#)
 - (2) Review test specs / gridded response practice - [high school](#)
 - 3rd - 8th will not have field-testing, but it will be built into the EOG's.
- h) Math 2 and 3 will now have an active NCFE that will count in the teacher's individual EVAAS. No projects will be needed in those courses now.
 - Refer to Dr. Slate's email from November 16th for Assessment Specifications.
- i) [DPI Update - Educator Support Services Update November 2017](#)
- j) Coaching for Change - Dr. John Bennett - PTEC
 - Feedback Model: **CBIR** - Useful for constructive or praise feedback
 - **Context** of the feedback
 - **Behavior** I noticed
 - **Impact** of the behavior
 - **Request** of the person
- k) [It's Not About the Nail](#)- Video clip shown.
 - Remember the importance of listening. Sometimes people don't want your advice or help – just a listening ear.

IX) Dr. Rodney Shotwell

- a) Congrats to the 22 schools who were recognized for PBIS.
- b) National AIG Conference - NC hosted this year.
 - We only receive 4% funding for AIG. We receive the 2nd most funding in the country, even though it's never enough.
 - What does a gifted child look like? How many gifted students in our classrooms are going undetected?
 - TOPS - Teachers Observation of Potential in Students
 - (1) This shows things teachers can observe in students that might be an indicator of AIG potential.
 - (a) The use of sarcasm can be an unexpected indicator.
 - Changing Minds brochure reviewed.

- (1) Children deserve fair identification practices.
- c) Thanks to Elementary for completing the survey regarding what classrooms would look like with new classroom sizes.
 - d) If you don't address concerns, or listen, then conflict is *going* to arise. When you take control of this, you can help decrease negativity in your building.
 - e) Don't let social media help define who we are as Rockingham County Schools. *We* need to define who we are through positivity.
 - f) Excited about working with Dr. Ken Scott in bolstering our CTE resources.
 - g) Budgets
 - *"Plan your budget, and budget for your plan"*.
 - Use your Principal Fund money.
 - h) Student Transfer Plan
 - We are still working on refining that process.
 - One thing being considered: If a student gets an approved transfer into a school, they could stay there during that school's grade span. They would be required to reapply for a new transfer when moving to a feeder school.
 - We would like for principals to know what their needs are for the coming year by July 1st as far as teachers, bus driver, etc.
 - i) We are all family here - even in disagreement.
 - j) Please take some time at Thanksgiving to relax, and to reflect on the nice things that have happened at your school this year.
 - k) Recently, a female State Superintendent of the Year was elected. There have only been 5 women and 3 minorities elected in 28 years. This is a positive step for our state.