

**K-12 and Administrative Staff Meeting – Central Office**  
**January 25, 2018**  
**Minutes**

**Elementary Principals' Staff Development 8:00-10:00**

- I) **Dr. Charles Perkins - Opener**
  - a) Share positive happenings!
  
- II) **Angela Martin - HR**
  - a) [January HR Updates](#)
  - b) Completion Reports (3)
    - PDP Completion Report, Mentor Signature Completion Report, Evaluation Completion Report
    - Look at plans and go by Evaluation Timeline to see if you're on target.
    - If you have any questions, contact Angela Martin or Jonathan Craig.
  - c) Late Hires
    - ALL teachers (BT/Experienced) employed after 12/11/17 must be coded Late Hire Standard and have 1 Formal observation and a Summative. No PDP is required.
  - d) Peer Observations
    - Need to be done by someone other than the mentor.
    - Have them look at standards 2,3, & 4, and mark standards 1 and 5 as "not looked for." Please check behind them.
    - This Peer Observation is due no later than 2/16/18. This due dates includes the pre-observation conference, the observation and the post observation.
  - e) [Focus Area III Documentation Form 2018](#)
    - Please fill out ASAP. Dr. Parks needs this information by tomorrow (1/26/18).
    - If you do not have a social media account at your school, Christy Barham and Angela Martin will be helping to set that up. It is expected that every school will have a social media account.
  - f) **Dr. Ken Scott**
    - Job Fair - April 21<sup>st</sup> - will confirm that date.
    - RIF (Reduction in Force) Policy - Familiarize yourself with this. Things to consider:
      - (1) Are they pulling their weight?
      - (2) Able to have bus license?
      - (3) Longevity
    - Mr. Craig needs to know any staff member you may not renew by the end of January. If these are BTs, make sure Angela Martin is aware.
    - High School Options are off to a great start! Thanks!
  
- III) **Dr. Cindy Corcoran - ISS**
  - a) [Student Assignment Process Timeline 18-19](#)
  - b) [Student Assignment Policy 4150 Revisions](#)

- Do not share this information with parents yet, as this is a DRAFT in process.
- Assignments must be made in a non-discriminatory manner based on a lottery system for all schools except for Rockingham Early College High School.
- Siblings of students in a magnet school will automatically be assigned to the magnet school.
- Deadlines will be adhered to and there will be no wait list. April 1 - May 1 will be the application time.
- Parents will not have to continue to reapply each year. Grade spans will exist. If a student is a transfer in Kindergarten, then they would stay in that school until 5<sup>th</sup> grade and would not re-apply until they move to middle school.
- This should reduce stress on families, help HR with allotments, and help principals plan with classes, teachers, etc.
- Hopefully this will go before the board in February. The application process is set to begin on March 22<sup>nd</sup>. Hopefully more information will be finalized for principals at the K-12 Meeting on February 22.
- A parent affected by the current process was invited to sit on the planning committee.
- Be patient as the details of this process are continuing to be finalized.
- Questions:
  - (1) E.C. Stophel asked if a student is denied one year, will they be able to re-enter the lottery the next year? Or does the Grade Span apply to denials also?
  - (2) Josh Eanes asked if siblings of students in special programs, such as SPLASH, will be included in this also?
  - (3) Dr. Corcoran said they would investigate these questions and provide answers when things are finalized.

c) March of Dimes

- Identify a Champion at each school during the week of April 23-27, 2018
- No longer will have one singular day for a walk. Each school will schedule their own date. Schools can partner and hold a joint event. March of Dimes may have other entities that may join in scheduled events at your school.
- The March of Dimes representative will be here to speak to us at the February 22nd K-12 Administrative Meeting. Later that afternoon, the kickoff will take place at Holmes Middle School for each champion to pick up their March of Dimes informational packets.

d) Strategic Plan

- 2 forms need to be filled out with your staff
  - (1) [Version 17-18 Perception Survey](#)
  - (2) [Vision 2020: Strategic Plan Progress Survey](#)

e) PBIS - Leaksville-Spray video shared

f) Equity

- [Racial Equity Report Card for Rockingham County](#)
- [Article: Leadership Through an Equity Lens and Combating Hatred Among Us](#)
- <http://nationalequityproject.org/resources/publications>

g) **Stephanie Ellis - EC**

- [EC Department Information](#)
- Congratulations to Dr. Corcoran who will be recognized with the 2018 NC Distinguished Educator Award at the NCASCD Conference, in February.
- EC Proposal Memo - [Click Here for Memos and Templates](#). A template for each school sent out this week. EC Case Managers will submit by February 21<sup>st</sup>.
- Administrator complete survey: [Transition Planning Google Survey 2018-2019](#) (complete by 02/02/18 to let EC know who will attend).
- Submit Caseload Waivers Due by 02/13/18 (if you need to request one).
- February EC PD cancelled due to snow.
- Requested folders need to be in by Feb 5<sup>th</sup>. Folders needed by that date for audit. Hopefully all corrections have been made and this will be the last of this process.
- Revising Risk Assessment Form.
- View recent PowerPoint recording shared on 01-23-18 about important Compliance Updates [RCS Exceptional Children - January 2018 Updates - Click here for link to Powerpoint](#)
- [Mental Health Updates Click Here to see MH PowerPoint for updates](#)
- Crisis Plans were approved by the BOE in January.

h) **Holly Williamson - MTSS/PBIS**

- MTSS Cohort 2 & 3 Training at Lawsonville on Feb 12. Please send MTSS Teams (MTSS coach, admin, IC, EC, counselor, teacher rep).
  - (1) Cohort 2 - 8:30-11:30 (Bethany, Dillard, Lincoln, Monroeeton, Southend, WRMS, RMS)
  - (2) Cohort 3 - 12:30-3:30 (Score, Wentworth, Stoneville, New Vision, Williamsburg)
- Universal Screener for Math to be administered at Central (1/29) and Huntsville (1/30).
- MTSS District Team Meeting - Feb 7<sup>th</sup> from 10:00-12:00.
- MTSS Parent Newsletter to go home in report cards (MTSS Cohort Schools)
- School nurses were given MTSS training this morning. What is the role of the School Nurse in MTSS tier 2 and 3 intervention?
- PBIS Coaches Meeting: February 2<sup>nd</sup> at Lincoln Elem 8:30-11:30.
- Video Shown
  - (1) [LSE PBIS -Mix 1](#)
  - (2) [LSE PBIS - Remix2](#)
- SET Evaluations - window will open after return of Spring Break.
- Chronic Absenteeism
  - (1) 44% of elementary schools in NC had chronic absenteeism rates between 10-19%.
  - (2) Several schools already have programs in place to address this. Make sure you are addressing this, along with academic data.

- (3) The Every Student Succeeds Act requires that chronic absenteeism data included on the State and LEA Report Cards starting with the report cards that include information for the 2017-18 school year.

i) **Pam Watkins**

- Self-contained updates

**IV) Dr. Sonja Parks - Logistics and Operations**

- a) Thanks for everyone's help during the recent inclement weather.

b) **Duane Hensley, Transportation**

- Many thanks to bus maintenance, as the extreme cold temperatures cause issues with the buses.
- DOT Physicals
  - (1) [DOT Medical Requirements for Bus Drivers](#)
  - (2) January 1, 2018 - DOT requires every new bus driver needs to have a physical exam.
  - (3) Drivers will get a 60-day notice to go online at a BIB (a third party vendor) and complete the Occupational Health Services Application Process.
    - (a) [BIB Application Process - Non-Employee](#)
    - (b) [BIB Application Process - Employee](#)
  - (4) Cost of physical exam is \$60/\$70. Morehead Occupational Health and Western Rockingham Family Medicine have an agreement with RCS, along with Novant in Greensboro.
  - (5) When applying at BIB, they will receive an authorization form, which must be taken to the physical exam appt. Have the drivers make an appointment as soon as they do the online application because the authorization will expire.
  - (6) RCS will pay for the physical for current yellow bus and sub drivers. We will only pay every 2 years. An employee can be cleared to repeat in 6 months, 1 year, or 2 years. If they are required to repeat the exam in 6 months or 1 year, then they will be responsible for paying.
  - (7) Once they pass, it has to be scanned into the SADLS system.
  - (8) Make sure you know who in your building needs these physicals, or who has not taken or passed the bus driver training. Ultimately, buses can be sitting with no drivers if we don't stay on top of this.
  - (9) If current drivers do not pass the physical then they cannot drive a bus.
- Bus Driver Training January 29, 30, 31
- Bus Driver Appreciation Week = February 12-16. Please recognize these hard-working employees.

c) **Erselle Young - Child Nutrition**

- Feb 26-28 - Child Nutrition will have their 5-year state review. They will visit about 5 schools but it is not known which schools until about a week before.
- Make sure high school vending machines are turned off at appropriate times, that no outside food has been brought in, and that each student has a 30 minute seat time for lunch. These things will be looked at.

- Refresh your knowledge of the Board policies that are applicable to this. *Fines are costly.*

d) **Kasey Sensenich, Technology**

- [Presentation](#)
- Network Domain is complete.
- Guest wireless in running
- ShoreTel Phone System is up.
- Compute Lab imaging is complete.
- Office Personnel - desktop imaging almost complete.
- Computers ordered.
- No user is the administrator of their machine
- Full “deep” scans are run each week by Sophos and Malwarebytes.
- Standard “Quick” scans are run once a week.
- Pushing Windows Updates - Every Wednesday.
- Still working on TIMS, TACS, and LBAAS, building of the automation server, CTE, Child Nutrition machines, other application servers.
- US Attorney as agreed to take our case. FBI is reaching out to other Emotet victims, but it will be a long road ahead.
- If someone has personal information compromised, they should file a police report and send that to Kasey who can forward to the FBI.
- Encourage employees to change passwords on ALL personal accounts - banking, credit cards, utility accounts, etc.
- Infected laptops are being held at Johnson St. Still searching for vendors who can help clean that data up at some point in the future.
- Loaner laptops are not going to be taken back right now. They will be taken back at some point.
- Network copiers can be plugged back in now.
- Technicians are trying to go back to a regular schedule this week.
- Please share with your staff to stop looking in the SPAM folder. The emails are in there for a reason. SPAM will automatically delete these after a time. If you must look for something in there *do not open it.*

e) **E.C. Stophel - Maintenance**

- Work Orders in the Schools
  - (1) A packet was given to each school previously with work order items that need attention, and are the school’s responsibility. A new list is coming out shortly. Please take care of these items and let E.C. know if there are things on the list that have already been taken care of. Dr. Parks will be reporting this information to the BOE in February. Make sure you are cleaning up as many issues as possible.
  - (2) One of the biggest offenders right now is Health Inspections. These may seem like minor issues but requests are constantly made by people/groups who are searching for this kind of information, and not for good reasons. No infraction is too small to be ignored.

- (3) If the Health Inspector comes to your school, walk with them, or call E.C. and he will come and walk with them.

**V) Christy Barham - C & I**

- a) [C & I Updates - January 2018](#)
- b) RCS Personalized Learning Instructional Framework
- Personalized Learning has many definitions. We have chosen to go with “ INCLUDE QUOTE”
  - [1.E Deployment Plan](#)
  - [Framework for Students](#)
  - [Framework for Teachers](#)
  - [RCS Lesson Plan Checklist](#)
    - (1) Different versions for grade/subject areas will be created
    - (2) Teachers can use this to make sure their lesson plans are touching these items.
  - [Personalized Learning Academy](#)
    - (1) Personalized Learning Ambassador Application
    - (2) 19 have responded thus far. The goal is to have 24.
    - (3) There will be some out of the classroom days for professional development but we will try to limit this as much as possible.
    - (4) Includes tour of Charlotte Mecklenburg Schools and attendance at NCTIES with expenses covered.
  - With new standards next year ELA K-12, and Math K-8, it is the perfect time to roll this out.
- c) [Digital Learning Competencies for Administrators](#)
- 2 Digital Learning credits are now required for license renewal in 2019.
  - DPI is developing modules for this and Jennifer Hardin has been working with them to develop Canvas modules, which may be ready by summer.
  - On the RCS site, under Professional Development, there are several options listed for avenues to complete these credits. Christy Barham will continue to add new opportunities to this site as they become available.
- d) [Discovery Ed Techbook Training](#)
- These start next week. Teachers who attend all 3 sessions will earn .5 academic/content credit CEU's.

**VI) Dr. Perkins, C & I**

- a) NC Star Plan Feedback
- Feedback from Board Members
    - (1) Members wanted to be able to identify the SIT Chair
    - (2) Members wanted to be able to see the actual numbers of votes for approval instead of percentage
    - (3) Members noted typos in your plans - please proof read
    - (4) Members noted and had concerns about some plans that identified 1 walk through per week for each teacher (concerned that 1 visit per week is not

enough) - consider wording like will conduct 25 learning walks per week, instead of 1 per teacher

- Feedback from C & I Support
  - (1) General concerns about meetings being held and documented.
  - (2) Focus on 1 or 2 Key Indicators each meeting and discuss what you said you were doing as action steps in your plan for that indicator.
  - (3) Document the discussion in meeting notes and ALSO update the plan with your discussion notes.
  - (4) Substance is most important, even if you only focus on 1 indicator, make the discussion relevant to your plan.
- b) NC SCOS - New Standards and Support
  - High School Math Crosswalks- [Crosswalk Documents](#) for Math 1, 2, and 3.
  - New Standards [Standards K-12 ELA](#) (implemented 2018-19) EOGs will not be updated until the following year (2019-20).
    - (1) ELA VIK (Virtual Implementation Kit) - CANVAS course or weebly
    - (2) <https://elavik.weebly.com/> - link to CANVAS found under browse by category
    - (3) CANVAS 3 self paced courses: ELA Standards, Aligned Instruction, ELA Instructional Practices. We will create CEU content credit for all K-12 ELA teachers. All will be required to complete the 3 courses
  - New Standards K-8 Math [Standards K-8 Math](#) (implemented 2018-19) - resources will be forthcoming.
  - Will need to update pacing guides this summer for new standards
- c) Principals Mid Year Evaluations
  - Ongoing through February. Principals should fill out the [evaluation artifact document](#) (make a copy and share with your evaluator). Remember to also schedule your mid year evaluation with your assistant principal also.
- d) BOE Member Visits
  - Please let Dr. Shotwell or Dr. Perkins know when board members visit or call you.
- e) Fall EOC Scores
  - Overall increases in scores from last fall. Keep moving forward!
    - (1) Math I = +9.35
    - (2) Biology = +6.33
    - (3) English 2 = +0.75
  - Make plans to use your I/E time with students that did not pass and they can retake the tests during summer school.
- f) UNCG Moss St Partnership School
  - Reception today at Moss St (4-6:00 pm)
  - Feb 22 - Reception at UNCG, School of Education building. Please share with your staff.