

K-12 and Administrative Staff Meeting – Central Office
February 22, 2018
Minutes

Staff Development (Health Inspections) 8:30-10:00

I) June Nealy

a) Summer Bus Contracts

- If Secondary schools have TA's or bus drivers in your building who would be interested in working for summer camp, please have them complete a Contract Request Form and send to Hazel Barker at CO.
- [JULY Summer Camp Contract Request Form](#)
- [JUNE Summer Camp Contract Request Form](#)

II) Dr. Charles Perkins

a) Attendance

- Be consistent regarding attendance policies with your staff.
- When teachers are not there, students are not learning, so monitor the attendance of your staff.

b) Declining Enrollment [Infographic](#)

- Schools across the country are losing students to other options (private, charter, online, homeschool)
- What can schools do about declining enrollment?
 - (1) Follow up with concerns from parents and community members, and do it in a timely manner.
 - (2) Be accessible. If parents can't reach you, then frustrations arise and we are not helping our image.
 - (3) Make sure all staff members have a voice mailbox that is ready to accept messages. Do a random check to see if any mailboxes are full and cannot accept message.

III) Sara Coleman and Sarah Petty, March of Dimes

- a) Excited to partner with Rockingham County Schools.
- b) March of Dimes raises funds to support premature births and birth defects. They are moving toward supporting mothers also.
- c) The best way to support or get involved is by supporting Team Captains at the schools. Perhaps give them incentives to help them know that their efforts are recognized and appreciated.
- d) Congrats to top three teams from last year: RCMS, MHS, and RHS. All these schools raised over \$1,000.
- e) Kick-off today at 4:00 pm today at HMS. Stephanie Moore of RCS is going to head up our "Ambassador Family".
- f) Walks will be held individually held this year. Some schools may partner together if desired.

IV) Tango Moore, Reidsville Area Foundation

a) Principal's Fund

- This is a proactive grant to help meet basic needs such as glasses, hygiene products, sports equipment, clothing, field trips, etc. The goal is to help students connect better in the classroom by helping to meet their needs.
- Funds are not being utilized as much as they could be.
- Are there barriers that are preventing needs from being met?
- Could there be a system put in place that would help identify these needs?
- Christy Bailey said that sometimes there is a lot of community support in the fall, but going into spring there may be more need.
- Holly Williamson volunteered to relay this information to school counselors who sometimes are the first to recognize needs.
- Ms. Moore handed out a template for a [Student Need Identification Form](#) which could be used to help identify needs.
- Russell Vernon asked if the funds could be used to help supplement cafeteria charges for students? Ms. Moore says yes, but Dr. Shotwell does not want schools waiting to use it for this purpose, while needs go unmet.
- Dr. Perkins asked that we meet needs as they arise, and not wait. We are very appreciative to Reidsville Area Foundation for their support and do not want to lose that. The RAF board meets regularly and we want them to see that we are good stewards of their generosity.
- There is even a reserve fund in case the current funds are depleted.
- Ms. Nealy questioned whether it would help if principals reported up front that they would be using funds for larger field trips in the spring. Ms. Moore *does* want to support field trips but would like to see more basic needs met.
- Success stories were shared.

V) Stephanie Austin

a) [EC Presentation for Feb Admin Meeting](#)

b) School-Based Mental Health Partnership and School-Based Counseling Services

- RCS Mental Health Advisory Council Mission
 - (a) Availability - dedicated staff and support at district level.
 - (b) Acceptability - addressing the stigma of Mental Health.
 - (c) Accessibility - helping students have physical access to services.
 - (d) Collaboration - working with community partners.
 - (i) Tara Muchini, Director- Rockingham County Youth Services
 - (ii) Rachel Vaughn - Youth Haven Services
- (2) School Based Counseling Services Referral Form
 - (a) Focus on the students who are not already connected with a service.
 - (b) A Release of Information must accompany this form. This ensures the parent agrees with the referral.
 - (c) These should be faxed to the Central Office.
 - (d) Any source can make a referral. This form is just for our mental health partners when a parent has chosen them. If a student is already seeing a partnering agency then do not use this form.
 - (e) Partners will come on site and begin counseling. Refer to flow chart (that was handed out) for the steps in the process.

- (3) If there is a suicide or threat risk, these partners will involve RCS and we would proceed with the RCS Threat Assessment or a Suicide Risk Assessment.
- c) ECATS
 - Dark period has been postponed and tentatively will be June 16 through July 11, 2108.
 - All documents in EDPLAN need to be finalized by June 1st.
- d) Crisis Updates
 - Attach slide that shows phone numbers for Stephanie Ellis, Karen Hyler, and Stephanie Moore
 - Make sure you know where and how to find the RCS Crisis Plan.
 - During this heightened time of security, it's ok to email teachers in advance when having a fire drill.

VI) Dee Moyer

- a) Puberty Education is going well.
- b) Google slides for Puberty Education powerpoint - Actual presentations in Puberty classes. Should be completed by today at 3:00. Click on "master copy".

VII) Dr. Corcoran

- a) [ISS Updates - February](#)
- b) Many thanks for support of United Way. Several schools had 100% participation. This support helps many agencies that service families in our communities, and ultimately helps our students.
 - 100% participation: Douglass, Draper, Huntsville, Leaksville Spray, Moss Street, New Vision, Reidsville High School, & SCORE
 - 80% and above participation: Lincoln & South End
 - 60% and above participation: Bethany & Morehead
- c) [Digital Resources](#) - Cyberbullying
 - Christy Barham has prepared this site for resources.
 - SRO's see this as one of the biggest issues they see, and work with this on many levels.
- d) Equity Training
 - Looking forward to continuing this work.
 - Equity Article: Counted Out

VIII) Kris Joyce

- a) At the beginning of 2nd semester we had to start using the new version of PowerTeacher Pro really quickly due to technology issues.
- b) Data Managers have set up a folder with documents that show teachers how to do grades, etc. Please have teachers contact their data managers if they have problems with report cards, etc.

IX) Dr. Kimberly Money

- a) [Project Deployment Plans 1.D and 1.J](#)
- b) 1.D. - Focuses on Students
 - Strategic Planning Surveys - 1.D.
 - Survey Administration Timeline is March 1 - March 30
 - Yearly Report will be presented to SPAC/ principals in July/August, 2018
- c) 1.J. - Focuses on Parents/Community

- Survey Administration Timeline is March 1 - March 30
 - This parent survey is very important to help us identify how the community/parents feel about your school and what we can do to start working on those perceptions.
- d) Please refer to the presentation link above and put the list of surveys (student and parent) on your school's website.

X) Dr. Rodney Shotwell

- a) Health Inspections
- As principals, you need to make sure everyone in your building does their job. Don't make excuses for custodians.
- b) United Way
- *As an observation*, we see year after year, that the most highly-impacted schools, with the most need, seem to give the most.
- c) Principals' Fund
- The Reidsville Area Foundation presentation today regarding using these funds was a friendly reminder. There are students with need in our schools every day. Make sure you are addressing these issues!
- d) Board Elections
- Be very cautious about what you say about any candidate in front of your staff.
 - There are some good people who are trying to run. We will know after May who is running for sure.
 - If board members visit, especially in groups, make sure that you document your visit so that you have a record of what was discussed. Always contact Dr. Shotwell or Dr. Perkins following the visit.
- e) SRO (Armed) Volunteers
- A law passed 4 years ago, allows persons to qualify for this. It will be a stringent process for persons with prior law enforcement experience only. Training will be given that will be pertinent to working with students.
 - The cost to the school system is nothing.
 - Would start in Fall 2018.
- f) Lab-School at Moss Street
- Cone Health, of their own volition, is working to put a family health on site at this facility.
- g) *Grit* by Angela Duckworth is a great book! I encourage you to read this.
- *Growth Mindset* is another book in a similar vein. Angela Martin has some copies of this book in the professional library that are available for checkout.
- h) Thank you for all you do!

XI) Jonathan Craig

- a) [HR Updates](#)
- b) Regarding mental health, don't forget yourselves and your staff. Everyone has 3 free visits for counseling resources with the Employee Assistance Program. Principals have to be the positive uplift for your school and sometimes this is overwhelming.
- c) Job Fair
- April 7, 2018 will be the date. Saturday, 9:00am - 12:00 pm at RCMS.
 - This is for all positions, not just certified. Applies to classified and certified.
- d) Allotments

- We will be trying to have some general conversations with you during the week of prior to Spring Break.
- Our student population has decreased from what we were projected at the beginning of the year, so that will carry over into staff members as well, because our allotment will decrease.
- We also have to account for the loss of the enrollment of the Lab School.
- We will have to be creative in how we schedule because everyone will be affected.
- HB-13 will be phased in over the next 4 years.
- Some have completed the [Potential Teacher/Staff Non-Renewal Survey](#), but it will be re-sent for those who have not completed this yet.

e) **Angela Martin**

- National Boards
 - (1) NT3 funds purchased nameplates for all National Board Teachers in the county. These were given to principals at the meeting.
 - (2) Please make an effort to make the presentation of these special, by meeting with the teacher personally, or recognizing at a staff meeting.
 - (3) A reminder that a summative conference, would be a good time to have conversations with teachers that you feel as though are ready for National Boards.
- Social Media Accounts
 - (1) We were glad to report to the RCS Board that all schools have some kind of social media account, however we would like for every *school* to have an account, instead of the principal using a personal account.

XII) Dr. Sonja Parks

a) [Strategic Plan February 2018 Report](#)

- [Strategic Plan Infographic](#)
- We launched the plan in 2016. In February 2017 had launched about 35 % of goals. In August 2017 has launched 75%, and are now happy to say we are at 100%. This has been a lot of work. Thanks to many who have helped with this.
- Deployment Plans are posted on the RCS site.
- Video shown - [Points of Pride / RCS Rocks](#). This is posted on RCS site under Strategic Planning.

b) **Duane Hensley**

- Thank you for recognizing bus drivers last week. Positive feedback was heard and bus drivers were appreciative.
- BIB Update
 - (1) Wednesday, Feb 28th at Wentworth.
 - (2) Make sure bus drivers are making appointments for the required physical. Support them in doing that.
- If you have people in your building who have a bus license, make sure they still have their pocket card. This is a condition of their employment.
- Bus Class - March 19, 20, and 21. When they return to your building, *ask if they passed*.

c) **School Nutrition**

- Annual Review Feb 26, 27, and 28.
- Make sure you don't have any outside food in your building so we can avoid costly fines.

- d) Technology
 - Dell Laptops - due to be delivered to the district during the 3rd week in March

XIII) Jennifer Hardin

- a) Digital Learning Competency
 - We will be a pilot district for the DPI courses.
 - Take advantage of this to get your 2 CEU's.

XIV) Dr. Charles Perkins

- a) NC STAR good examples shared
 - New Vision - Feb. #1 (C2.01)
 - Stoneville - Feb. 19 (A2.04 and B3.03)
 - DMHS - Feb # 1 (E1.06)
 - We can see that things are improving. Minutes are reviewed as well as Assess, Create, and Monitor.
 - You can put links in the folder for your documentation.
- b) State End of Year [Rankings](#) 2016-17
 - Graduation Rate, CCR & GLP proficiency: solid improvement in all 3 areas
 - 105th in Grad Rate to 75th
 - 77th in CCR to 66th
 - 78th in GLP to 60th
 - Share with your staff, we still have work to do.
- c) Review Data & make adjustments (~54 days until testing)
 - Focus on bell to bell instruction.
 - Focus on I/E, item analysis with Check-Ins and Benchmarks.
 - Avoid whole class review - focus on small flexible grouping.
 - Is there a need to change your schedule?
 - Encourage attendance of students / teachers.
 - Limit non-instructional celebrations/events until after EOGs.
- d) NC Teacher Working Conditions [Survey](#) - for licensed staff only
 - Survey window: March 1 - 31
 - View recorded [webinar and presentation](#)
 - Incentives and [prizes](#)
 - [FAQ](#)
 - Survey is used in your evaluation - you want to encourage 100% participation, those upset with you will definitely complete the survey.
- e) Equity Training Update
 - March 15 (8:30 - 10am) - Principals
 - March 23 (8:30 - 10am) - Assistant Principals
 - April 18 (8:00 - 11:30am) or (12:30 - 4:00pm) - Principals/APs
- f) Assistant Principal Meeting - Feb. 27 (4-6pm) @ Central Office