

K-12 and Administrative Staff Meeting – Central Office
March 15, 2018
Minutes

Principals' Staff Development 8:30-10:00
UNCG Equity Training

I) Angela Martin

- a) [HR Updates](#)
- b) TOY –Teacher of the Year
 - To be eligible for selection as a North Carolina Teacher of the Year, a person must hold a Standard Professional 2 (SP2) license, be employed full time, and spend at least 70% of his or her time in direct instruction of North Carolina public school students.
 - Deadline for submission April 27, 2018 Google Form: [HERE](#)
- c) RCS Beginning Teacher of Excellence Award
 - This will celebrate a 1st year teacher who has done an outstanding job.
 - Each Principal may nominate one first-year beginning teacher from his/her school. They must have been employed full-time and for at least six consecutive months in order to be considered.
 - Nominations are due by April 27, 2018
 - Nomination Form: [RCS BT Of Excellence Award Application](#)
 - Send Nominations directly to Angela Martin. See March HR Updates for further details.
- d) National Board
 - Process starts April 1
 - Please take the opportunity to identify those in your building who might be ready for this process.
 - For more information go to: <http://www.nbpts.org>, or see the March HR Updates in Canvas.
- e) NT3 – Network to Transform Teaching (Grant)
 - 3 pilot schools - New Vision, Moss Street, and Wentworth
 - CORE instructional focus has been based on National Boards 5 Core Propositions as found in the book ([What Teachers Should Know and Be Able to Do](#))
 - (1) Commitment, Expertise, Analysis, Reflection, Collaboration
 - This has been integrated into our pilot schools, as a model of what good core instruction looks like, and hopefully will be extended to all other schools next year.
- f) Allotment meetings for Elementary will be adjusted due to Washington field trips interfering - possibly April 3.
 - [Allotment Meetings 2018](#)

II) Dr. Cindy Corcoran and Stephanie Ellis

- a) [ISS Updates - March 2018](#)
- b) Equity Training
 - Great training this morning with UNCG.
 - [Tackling the Tough Topics of Racial Equity and Disproportionality](#)
 - (1) Discipline Data Spreadsheet created.
 - (2) Disproportionality Defined
 - (3) Our vision is to work with every student to provide equitable opportunity.

- (4) Use the Data Mart to view discipline data.
- (5) 14 schools with disproportionality developed Coaching Cohorts to address this.
- (6) District Discipline Task Force created to build an infrastructure for Discipline.
- (7) Behavior Foundations

- It takes reflective practice to change hearts and minds about equity.
- Data Review
 - (1) Discipline Regulation Guide
 - (2) Agreed upon data practices and improved data entry practices.
 - (3) Consensus that this is important work.
- Office Referrals have dropped 65.25% from 2012-13 to 2016-17.
- Policies and practices have helped us move to a better place but there is much still to be done.
- You will receive an email with discipline data that is specific to your school for OSS and ISS.
- New requirements will include pre-school students (ages 3-5) to be monitored for identification, placement, and disproportionality.
- Russell Vernon asked if the EC Department will be monitoring PK students since they are not in PowerSchool and are not disciplined by school administration? This will be something that the Discipline Task Force will have to consider.
- Are you being equitable when enforcing discipline? Ask yourself if the discipline given would be appropriate for ANY student.

c) **Stephanie Ellis**

- Mental Health Advisory Council Updates – See link in *ISS Updates - March 2018*
 - (1) Mental Health Referrals should be faxed to Edith Lillard @ 336-627-2660 (she has taken the position vacated by Tracy Curtis).
- ECATS
 - (1) Training for pilot schools (New Vision, RCMS, MHS) is April 2nd and 3rd.
 - (2) New referrals need to be done by May 30, and all EC Forms and information will need to be updated by May 30, 2018 as well.
 - (3) April 1st Headcount - information should be submitted prior to leaving for Spring Break.
 - (4) See *ISS Updates - March 2018* for further information.
- School Safety Updates
 - (1) [RCS Crisis Response and Planning Google Site](#)

d) **Holly Williamson**

- 504s
 - (1) [504 Forms and Checklists](#)
 - (2) It has been a while since 504 procedures have been updated. This is in process now. Make sure your staff are using updated forms.
 - (3) Send a copy of any 504s to Holly Williamson for filing at CO.
 - (4) All initial and re-evals must be audited (send to HW at CO)
- MTSS/PBIS Updates
 - (1) Time to sign up for SET evaluations - to be conducted after Spring Break.
 - (2) All MTSS schools will need to complete SAM prior to SET evaluation.
 - (3) Middle School site visit April 9th at McDougle Middle in Chapel Hill.
- SET Evals for PBIS
 - (1) Sign-up sheet went out to PBIS coaches. New dates have been added.
 - (2) [PBIS SET Evaluation Schedule - Spring 2018](#)

- Nurse Updates
 - (1) Nurses have asked that they be given prior notification for field trips. This is a requirement on the field trip form as well.
 - (2) Concerns have been expressed about mandated reporting. It is the responsibility of any staff member to report if there is a concern regarding a student.
 - [Camp Good Grief - April 14th](#)
 - (1) A camp for students who have experienced any type of grief or loss.
 - (2) Support staff have been provided with info pack and applications.
 - (3) Applications Due April 4
 - (4) Looking for volunteers and buddies (high-school students).
 - e) Superintendent's Art Submission
 - State Superintendent will hang a piece of art from every school district. We want to make sure that RCS is represented. Make your art teachers aware of this.
- [2018 North Carolina State Superintendent's Arts Initiative](#)

III) Dr. Sonja Parks and Dr. Cindy Corcoran

- a) [School Assignment Policy](#)
- Pending BOE approval of [DRAFT](#) on March 20th, we will spend the next month communicating this new policy (#4150) to our parents.
 - Link will be added on RCS Home Page also.
 - Posters given out to each school today to be hung in your schools (**after Board approval**). [Student Assignment Flyers](#) were also given out with information and a [Student Assignment Timeline](#), which should *again*, not be given out until after Board approval on March 20th. These should be given to all students.
 - [Student Assignment Principal Newsletter Statement](#)
 - Once a student is enrolled in a school they can stay for the length of that grade span (K-5, 6-8, 9-12).
 - Applications for next year will be available on April 16th.
 - Siblings of students who have been approved may also attend the same school but there may be some limitations regarding the 95% capacity rule. This will be considered case by case. The state says that we have to take into account documented medical issues, child-care issues, hardships, children of employees, etc. How does a school know if they are at 95%? Dr. Park's office can provide this information.
 - Kindergarten registration will begin *prior to* the date that transfer forms are available. Students should go ahead and register at the school they are zoned for and then get the transfer form on April 16th. They would have to do this regardless of whether they are transferring or not.
 - *Everyone* who is requesting a transfer must have their form submitted by May 1st. This applies to RCS employees as well. If an RCS new hire starts after May 1st, they have 15 days to submit a transfer form for their child.
 - Christy Bailey asked about children of teachers who are at her school, who may not know where they will be teaching next year. They may want their children to follow them wherever they go but will not have this information by May 1st. Dr. Corcoran said those cases could be looked at on an individual basis.
 - Dr. Parks will be sending several Alert Now calls regarding this also.

b) **Kacey Sensenich**

- Technology Update

- (1) There are still employees and students who continue to click on phishing emails. Technology gets an alert when that happens. This mostly seems to be on personal devices. Technology is trying to contact these people when they see this happen but sometimes this is not possible because the user name cannot be identified. In these cases, a user may be blocked from the RCS network.
- (2) Mal-Ware and ESentire
 - (a) Technology continues to see network attacks and malware attempts, however the service is doing a great job catching and blocking these. Any device they detect to have malware (and is listed as personal), they are blocking from getting an IP and connecting to RCS network. If the user can be identified, they are reaching out and letting them know so they can take it to be cleaned.
- (3) Cameras
 - (a) We should not share the security of RCS by telling people how many cameras we have, where they're located, how they operate, etc.
 - (b) SRO's are coming to Johnson Street to get laptops loaded with software next week.
 - (c) Software is customized for each user, and cameras can be viewed through an app, whether you are on the RCS network or not.
 - (d) Hopefully we will be able to use this technology to contact law enforcement and send pictures to responders in times of emergency.
 - (e) *Snippet* software will allow you to track an individual student, from camera to camera, to help locate a student if they are missing.
- (4) Laptop deliveries for K-2 are happening today because of assessments.
 - (i) Laptops arrive 48 at a time but will be rolled out as they come in, and only to certified teachers/IC's/media coordinators. Administrative needs will be addressed last, as they focus on instructional needs first
 - (ii) Make sure your spreadsheet of what your needs are, is completed.
 - (iii) The laptops will be ready to use as soon as they are delivered.
- (5) Technology is out of all Chromebook parts except for silver screens. (Old black and silver Samsung ones). Lenovo parts are readily available.
- (6) ShoreTel will no longer be downloaded to any machine. The web client is all that is available.

IV) Charles Perkins

- a) Remember the 3 BPs - Be **Positive, Professional, and Proactive**.
- b) Recognition of Trina McCoy, Christy Bailey, Leslie Coleman-Cassell, and Jane Frazier for handling the challenges that have been presented to them with professionalism, and continuing to work hard in their schools, despite impending changes.
- c) Thanks to Dr. Royster for handling the National Walk-Out situation with organization and also with professionalism.
- d) [C & I Updates - March 2018](#)
- e) [Countdown to EOG/Cs](#) - **submit your plan by April 6.**
 - Make a copy of this document and complete. April 6th is the deadline to forward to Dr. Perkins. Secondary can use their 45-day Plan to help complete this.
 - 46 days to EOGs!

- f) [ELA VIK](#) (Virtual Implementation Kit)
- 3 Canvas courses created in VIK for all English/Language Arts teachers. Teachers will have to complete one of these prior to returning in the fall. (about a 3-hour course).
 - This is a great resource. Bookmark and share with your teachers. It has been well received thus far.
 - Dr. Perkins is going to try to put a booklet together for teachers.
 - New standards will be in place in 2018-2019 but not included on End of Grade testing until 2019-2020.
- g) K-8 Math [Instructional Framework](#)
- [Notes](#) from Regional Meeting
 - These new standards will be taught *and* tested in 2018-2019.
 - The instructional framework is similar to our pacing guides.
 - All the resources that DPI has invested in regarding Wiki, is going away.
- h) [ESSA](#) Plan - effective 2017-2018 - Accountability Model
- Has not yet been approved by Federal government, but whatever they approve, we will be responsible for putting into place.
 - Long Term Goals - 10 year goals based on each individualized school data (not 100%) Data of goals given out to each principal. (Broken down by sub-groups). Growth is expected at a rate of 2-3% each year over the course of 10 years.
 - N size = 30 for subgroups
 - ELL - all students test first year
 - Partial Enrollment - student must be enrolled ½ year to count for school accountability.
 - Biology will be excluded from growth for high schools.
 - SPG Outcomes
 - (1) Level III will count in the federal plan
 - Alternative Schools
 - Math EOG Exception
 - Banking Scores for High Schools
- i) Vision for our new instructional framework focus on personalized learning
- Alternating Deeper Dives with NBPTS/NT3 core propositions / Personalized Learning.
 - Resource site for students and parents shown: <http://whs.randolph.k12.nc.us/> This was created at Wheatmore High School in Randolph County. Dr. Perkins would like to possibly work toward doing something like this in our district, as this directly ties into personalized learning.
- j) K-3 Reading Teacher Allotment (\$200)
- June Nealy will provide the allotment memo this afternoon in the K-5 meeting.
- k) [NC STAR](#) - regional training and You Tube channel/webinars
- l) DPI - [Educator Support Services Updates](#)
- m) End of Year Events / Reminders
- Programs - Inform you parents in plenty of time. Put on school calendars and send Alert Now calls.
 - Reward Activities - We cannot punish or exclude students for fines or referrals.
 - Report Cards - Make sure final grades are accurate.
 - Movies - Don't show movies. Use that time to be remediating, teaching cursive writing, preparing for exams, etc.

- Accuracy - Names, dates, and times on programs, etc. are important.
- n) Grading Period Changes:
- Period 3 ends April 2
 - Grades due April 6
 - Report Cards April 12
- o) Save the Dates
- June 14 - End of year Cookout (after K-12 meeting)
 - July - Will have SIT Summer Academies again
 - August 13-14 - RCS Annual Administrator's Retreat
- p) **June Nealy**
- Thanks to secondary for advertising Kindergarten registration at their schools.
 - We are glad for this to be advertised at local businesses and churches as well.
- q) **Dr. Kimberly Money**
- Survey Reminders: I.D. and I.J.
 - Email reminder with survey links sent to principals today.