

**K-12 and Administrative Staff Meeting – Central Office**  
**April 19, 2018**  
**Minutes**

**Elementary Principals' Staff Development 8:30-10:00**

**I) Angela Martin – Human Resources**

- a) [HR Updates](#)
- b) Be aware of due dates for [Evaluation Timeline](#).
  - Please be on time for that.
- c) Focus Area III
  - Survey Results from 2017 - [HERE](#)
    - (1) Parent Advisory meeting just held for this year. [Notes from Meeting](#)
    - (2) Parents were unhappy about participation rate last year
    - (3) Principals need to advertise that the survey is coming out (sometime in May) – maybe could include on the school's social media account, or in an Alert Now call. If parents have children attending different schools, please remind them that they should answer those separately.
  - Social Media accounts
    - (1) Near the end of the year, you will be asked to report how many posts you had.
- d) TOY Deadline is April 27<sup>th</sup>
  - Please make sure you have elected your TOY - [Click here to Submit](#)
  - The criteria for selecting your TOY is on the HR Updates for April, and is as follows:  
*To be eligible for selection as a NC 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.*
  - Date of Interviews is July 19<sup>th</sup>. Make the teachers in your building aware of this date.
- e) RCS BT of Excellence
  - Only one nomination received thus far. Please nominate a BT1 from your school if you feel they are deserving of this award.
  - Nomination Form: [RCS BT OF EXCELLENCE APPLICATION FORM](#)
- f) Teacher Licensure
  - There are many different requirements for each teacher. This is the reason we have been contacting many teachers. We are trying to ensure that they are “on track” to meet the requirements for licensure.
  - There are more changes coming about this, particularly regarding Lateral Entry Teachers. They have 3 years to complete requirements but there is *no* extension if they don't meet this.
  - On HR Updates for April, please read the details that are posted regarding this.
  - This is ultimately the responsibility of the teacher to take care of this but we certainly can provide support.

## **II) Stephanie Ellis, EC and Crisis**

- a) Special Olympics - May 4<sup>th</sup> @ RHS. Thanks to Ms. Mitchell for hosting this event at her school, and to Shane Woodall and volunteers. Thanks for all your help with this and the support that has been given already.
- b) OCS Employability Bowl
  - [OCS Employability Bowl Video](#)
  - Students did a wonderful job and teachers did as well in supporting them.
- c) ECATS Pilot Update
  - New Vision, RCMS, and MHS are involved as pilot schools.
  - There have been some accessibility issues, particularly regarding employees who serve more than one school.
  - Looks very much like the ED Plan process right now.
  - Current cases should be completed by May 31st (annual reviews and any current open files). This is a hard date! Any EC referrals should be finalized in Ed Plan by June 8<sup>th</sup>.
  - Student files are the authoritative source for auditors, so all must be copied before the system goes down. Please support your EC staff with this.
  - ECATS will have the ability to log in and see our data at *any* time, so it is very important that all our data is correct.
- d) Mental Health Updates
  - Send Referrals - Fax them to Edith Lillard at 336-627-2660
  - [School-Based Mental Health Information Google Folder](#)
- e) Safety Checklist
  - Please make sure you are submitting these in a timely manner.
- f) Safety Walkthroughs
  - Thanks to the Eden Police Department and the Eden schools for a successful day of walk-throughs and positive comments and suggestions about keeping our students safe.

## **III) Dr. Cindy Corcoran, Instructional Support Services**

- a) [ISS Updates for April 2018](#)
- b) March of Dimes
  - Thanks to all of you for the events you have planned and for already raising funds. A special thanks to South End for already raising over \$1,000.
- c) United Way Banquet – Tuesday, May 15<sup>th</sup> @ 6:00 pm – Wentworth Elementary.
  - Please complete the form sent out regarding who will be attending this. We want to make sure that each school is represented at this event.
- d) Discipline Task Force
  - Each year Discipline Regulation Reference Guide is updated to provide support and assistance regarding discipline. Please contact us if you have items that need to be added to this. It's important to keep this up to date.

- e) Discipline Disproportionality
  - We are doing a phenomenal job with our discipline data compared to 5 years ago. Thank you for this!
- f) Equity Training
  - The trainings yesterday went well. Thank you for your participation and positive responses.
  - Keep thinking of the word GOAL.

#### IV) Dr. Charles Perkins, Curriculum and Instruction

- a) [C & I Updates - April 2018](#)
- b) Remember to sign in to receive CEU's for today.
- c) [Vacation Dates](#)
  - Please complete by April 20.
- d) [ELA & Math Teachers](#)
  - Please complete by April 20.
- e) [End of Year Checklist for Administrators](#)
  - June Nealy has created this as a help. Please let us know if you see things that need to be added.
- f) NC STAR Plans
  - Eden schools' plans were reviewed last week and they have done a really good job, particularly MHS and LSE.
  - By this point in the year, all actions you have put in for this year need some kind of update.
  - If an item has been marked as completed, you need documentation.
- g) Field Trip [Policies](#) and Procedures
  - This has not been updated in a while. Can be found on Page 16 of [Handbook](#).
  - There are always "traditional" field trips, but with a school year of 168 days, it may be difficult to fit in everything that has always been done.
  - Nurses continue to say they are not being notified or being notified at the last minute. Time is needed to prepare for students who may not be traveling with a parent who could care for their needs.
  - Make sure you are getting the forms to us in plenty of time to be approved and also that they are completed in entirety.
  - Make it clear to those in your building who will be coordinating with parents that these are not outings for family, and if a parent goes, they are expected to chaperone. Siblings are not allowed to go on trips. This is part of our curriculum and should not be treated as a holiday.
  - Check out Virtual Fieldtrip - [Discovery Ed](#)
  - Remember the 80% rule regarding students participating.
- h) Jason Hyler
  - Testing [Updates - online testing](#).
  - Most all tests are offered online now, but we have already gotten updates for next year about those that will be mandatory.

- This may have some impact regarding devices. Working with Technology hopefully we will be able to work through this.
- i) PPEERS2 - UNCG Admin Intern Program
- This focuses on the intern working directly with the principal versus working in an AP role. They have been a large help in the school this year.
  - This has been a gradual progression of them taking on new responsibility.
  - Moriah Dollarhite and Stephanie Wray both feel it has been a very valuable experience.
  - May 1<sup>st</sup> - Interest meeting @ CO Boardroom (4-6pm)
  - Two-part application process this year
    - (1) Potential applicants will turn in an application to Dr. Perkins.
    - (2) Four applicants will go to UNCG for further evaluation, then 2 will be selected.
    - (3) Applications are due at CO by June 1<sup>st</sup>.
  - A recruitment email will come out by this Friday
  - Teachers will receive AP pay and come out with an MSA. Many will be interested but if you feel they are not ready as candidates, please do not refer them. It is a very rigorous process.
  - Recruitment [Materials](#)
  - [FAQS](#)
  - Dr. Perkins is the contact person for our district.
- j) Christy Barham - Transition
- Her last day is tomorrow, April 20<sup>th</sup>. Those assuming some of these duties are:
    - (1) CANVAS - Sherry Barnett @ DMHS
    - (2) Media - Donna Edrington @ Huntsville
      - (a) There are 4 schools with no Media Coordinator, but we still have to submit the year-end report, or no NC School Report Card will be given.
    - (3) Schoolnet - Mary Doggett @ JST
    - (4) Personalized Learning - Dr. Tina Whitten @ NV & Michelle Casto @ WRMS
    - (5) Professional Development, Digital Learning Competencies - Dr. Perkins
  - Please be patient as we work through these areas and how to move forward.
  - We really need someone who excels in coordinating many different areas. If any principals are interested in applying, do so soon.
- k) April 20 - Planned Student Walkout
- Dr. Shotwell has made it clear that there should be no consequences for students who participate.
  - Your goal is just to maintain order and supervise.
  - Dr. Slate will meet with high schools following the meeting today to coordinate.
  - Principals should be aware that there is a state-wide, planned day on May 16<sup>th</sup> for teachers to go to Raleigh to voice their opinions. Please make plans in your building in case you have teachers who are going to be a part of this.