

**K-12 and Administrative Staff Meeting – Central Office**  
**May 17, 2018**  
**Minutes**

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

**I) Jonathan Craig - Human Resources**

- a) [HR Updates](#)
- b) [Evaluation Timeline](#)-Revised
- c) Due Dates - June 8<sup>th</sup>
  - Summatives are due for both standard and abbreviated teachers.
  - All PDP's due to be completed by all plan type teachers.
  - Don't forget your classified staff evaluations.
- d) TOY Timeline
  - Deadline for submission April 27, 2018 Google Form: [HERE](#)
  - TOY Portfolio's Due to Angela Martin by: June 8, 2018
  - TOY Portfolio Review Week: July 9-12, 2018
  - TOY Selection Interviews: July 19, 2018 (**changed date**)
  - TOY Announcement: August 16, 2018
  - Add to your Google calendar to make sure you are meeting deadlines.
- e) Beginning Teacher of Excellence
  - Thanks to those who nominated teacher. Our nominees were:
    - (1) Tracey Hooker at New Vision Elementary School
    - (2) Sarah Black at Rockingham County Middle School
    - (3) Carly Hutton at Western Rockingham Middle School
    - (4) Mitsy Del Pezzo at Stoneville Elementary School
    - (5) Tina Frazier at Morehead High School
  - Winner will be announced in August, on the first day of school, following the TOY announcement and will also be recognized at TOY banquet in the fall.
- f) Teacher Licensure
  - Staff Members up for Renewal 2018
    - (1) Must have signed up through the [NCDPI Online Licensure System](#).
    - (2) They will need to have completed all CEU renewal requirements prior to being submitted for renewal. Requirements must be complete on or before June 30th.
    - (3) All staff will need to sign on the licensing system and complete Verification and pay a \$35 renewal fee.
    - (4) If teachers have not received an email, then they have not registered. A personal email address *should be* used.
  - Principals received a probationary listing. Review this carefully. If these teachers have met all standards then they are now placed on a 4-year contract instead of 1-year. If they have not met all standards they will receive the 1-year contract.
  - Brand new teachers are now being issued a 3-year license.

- (1) They must *take* all required tests within their 1<sup>st</sup> year of teaching.
- (2) They must *pass* all required tests by the end of year 2. If not, they will not be able to be paid by state funds.
- (3) In the future, Lateral Entry will no longer exist, and currently there are no extensions on completion of requirements for a license. Within three years, lateral entry teachers must complete requirements or there is no other option for continuing employment.
- g) Placement for staff at Consolidated Schools
  - Teachers and the majority of other school based staff will be notified of placements on or before May 31st. All Exceptional Children's school based staff will be assigned by Ms. Ellis and her administrative staff.
  - Once staff have been placed, permits will be issued. Some permits for the 18-19 placements are being issued and should be processed ASAP. Employee transfers will end July 2<sup>nd</sup>.
- h) Background Investigation Bureau (BIB)
  - This will be implemented August 2018. Please think of a school-based volunteer coordinator (generally bookkeeper or front office secretary) who will have access only to the list of approved volunteers. There will be a training schedule for these individuals during the first week of school to provide information about the process.
  - There will be no more collecting money or forms.
- i) Classified Staff
  - These positions are allocated based on a number of hours.
    - (1) At the end of the week they should only have their maximum number of hours.

## II) Russell Vernon, Jennifer Hardin, and Ann Mitchell

- a) [Focus Area III Presentation](#)
- b) Complete the surveys
- c) If there is a red star in the presentation, it is something for principals to complete.

## III) Kris Joyce, PowerSchool

- a) EOY (End of Year Process) will happen on June 29<sup>th</sup> @ 5:00 pm. It is estimated to be down until approximately July 9<sup>th</sup>.
  - Data Managers must have all state reports run by June 26<sup>th</sup>.
  - Please make sure that all discipline incidents are entered into a timely manner.
  - Elem Data Manager's last day is June 18<sup>th</sup>. South End, Lincoln, and Moss Street are interim positions, and their last day is June 15<sup>th</sup>.
  - Please make sure Data Manager's get a list of retentions, *and* a 3<sup>rd</sup> grade Read to Achieve list of retentions.
  - June 12<sup>th</sup>-14<sup>th</sup> - Open lab for Data Manager's to come to Johnson St to run state reports, which is a lengthy process. This will be required for South End, Lincoln, Moss St, New Vision, Dillard, and Draper.

#### **IV) Dr. Sonja Parks, Operations and Logistics**

##### **a) Erselle Young, Child Nutrition**

- [Summer Food Service Program Frontline Staff Training](#)
- [Summer Food Rocks Program Flyer](#)
  - (1) May 24<sup>th</sup> - 5:00 pm - Downstairs CO Boardroom (make-up night is May 29<sup>th</sup>, same time and location.)
  - (2) Each school should send someone to this training. Principals are site managers and were given training during the meeting today.
  - (3) Last summer RCS fed 68,000 meals but we are still missing a lot of children. Any child can come. They only have to be less than 18 years of age.
  - (4) A reminder that food cannot be recycled or reused.
  - (5) At the feeding sites, meals will be picked up once a day - lunch for that day and breakfast for the next day.
  - (6) Students have the option to turn down one item, but must receive three.
  - (7) Daily count sheets should be turned into the site kitchen each day.
  - (8) Ethnic and Racial Data Collection Sheet. Must be completed the fourth week (or the first week if you are only doing one week). Make sure your racial categories match your meal count.
  - (9) Sites are Leaksville-Spray for the Eden zone, Moss Street for the Reidsville zone, and DMHS for the Western zone.
- On the last student day, June 4<sup>th</sup>, remember to settle up any cafeteria debts for unpaid lunches.
- When cafeterias operate differently in different places it makes people unhappy. School Nutrition is working to correct this.
  - (1) Guidelines must be followed regarding giving away utensils, tea, etc., while also using common sense.

##### **b) Fill out: [Summer Programs Schedule Form](#)**

- It's critical that you let us know what your programs are so that buses, AC, and technology issues can be addressed.

##### **c) Duane Hensley - Transportation**

- [2017-2018 Annual Bus Inspection Report](#)
  - (1) We did really well this year. Average state safety score is 40% and we scored 26.15%. Let your drivers know how much we appreciate them.
- All the pusher buses are off the road now.
- 3 RCS Vans will be housed at Transportation. This will make it easier to keep them fueled. You must have a CDL to drive these.
- If someone in your building has a bus license and changes classification, have them keep their license.
- On August 22<sup>nd</sup>, classified bus drivers will need to attend orientation. July 23<sup>rd</sup> is for year-round, child nutrition, and community drivers.
- When you get email reminders regarding renewals, please pay attention to these.
- On June 4, 5, and 6<sup>th</sup> is a Bus Orientation also.

**V) Dr. Cindy Corcoran, Instructional Support Services**

**a) [ISS Updates - May 2018](#)**

**b) Dee Moyer, Student Health Coordinator**

- Healthy Active Children's Policy form completion by K-8 Administrators
  - (1) Work with wellness leaders at your school to get this completed to the best of your ability.
  - (2) SHAC wants an honest opinion of what's happening across the state.
- 3 middle schools, HMS, RMS, and WRMS, and Williamsburg have earned the Healthy Schools designation.
- [Wonder Years - Year 1 Program Implementation](#) to be sent out Thursday to Nurses, Counselors, and PE/Health Teachers about Wonder Years Puberty Education.

**c) Stephanie Ellis, EC**

- Thanks so much for your participation at Special Olympics and for the schools who had a walk-through as a send-off the Special Olympics athletes.
- If you had an EC teacher who was nominated as a Teacher of the Year, please let Stephanie know.
- EDPlan
  - (1) May 31<sup>st</sup> is goal to have things finalized. June 8<sup>th</sup> is the deadline for new situations.
  - (2) In EdPlan click on Last Eligibility to see all your students. If you see a triangle, the student is coming up for renewal. If there is a red stop sign this is a problem that must be addressed. This is being checked constantly. Our data must be correct before we transition over.
- Mental Health
  - (1) [School Based Mental Health Information](#)
  - (2) Please send any referrals through the courier.
  - (3) May 25<sup>th</sup> is [Mental Health Awareness Day](#) in RCS, sponsored by the Mental Health Advisory Council. Wear Green! Take pictures and forward to Stephanie Ellis.
- School Safety
  - (1) [RCS Crisis and Safety Planning Google Site](#)
    - (a) Lots of resources here if needed.
- Allotments
  - (1) We are trying to be strategic about the process of changes in personnel. You should have received email about allotment numbers.
  - (2) As soon as everyone is notified, you will be sent an allotment sheet with actual names.
- Congratulations to Pam Watkins who has successfully earned her Doctorate degree. Way to go Dr. Watkins!

**d) Surveys**

- The [Perception Survey](#) should be completed by any and all staff in your building.
- [Strategic Planning Survey](#) - sent to SIT members only.

- e) Dress Code Meeting held May 15<sup>th</sup>.
  - This involved Administrators, Teachers, and Parents.
  - Revisions will be coming soon.
  - All schools need to enforce this so that we are consistent with this across our district.
- f) Service Animals
  - We are seeing an increase in people requesting this. There is a [Board Policy](#) for this. It is your responsibility to make sure you adhere to policy.
  - Legally, we have very little ability to police this.
  - If you get a request for this, please contact Dr. Corcoran's office to make them aware.
- g) United Way Campaign
  - Thank you to everyone for the support of this, and particularly to Leaksville-Spray Elementary who was our only Gold Member.
- h) March of Dimes Events
  - We are on track to meet or exceed the \$10,000 that was raised last year.
- i) Gear Up Summer Program
  - Affected principals meet with Dr. Corcoran after today's meeting.

#### **VI) Dr. Charles Perkins, Curriculum and Instruction**

- a) Pick up donated materials on the way out.
  - High Schools - book and poster
  - Middle Schools – poster
  - Elementary Schools - flyers for each child regarding reading
- b) [C & I Updates - May 2018](#)
- c) EOC/EOG Reminders
  - Now is the time for reassurance and encouragement
  - Stress the importance of attendance - Alert Now message
  - Meet with staff regarding testing ethics and protocol - no cell phones, take instructional materials down, inspect rooms, monitor students, testing code of ethics, etc.
  - Have a plan to login students on Test Nav
- d) End of Year Reminders
  - Movies - NO movies unless being used in an instructional way, but this would require a lesson plan and prior approval from Dr. Perkins.
  - Awards Programs - Send positive messages
  - Incentive Programs: Growth vs. Deficit Mindset
- e) [Personalized Learning Retreat](#) - June 12<sup>th</sup>, (8:30 - 2:30) @ Haw River State Park
  - Principal, Personal Learning Ambassador, 1 other (3 per school)
  - Parking is limited, so please plan to carpool.
  - Heron's Roost -Round Building 2nd floor – Lunch will be in the main building.
  - [Link to Responses](#)

- f) [Equity Training](#) - June 13 (Team Access -8:30am - 12pm) & (Team Opportunity 12:30 - 4pm) - @ Central Office Board Room
  - Remind your AP of this also.
- g) Alternative School Accountability Model
  - As part of the ESSA plan, SCORE does not have enough students to qualify so the test scores for the SCORE students will come back to their home school.
- h) WorkKeys Update
  - HS Principals should meet with Dr. Slate and Jason Hyler after the meeting.
- i) [RCS District Meetings for 2018-2019](#)
  - Summer SIT Academies
    - (1) Session 1: June 25 - 29 (8 - 11am)
    - (2) Session 2: July 9 - 13 (8 - 11am)
    - (3) Finalize NC STAR for 2017-18 and start 2018-19 plans
    - (4) Complete Comprehensive Needs Assessment prior to attending.
    - (5) Select Key Indicators and create SMART Goals
- j) Beginning of Year Retreat - August 13-14 @ Haw River (8:30am - 4pm)
- k) [End of Year Checklist](#)
- l) Principal Evaluations
  - Evaluations must be completed by June 28
  - Use the [Evaluation Document](#) to record evidences-prior to evaluation conference
  - Upload the document into NCEES under the DATA COLLECTION container in ARTIFACTS section
- m) GEM Grant
  - Reidsville Area Foundation is changing the focus toward Professional Development. Applications are due by June 20<sup>th</sup>. Five schools will be awarded \$5,000 each
  - Applications are due June 20<sup>th</sup>.

## **VII) Dr. Rodney Shotwell**

- a) Marketing our Schools
  - Negative, *and positive* impressions are someone else's perception.
  - When opportunities arise and you can help someone's perception of RCS, please do so.
  - Phebe Harrison, a teacher at HMS, attended the March for Students in Raleigh yesterday and represented us well. She was recognized for an act of kindness toward a reporter. Good representation for RCS!
- b) Dr. Ken Scott - High School Academies
  - IB @ RHS
  - STEM @ DMHS
  - Public Safety @ RCHS
  - Health Sciences @ MHS
  - We need to help students discover their strengths, understand what the world needs and then figure out how to apply their talents to address those needs.

- These students need to stay together as a cohort as much as possible, even in core classes. This helps build relationships and will help teachers develop instruction that is relevant to these academies.
- c) Take care of yourself. As administrators, we are tested personally and professionally. These can lead to feeling of helplessness and isolation. Fight it! Find your meaning and purpose. Is this the same as it was 5, 10, or 15 years ago?
- d) Celebrations
  - Certificates from the State given out to schools that earned Expected Academic Progress, and to schools that Exceeded Academic Progress.
  - Congrats to Dr. Royster on his promotion in Durham County.
- e) Our Kids Are Awesome
  - Surveying the students at Dillard and New Vision brought on lots of wonderful questions and comments.
  - Senior Projects - A student did a light project that replaced old halogen bulbs with LED in a gym. This not only gives better light, but is a tremendous energy savings. From writing books to auto mechanics projects, our students are doing awesome things!
- f) Finish Strong
  - You are not alone. Use your support network, because we are here for you!