

# NCLB Meeting Minutes- November 29, 2017

## Members present were:

Julia Veazey, Assistant Superintendent  
Lisa Adrianzen, Supervisor CIT  
Codjhia Shelton, District Math Coordinator  
Michelle Hardmon, Supervisor of Student Services  
Juanita McWilliams, Manager of Information Systems  
Nakia Matthews, Executive Assistant to the Assistant Superintendent

Trina Laws, CH  
Anita Craig, CH  
Kim Cook, Principal- FC  
Mary Ellen Benckhe, FC  
Renee Merrick, FC  
Tiffany Burnett-Johnson, Principal-HI  
Koren Moore, HI  
Jennifer Huffaker, HI

Tim Hurd, Asst. Principal-MJ  
Dr. Karen Fitzgerald, MJ  
Meena Vhora, MJ  
Brianna Walker, MJ  
Tiffany Rucker, Principal-MP  
Kristina Young, MP  
Paul Huffaker, DO  
Edana Bankhead, DBA

Christina Montgomery, Principal- NH  
Dawn Koch, NH  
Allison Cieplucha, NH  
Kenndell Smith, Principal-PH  
Kimberly Creasy, PHJH  
Penny Lee-Cox, PHJH

**Welcome and Introduction-** The meeting began at 3:35p.m. with a welcome from Mrs. Veazey.

**Curriculum Calendar-** Mrs. Veazey reviewed the Curriculum Calendar handout for the months of December and January, as the committee read along making notations where necessary. Mrs. Veazey highlighted the upcoming 2017 District Literacy Conference and other trainings, collaborations, meetings and assessments dates listed on the Calendars.

**Literacy Conference-** Mrs. Veazey commented on the sign up process for the 2017 Literacy Conference (Dec. 22), for any committee member wishing to present and/or take information back to their buildings. Additionally, Mrs. Veazey shared with the committee that the Conference Team will work diligently to get the sessions schedule uploaded once all sessions are listed.

**Parent Teacher Conference Results-** Mrs. Veazey reported that she is pleased with the participation results of the 2017 Fall PT Conference; CH & FC 90%, HI 91%, MJ 80%, MP 88%, NH 81% AND PH 74%. Mrs. Veazey then stated that overall the parent's comments/feedback were very positive and gave Kudos to each building representative for their efforts; per Mrs. Veazey, selected comments and feedback will be shared on a later date.

**Annual District Performance Survey-** Mrs. Veazey commented that surveys will be administered by building reps on a building level and are due to District Office by Dec. 22<sup>nd</sup> for review.

**Curriculum Mapping/ Formative Common Assessments-** Mrs. Veazey began the discussion by seeking feedback from each grade level represented. Mrs. Veazey then surveyed the principals to gauge where their grade levels were as it related to the revisions/completion of their groups Curriculum Maps. The discussion continued with comments from members of the committee, then prompting a parking lot item for the January 2018 meeting. ***Parking Lot- Mrs. Veazey requested that all members take back to their buildings; as it relates to the upcoming SIP Days, should they be devoted to completing Curriculum Maps or Common Assessments? Is there a need to continue a common thread of discussion as it relates to ELA and Math? –OR- Should the thread be put on hold to be completed in an after school setting?*** Mrs. Veazey then reviewed the revised PD Collaboration Schedule handout with the committee bringing attention to date changes and other relevant notations made. Mrs. Veazey then proposed her second parking lot item for the January committee meeting. ***Parking Lot- What should the format look like in general? i.e. stay in your buildings and meet with only your grade level or cross articulate with all grade level teachers across the district. What topics/focus of discussion do you feel should be discussed?***

**Town Hall Showcase-** Mrs. Veazey spoke briefly about the upcoming Districts Town Hall Showcase taking place on Dec. 12<sup>th</sup> at the Junior High. Mrs. Veazey provided highlights of what the evening will entail as well as a flyer handout to review.

**Records Day-** Mrs. Veazey began by expressing to the committee that Records Day are half days set aside exclusively for teachers to complete and finalize grades. With that said, Mrs. Veazey prompted discussion/feedback from the committee on their feelings of relevance and need to continue. The group overall expressed that there is a great need for the continuation of Records Day sharing the various ways in which their time is utilized. Mrs. Veazey then clarified her expectation for Records Day being a day to input grades and clean-up gradebooks; and NOT time for collaborating and/or discussing students.

**Writing Samples-** To begin, Mrs. Veazey briefly reviewed the writing schedule from the handouts. The committee then engaged in a brief discussion related to the Writing Samples and the process. The committee responded openly to the struggles and/or successes faced during the assessment process. Mrs. Veazey then informed the committee that in the event an extension is needed- they are available. Teachers should discuss constraint with the building principal and in turn, the principal should contact Mrs. Veazey with the request.

**District Math Initiative-** Mrs. Shelton announced that there will be no formal math collaborations held at the Annex for the months of December through February. However, Mrs. Shelton will be visiting schools to join n grade level meetings. Mrs. Shelton then announced that the POM distributions are back on schedule and that the Math Bowl students are scheduled to practice on November 30<sup>th</sup> from 3p-5p at the Junior High.

**District Programs Update-** Ms. Adrianzen gave brief minutes of the Teacher Mentoring Program Meetings/trainings, Science Committee's Science Fair planning progress as well as shared with teachers and administrators the logistics of the upcoming S.Y.K.E.S. Enrichment student's field trip.

**Professional Development Update-** Mr. Huffaker spoke briefly about the upcoming Literacy Conference to take place on Dec. 22<sup>nd</sup> at the Junior High School. To date, there are 17 noted sessions (each approx. 50mins). There will be some all-day sessions and teachers choosing to attend those sessions must stay for the duration of the session. Mr. Huffaker then announced that the submission deadline had been moved up to Friday, Dec. 1<sup>st</sup> to allow more time to put schedule together and get them out.

**District Assessment Program Update –** Mr. Huffaker reminded the committee that the Winter MAP Testing will take place on January 22<sup>nd</sup> as opposed to December in the past years after careful review of surveys/feedback from teachers. Mr. Huffaker then announced that the Standards Mastery District Assessment data reports were available; suggesting the option of reviewing results with the class as a whole. Finally, Mr. Huffaker informed the committee that currently the Curriculum Department are looking for teachers who would like to pilot the ExactPath Product demonstrated during the October NCLB Committee Meeting. Interested principals/teachers were asked to email Mrs. Veazey. Exact Path will present a session during the Literacy Conference for any teacher wishing to learn more about the program.

**Student Services-** Mrs. Hardmon reminded the committee that the Pre-K Compliance visit is upon us; the district's window Dec. 4- Dec. 22 with an anticipated visit of 2 weeks to review all 10 classrooms. Next, Mrs. Hardmon spoke briefly about the Annual Care and Share Program sharing preliminarily 30 names were given but that she is excited that all names have been taken opening it up for more children to be sponsored.

**Technology Update-** Mrs. McWilliams began by commenting that the Tech Department has resolved request for adaptors to allow teachers to connect their iPads to their projectors by purchasing a product called Air Server. The Air Server is a Software that allows teachers to connect their iPads to their projectors virtually; Product has already been uploaded to the desktops and iPads, anyone wishing to receive training on software were encouraged to reach out to the Tech department. Next, Mrs. McWilliams presented to the committee that with the development of the new Technology Curriculum, Media Specialists have begun implementing projects outlined in the curriculum. With that, Mrs. McWilliams expressed that the assignments/projects are lengthy and a bit more than the Media Specialist can handle and are therefore enlisting the assistance of the teachers. **Parking Lot; Mrs. Veazey and Mrs. McWilliams would like the committee to ask teachers in their building, would they be willing to assist in grading the technology assignments?**

*Questions/ Concerns-*

**New Questions-** No new questions submitted...

Plus	Delta
<p>Excellent Meeting! Good Meeting! I was on TIME! ☺</p> <p>*Limiting math collaborations and pushing into the grade level meetings will be more intimate.</p> <p>Town Hall Showcase</p> <p>IPad Adapters</p> <p>Technology Curriculum</p> <p>I love the Literacy Conference</p> <p>Common Formative Assessments</p> <p>Exact-Path Trial</p> <p>*Very informative! **Information was great!</p> <p>*Good information to take back</p> <p>Great questions and discussions about SIP Plans &amp; Records Day... *Clarification on Records Day</p> <p>Writing timeframe was perfect</p> <p>*Good discussion regarding math initiatives, *writing prompts and common assessments.</p> <p>Candid and open discussion on Records Day. Very encouraging discussions.</p> <p>Acknowledgement of stress- good points, i.e. writing prompts don't have to be typed</p> <p>Transparency is always good!</p> <p>Dissemination of information very orderly. Clarity on what to take back to the buildings, homework!</p> <p>Suggestions on writing concepts and skills.</p> <p>Always an excellent time discussing important PHESD 144 happenings.</p> <p>Great discussions!</p> <p>Thanks for the open discussion for evaluations.</p> <p>Thank you for the positive remarks.</p>	<p>Need training for New Grade Book System</p> <p>3<sup>rd</sup>-8<sup>th</sup> grade need 2 weeks for writing prompt.</p> <p>Having SIP prior to Thanksgiving.</p>