

**EDENTON-CHOWAN BOARD OF EDUCATION**  
**QUARTERLY MEETING**  
**Monday, October 15, 2012, 6:30 pm**  
**John A. Holmes High School Media Center**

**MINUTES**

The Edenton-Chowan Board of Education met for their quarterly meeting on Monday, October 15, 2012, 6:30 pm, John A. Holmes High School media center with the following members present: Vice-Chairman Gene Jordan, John Guard, Gil Burroughs, Jean Bunch, Win Dale, and Kay Wright. Others present were: Superintendent Allan Smith, Beth Brabble, Michelle White, Jannifer Sykes, Tonya Hardison, Julia Forehand, Sarah McLaughlin, Audrey Bunch, Stacey Banks, Brenda Pate, Jennifer Thach, Michele Brickhouse, Jamie Bowers, Katina Priest, Nelle Hyatt, Amy Asbell, Sheila Evans, Michelle Downing, Todd Korbusieski, Phillip Gatling, Tanya Turner, Casey Atstupenas, Dympna Madigan, Jennifer Bass, Heather Copeland, Bobby Jo Owens, Jennifer Attkisson, Catherine Baker, Becky Bunch, and Harriet Sawyer.

The meeting was called to order by Vice-chairman Gene Jordan. The invocation was given by John Guard.

1. **School Improvement Plans.** Each of the schools presented their School Improvement Plan to the Board. At each school the school improvement team develop, review, and amends the school improvement plan that establishes goals to improve student performance. The plan is voted on by the staff at each school and then presented to the Board of Education.

**John A. Holmes High School.** The high school has established increasing the graduation rate and ensuring that all students are Career and College Ready when they graduate as overall goals for the school. The school also plans to lower the percentage of 9<sup>th</sup> grade students failing courses, reduce the drop-out rate, increase the SAT or ACT scores and increase the percentage of students passing AP exams to be higher than the state's average. The school will work to continue to provide staff development and prepare unit plans and common assessments aligned with the Common Core and Essential Standards; implementing changes in the graduation project requirements and procedures; providing one-to-one technology program for students; revising the ACE time to a full period in the school day to provide opportunities for tutoring, lunch, enrichment activities and improved attendance; the school will participate in GEAR UP to increase awareness and participation in college for graduating seniors; revising the Rtl model; and revising the P.B.I.S. program for students and staff. The school will continue to provide a summer transition program for identified 9<sup>th</sup> graders and make changes in the alternative program to improve instructional services and opportunities so these students can continue to earn credits towards graduation. The school plans to increase communications by creating the Holmes High Herald newsletter, social media, and Educator's

handbook. The school will continue to invite civic groups and churches to participate in school-wide clean up days. New furniture has been purchased in the cafeteria, media center, and main office. **(Attachment #1)**

**Chowan Middle School.** Chowan Middle School will implement new strategies for student learning in order to move the schools towards achieving the school's goals: Provide opportunities for vertical alignment and common staff development between schools; study research based critical reading strategies for expository text for effective implementation of literacy across content areas; begin implementation of the new Common Core and Essential Standards; continue professional development for teaching strategies that raises students' critical thinking skills in all content areas; implement the TI-Nspire calculator system in 7<sup>th</sup> and 8<sup>th</sup> grade math and science, graphing calculators in 6<sup>th</sup> grade math; increase the percent of students successfully completing Algebra I and Earth Science in the 8<sup>th</sup> grade.

Chowan Middle School will implement new strategies for organizational effectiveness in order to achieve goals: Chowan Middle will utilize their new mission statement as a reference point to reflect on daily practices in order to make it a driving force within classrooms; expand clubs to include more STEM related topics and hands-on experiences that match students' career clusters and prepare them for the 21<sup>st</sup> century; expand the current PBIS program to include a process for recognizing staff for positive behaviors and accomplishments; develop and train student mentors to assist at-risk students entering the 6<sup>th</sup> grade for successful transition to the middle school; and improve communications between home and school. **(Attachment #2)**

**D.F. Walker Elementary School.** D.F. Walker will be working on strategies and initiatives as the school goes through transition with the requirements of the new Common Core and Essential Standards, new administration, and new testing requirements. D.F. Walker will raise student achievement and closing the gap by revising schedules; focus in literacy through all content area; develop new curriculum maps and pacing guides for the Common Core in Reading and Math and the Essential Standards in all other curricula areas; tutors for struggling students; a scheduling committee is looking at all aspect of the schedule to maximize instructional time; and collaboration with staff.

The school will increase parent involvement/communication by keeping social media outlets updated; Parent Hornet Café; PTA meetings; parent information sessions/Family Fun Night; School Messenger; student planners/take home folders; and scheduling flexible parent conferences.

D.F. Walker will increase thinking and reasoning skills by incorporating more 21<sup>st</sup> Century Learning Skills through PBLs and enhancing technology through the

IMPACT model; increasing conflict resolution with Character Education programs, healthful living classes; PBIS; and anti-bullying campaign.

D.F. Walker will continue a 2<sup>nd</sup> and 3<sup>rd</sup> grade teacher collaboration to accomplish a seamless transition from primary grades to immediate grades. Also a 5<sup>th</sup> and 6<sup>th</sup> grade collaboration will be established to accomplish a seamless transition between the elementary and middle school. **(Attachment #3)**

**White Oak Elementary School.** All teachers at White Oak receive a 25 minute Duty-free lunch time and a 45 minute planning time each day. White Oak has many initiatives in place for staff development. Once a week during planning teachers participate in Professional Communities. Grade level meetings are scheduled each week. Teams work together collaboratively to assure consistent curriculum alignment through each grade level. This year monthly technology staff development sessions have been planned that focuses on using instructional technology as an efficient and effective tool in the classroom.

Several changes have been made to ensure that students are reading on grade level by second grade. White Oak has implemented 3-D Reading Program. The program includes intensive intervention for individual students. The program gives data regarding individual student progress. White Oak is also using a new data collection method which gives the capability to track student proficiency more consistently. White Oak has also changed their school improvement goals to target each grade level rather than the entire school. Teachers can use this data for instruction and monitor student growth. White Oak has revised the school's PBIS Program. Students are awarded for good behavior. A new discipline referral process that is online has been implemented. The program offers immediate support for teachers and allows the administration to handle problems consistently and in a timely manner. Since implementing changes in the PBIS and discipline referral program there has been a decrease in office referrals at White Oak School. **(Attachment #4)**

2. **Personnel.** A motion was made by John Guard seconded by Win Dale to approve the following personnel. **(Attachment #5)**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Gene Jordan, Vice-Chairman

Allan T. Smith, Secretary