

ED Report – October 2018

Thank you to Board Members that participated in our 1st Annual Board of Director Tour Day on October 10, 2018

Academic Update:

Expedition – Inquiry Based Project Learning

Expedition is a unique Exploris academic highlight. Expeditions are 12 week inquiry based projects that integrate ELA, math, science, social studies, and technology during each trimester. Over the 12 week period grade levels have 3 specific case studies and culminating projects that are focused on their driving question for the expedition. Summarized below are the driving questions for each of the Expeditions during Trimester 1.

Expedition Driving Questions by Grade Level:

K- How can we understand and support the bees in our community?

1 - How can I have a positive impact on where I live?

2 - How can we discover, connect with, and celebrate the needs of animals around us?

3 - How are we interconnected to our universe?

4 - How can we help our Piedmont region thrive?

5 - How can power influence us and the world?

6 - How can we learn from our past to sustain our future because there's no place like home?

7 - Which is better for a country's economics/progress/development: isolation or cooperation?

8- Should humans have a right to clean and accessible water?

Professional Development:

Teachers participated in professional development opportunities during the Fall Break work days. A co-teaching workshop was run by Amanda and Michelle to support staff needs and clarify the various models of co teaching. Co Teaching allows our team to better meet individual learning needs of students and differentiation of instruction. Additionally, a Google Apps workshop using an outside consultant was also held to improve teacher use of digital instructional technology. Teachers also had the opportunity to complete the testing process to earn their Google App certification.

School Improvement Goals - Kaizen

The school improvement goals were developed with input from staff and further defined through the Kaizen team over the September and October meetings. Specific action goals with measurements were finalized at the October Kaizen meeting and are outlined below.

Overarching Goal: *Fostering Growth and Achievement*

§ Enrollment Planning/Equity

Goal: Increase SES diversity to represent the Wake County community and supports low-income families

- Action Step: Implement a weighted lottery to maintain a minimum of 10% enrollment of students qualifying as economically disadvantaged by June 2019.
- Action Step: Identify funding sources and implement process and system to meet the needs of students qualifying for free and reduced lunch by June, 2019.
- Action Step: Implement PD and training for staff and Board to better understand needs of economically diverse families by March 2019.
- Action Step: Recruit diverse families/faculty to reflect demographics of Wake County.

§ School Culture & Climate

Goal: Staff and students thrive because their needs are met (The school environment is one in which staff and students are safe, joyful, and engaged.) as measured by the numbers of students and staff who leave due to dissatisfaction with school culture and climate.

- Action Step: Formalize exit interview process for families and staff in order to analyze the trends in exit interviews by May 2019. Identify the percentage of students/families/staff who leave due to school culture/climate.
- Action Step: Create a new family orientation and onboarding process for new students and families by June 2019.
- Action Step: Retain 90% or more of staff that are a mutual fit through August 2019 (81.25% in 17-18; 9/48 employees) based on exit interviews
- Action Step: Implement a school-wide code of conduct to track and analyze discipline reports using JumpRope. 100% of discipline reports are recorded into Jump Rope. Number of discipline incidents referred to the office will decline from one trimester to the next.
- Action Step: Increase core instruction in social-emotional learning through the use of an additional counselor by implementing at least 12 lessons per grade level by June 2019.
- Action Step: Implement green initiatives aligned with our mission and values including: Green Week, trash study, composting, electronic recycling, and student led green team club.

§ Academic Growth

Goal: Continue to increase rigor through improved use of differentiation, co-teaching, reflection, feedback/coaching, and professional development.

- Action Step: **Growth is demonstrated across all subgroups ← Step to be formalized by Rigor Study Team.** 100% of teachers differentiate instruction based on subgroup data from formative and summative assessments (eg. EOG/BOG, MAP, mClass, portfolio, in-class assessments, survey data) as measured by the informal walkthroughs, observation, instructional rounds process, and teacher reflection.
- Action Step: Implement staff feedback process with fidelity, i.e.PGP, Instructional Rounds, Observations, Feedback Cycle.
- Action Step: Implement co-teaching professional development by December, 2018.

§ **Scaling Resources**

Goal: Maintain our fiscal viability and create long-term plans that support school growth

- Action Step: Manage all resources to ensure that EOY budget target of \$13,000 surplus is achieved while balancing staffing, facility, technology, and instructional supply needs.
- Action Step: Ensure teachers have sufficient access to instructional technology, including computers, devices, printers, software and internet access as measured by an increase on TWC from 58.8% to at least the 80% state average as measured by school survey.
- Action Step: Ensure teachers have sufficient training to fully utilize instructional technology. TWC result of 40.6% to at least 75% as measured school survey.
- Action Step: Develop a 2019 – 2024 strategic plan by April 2019.
- Action Step: Retain and research new grant funds and partnerships to implement innovative resources to support school goals and student needs.

Board Approval is requested for the ED Goals for the 2018-2019 School Year

A draft of the Executive Director Goals for the 2018 – 2019 school year is provided as an attachment in the Board packet.

School Report Card Update

DPI informed all schools that the SRC release dates have been modified due to the number of schools that were impacted by the hurricanes. Updated dates are below.

January 24 - February 12: LEA/Charter School Preview Period

February 21: 2017-18SY SRC Official Release

Personnel and Staffing

Board approval is requested for the following positions:

Austin Cole -Teaching Partner – funded with Special State Reserve EC funds for one on one
Lori Mauro - School Counselor – funded by Grant for School Mental Health Counselor
Tara Delgado – Social Worker – funded by grant Partnership with Wake County and Communities in School

Attached are the job descriptions for Business Office Manager and Center for Innovation Consultant. Positions were posted on the school website, NC Jobs, Indeed, and via social media. The interview committees have been set up and the review and interview process is underway for the positions.

Board approval is requested for the Beginning Teacher Support Plan

A summary of the plan is provided in the Board packet.

Operations:

An evacuation drill was held on 10/8 for Elementary School. Lockdown drills held on 10/23 for Elementary School and 10/24 for the Middle School. All emergency procedures went as defined.

Fire Drill Dates:

ES – 9/25/18

MS – 9/27/18

Strategic Plan:

Three vendors were evaluated to help support our initiative to update our strategic plan. Their proposals including their statement of work and pricing are attached in the packet for your review. Our goal is to incorporate input from all stakeholder groups including parents, students, staff, and Board members using surveys (parents/students) and focus group sessions (Board and staff). A strategic planning steering team will then work with the consulting group to evaluate and prioritize all input to fine tune the goals and action steps required for the next strategic planning period. The strategic planning steering team will consist of the following members.

Strategic Planning Steering Committee

(1-4 hour work session- Jan, 3- 2 hour sessions Jan/Feb)

Executive Director

3 Elementary Representatives

3 Middle School Representatives

3 Board Member Representatives

1 Parent Representative

1 Student Representative

Board approval is requested to contract with Executive Service Corp. of The Triangle to assist us with the development of a revised 3 year strategic plan. Total cost for the project is \$2,750. (\$3,750- \$1,000 Fox Family Foundation grant). This is the firm that completed the 2013-2018 plan.

Enrollment Data for 2018 - 2019:

Projected Total Enrollment										
	K	1	2	3	4	5	6	7	8	
<i>Total</i>	38	38	39	38	38	38	75	76	74	455

The team is evaluating the system and financing for providing free and reduced meals for our students in need. A food pantry has been set up to support students and the 6th grade team has a service learning project underway to support this initiative.

Closed Session to Discuss Legal Matters

Finance:

The budget was adjusted for amendments approved at the last Board meeting and new positions approved. After reviewing the year to date expenditures and projecting future impacts we are projecting an end of year surplus of \$13,807.13. The balance sheet and income statement along with the YTD budget are attached for your review.

Board Approval is requested for the following:

Board approval is requested for the following amendments to the school budget:

- Amend budget to account for transfer of \$32,000 from reserve account to cover Legal Expenses
- Amend budget to show scholarships for each grade level (reflected in EOY projection)

13. Scholarships	
Scholarships - KI-01	\$100.00
Scholarships - 02-03	\$100.00
Scholarships - 04-05	\$500.00
Scholarships - 06	\$500.00
Scholarships - 07	\$1,000.00
Scholarships - 08	\$2,000.00

Governance

The revised weighted lottery policy was approved by CSAB on Monday 9/10/18 and on October 4 by the State Board of Education. An update to our lottery policy to reflect the priority weighted lottery as well as reflect changes in lottery procedure was attached by the governance committee for your review. We are recommending changes to the timing for families to accept their seat once school starts, defining the timing for registration materials, and clarifying that

students are required to be present on the first day of school or risk losing their seat to the next candidate on the wait list.

The leadership team is working closely with the Equity and Diversity subcommittee on the lottery and enrollment process. The team has also been working on the implementation systems and recruitment efforts. The application will be online utilizing School Mint for the running our lottery and enrollment in the upcoming year. Paper applications will also be available for families as an option.

Board approval will be requested for the new Lottery Policy.

Capital Campaign/ Foundation / Center for Innovation

Foundation Account Balance as of 10/20/18: **\$488,531.06**

The Foundation Board approved a new position to kickoff phase I of the Center for Innovation with a targeted \$25,000 funding level. The job description is included in your board packet and we have a hire date target date by the end of November.

Plans are underway for a campaign targeting new families as well as following up with current families. Timing of launch will be determined based on update from developers and resources of the school.