



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, November 14, 2018

Members Present

*Janet Blue	*Beth Hunt	*James Mitchell
* Linda Branch	*Cammie Hunt	Bill Smith
* Lori Dove	*Herman Locklear	*Angela Sumner
Denise Fann	Oryan Lowry	*Charles Townsend
Eva Patterson Heath	*Herbert Lowry, Jr.	*Dr. Desiree Walker
Amanda Hunt		

Staff Present

Dencie Lambdin-Executive Director	Connie Britt – Office Finance Manger
Beth Terranova – Great Leaps Coordinator	Billy Haggans – Principal

Guest

Buddy McLean - Auditor

Agenda Item I- Call to order and Invocation

Lori Dove, Chair, called the meeting to order and open session at 7:39 am then she read the CIS mission statement. A motion to accept the Agenda was made and passed.

Agenda II- Minutes

In the absence of the Secretary, Lori Dove presented the October minutes to the board for approval. These were approved. She then presented the November minutes to the board with no additions or corrections, they also were approved.

Agenda III-Finance

James Mitchell, Treasurer, presented the current CIS Balance sheet that included the CIS and Academy financial status. The motion was made to approve the CIS Balance sheet as presented. The CIS Financial Report for October was presented and approved. The CIS Academy Financial report was presented to the board for approval. All were in favor and the motion carried.

Buddy McLean, auditor from S. Preston Douglas, was introduced and presented the CIS and the CIS Academy audits to the board. He praised the staff for their performance in maintaining accurate financial records for both entities. Mr. McLean reviewed the end of fiscal year totals and compared them to the previous year. He commented that because of good fiscal management there was no large fluctuation of assets from year to year. He stated that there were no findings in the audit. A motion was made to approve the CIS and CIS Academy audits, which was passed unanimously. The CIS of Robeson board, acting in concert as the Audit Committee,

reviewed the 990 while Mr. McLean was present. Board members were given an opportunity to ask questions and comment.

A motion to accept the 990 was made and approved. An electronic copy of the document will be forwarded today to comply with the November 15 deadline.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: The faculty and staff moved back onto the campus on Wednesday, Nov. 7.; the Gym is closed until further notice because of ongoing repairs; the 20-day headcount was October 22, and he reported that there is a full complement of 120 students this year. The board was informed that there has been an adjustment in the Academy school calendar to make up 4 days of instructional time. This includes taking a day of Thanksgiving and Christmas holidays and two bad weather days later in the winter. Additionally benchmark assessments have been delayed because of the storm. This testing has been rescheduled for December. Mr. Haggans presented the Beginning Teacher Support Program Plan 2018-2019 to the board for approval. The motion to accept was made and approval followed.

Agenda – V -Resource Development

Beth Hunt then gave a report on Resource Development. The Committee has met twice and is moving forward with securing a speaker and a home for the event. All committee documents have now been placed on Google Drive for review. We are still in the planning stage as far as guest, entertainment etc. Board members are encouraged to work on a 30 second video for upload on the Facebook page.

Agenda –V-Executive Director Report

Dencie Lambdin reported out on the CIS Annual Plan in the area of delivering and sustaining high quality student support. Funding from the School Safety grant will allow CIS to provide a two day training around the evidence based Girls Circle and Boys Counsel that includes 10 staff from PSRC. This will be implemented in small group work with our Student Support Specialists and PSRC School Success Advocates. CIS has received the Louise Burovitch Community Foundation grant in the amount of \$45,673.00 to continue programming around Why Try?

Agenda –VIII – Board Chair Remarks/Adjournment

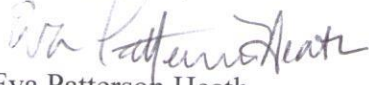
Following her presentation, Dencie was asked to leave the room to discuss a supplement. Lori Dove asked the board to approve a Supplement for the ED to be distributed in December. The motion was made, seconded and approved.

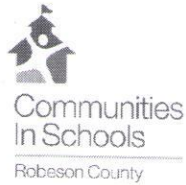
As there was no further business, the Chair then asked for a motion to adjourn. The motion carried, the meeting was adjourned at 8:45 am.

Recorded and Submitted,

Connie Britt, Office Finance Manager

Board Secretary


Eva Patterson Heath



BOARD MEETING

November 14, 2018

7:30 A.M. – 8:30 A.M.

Two Hawk Employment Services

118 West Fifth Street

Lumberton, NC 28358

The Mission of Communities In Schools of Robeson County is to surround students with a community of support, empowering them to stay in school and achieve in life.

7:30 – 7:35	Call to Order & Invocation	L. Dove
7:36 – 7:40	Approval of September and October Minutes	E. Patterson-Heath
7:41 – 7:51	Finance Committee <ul style="list-style-type: none">• Balance Sheet• Cash Flow• Financials• Audit, Buddy McLean	J. Mitchell
8:06 – 8:20	CIS Academy Report	B. Haggans
8:21 – 8:30	Resource Development Executive Directors Report <ul style="list-style-type: none">• United Way Campaign	B. Hunt R. Lambdin
8:31 – 8:35	Adjournment	L. Dove



Communities
In Schools

Robeson County

Minutes

Board of Directors

Communities in Schools of Robeson County

Wednesday, October 17, 2018

Members Present

Janet Blue	*Beth Hunt	*James Mitchell
* Linda Branch	*Cammie Hunt	Bill Smith
* Lori Dove	Herman Locklear	Angela Sumner
Denise Fann	Oryan Lowry	Charles Townsend
Eva Patterson Heath	Herbert Lowry, Jr.	Dr. Desiree Walker
Amanda Hunt		

Staff Present

Dencie Lambdin-Executive Director	Connie Britt – Office Finance Manger
Beth Terranova – Great Leaps Coordinator	Billy Haggans - Principal

Agenda Item I- Call to order and Invocation

Lori Dove, Chair, called the meeting to order and open session at 7:39 am after Cammie Hunt read the CIS mission statement. Linda Branch asked for a motion to accept the Agenda. Beth Hunt made the motion, it was seconded, all were in favor and the motion carried.

Agenda II- Minutes

Cammie Hunt presented the September minutes to the board for approval. Since there was not a quorum, the minutes were tabled until the next meeting.

Agenda III-Finance

James Mitchell, Treasurer, presented the CIS Balance sheet and Financials and the CIS Academy Financials to the board for review. Without a quorum, a vote to approve the reports was tabled until the November meeting.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: PSRC is in process of repairing the flooded section of our building; air quality testing levels following mold mitigation were shared; current enrollment is 120 students. The Academy is temporarily located at Robeson Community College on the campus of CompTech. The 20th day for ADM has been moved to October 22, 2018. Revisions to the School Calendar will be forthcoming as decisions are made about adding instructional days. All eighth graders transitioned to high school which accounts for the school year 2017-2018 dropout rate of 0%. There is a field trip planned for November 8th, the students will be going to the NC Baptist Assembly to participate in environmental science lessons.

Agenda – V -Resource Development

Beth Hunt then gave a report on the Resource Development. The Resource Development Committee has had its first meeting and the focus of that meeting was on social media. They are looking into grants and funding from foundations as part of the fundraising efforts. They are also working on elevator speeches for recruiting sponsors. The Committee will continue to plan and will update at the next Directors meeting.

Agenda –V-Executive Director Report

Dencie reported that as of this date we have not heard anything from our reaccreditation status. Application is being made to the Golden Leaf Foundation for school supplies, gift cards and BakPaks in the amount of \$30,000 for students impacted by the hurricane. Additional hurricane donations include a pallet of school supplies from the local Walmart and North Dakota DPI staff who visited in May contributed a check for \$550. JCPC after school programming will resume with Tim Heath as the new Program Director. Finally, Dencie suggested we move our next meeting to November 14th due to the Thanksgiving holidays.

Agenda –VIII – Board Chair Remarks/Adjournment

As there was no further business, the Chair then asked for a motion to adjourn. Linda Branch made the motion, Beth Hunt seconded; all were in favor and the motion carried, the meeting was adjourned at 8:40 am.

Recorded and Submitted,

Board Secretary

Connie Britt, Office Finance Manager

Eva Patterson Heath

CIS OF ROBESON COUNTY

BALANCE SHEET

November 5, 2018

\$ 18,960.00
3786.00
22,746.00

CIS CASH ON HAND
DUE FROM JCPC FOR NOV
AVAILABLE FOR CIS OPERATIONS

\$35,733.64

at Lumbee Guaranty Bank - (CIS)

\$ 106,795.68
1,077.00
10,602.28
1,191.10
\$ 119,366.06

ACADEMY CASH ON HAND
DUE FROM PRC 048
DUE FROM PRC 036
Due from PRC 060
AVAILABLE FOR ACADEMY OPERATIONS

\$75,274.15

at BB&T BANK (ACAD)

CIS AC. MY
FINANCIAL REPORT

INCOME		BUDGET	OCT	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	29,700.00	5,366.00	5,472.18	-24,227.62
2	1-036-STATE DPI	854,506.00	0.00	242,601.00	-611,905.00
3	1-048-PRINCIPAL INCENTIVE	1,077.00	0.00	0.00	-1,077.00
4	2-036-LOCAL MISCELLANEOUS	20,000.00	0.00	957.00	-19,043.00
5	2-036-LUNCH REIMBURSEMENT-LOCAL	27,850.00	0.00	1,461.02	-26,388.98
6	2-036-PSRC	62,719.00	0.00	0.00	-62,719.00
7	3-050-TITLE ONE	21,054.00	0.00	0.00	-21,054.00
8	3-060-EXCEPTIONAL CHILDREN	26,868.00	605.00	1,109.00	-25,759.00
9	3-103-IMPROVING TEACHER QUALITY	2,772.00	0.00	0.00	-2,772.00
10	3-108-STUDENT SUPPORT & ACAD ENRICH	20,000.00	5,710.00	8,110.00	-11,890.00
	TOTAL INCOME	1,066,546.00	11,681.00	259,710.20	-806,835.60
STATE EXPENSES		BUDGET	OCT	TO DATE	DIFFERENCE
1	SALARIES	490,036.00	40,099.51	142,820.15	347,215.85
2	TAXES	37,567.00	3,298.20	11,029.08	26,537.92
3	BENEFITS	39,603.00	3,210.31	15,647.28	23,955.72
4	WORKERS COMP/UNEMPLOMENT	7,200.00	0.00	1,306.78	5,893.22
5	WORKSHOPS	1,750.00	170.00	1,008.59	741.41
6	PRINTING & BINDING	2,000.00	0.00	648.00	1,352.00
7	MILEAGE	600.00	0.00	0.00	600.00
8	DUES/FEES	1,800.00	150.00	150.00	1,650.00
9	SUPPLIES	30,700.00	676.46	7,096.35	23,603.65
10	FURNITURE PURCHASE	8,000.00	0.00	0.00	8,000.00
11	EQUIPMENT PURCHASE	9,000.00	0.00	3,722.26	5,277.74
12	BEHAVIOR SPECIALIST (029)	29,700.00	2,188.69	7,660.45	22,039.55
13	CONTRACTED EC	7,500.00	435.00	615.00	6,885.00
14	ADMINISTRATION FEE	45,000.00	0.00	30,000.00	15,000.00
15	TECH SUPPORT	18,000.00	2,945.00	4,815.00	13,185.00
16	POSTAGE	200.00	0.00	0.00	200.00
17	TELECOMMUNICATIONS	1,400.00	0.00	0.00	1,400.00
18	UTILITIES	15,000.00	1,621.92	5,688.57	9,311.43
19	TRANSPORTATION COST	80,000.00	4,395.82	17,637.59	62,362.41
20	PURCHASE VEHICLE	8,000.00	0.00	4,875.00	3,125.00
21	MISC CONTRACTS	12,250.00	397.97	1,441.42	10,808.58
22	CLEANING SUPPLIES	13,250.00	0.00	891.00	12,359.00
23	IMPROVEMENT TO SITES	5,000.00	0.00	0.00	5,000.00
24	INSURANCES	12,150.00	0.00	8,342.50	3,807.50
25	AUDIT	7,000.00	0.00	0.00	7,000.00
26	ADVERTISING	1,500.00	0.00	858.50	641.50
27	PRINCIPAL INCENTIVE	1,077.00	1,077.00	1,077.00	0.00
	TOTAL STATE EXPENSES	885,283.00	60,665.88	267,330.52	617,952.48

CIS A. MY
FINANCIAL REPORT

		OCTOBER			
		BUDGET	OCT	TO DATE	DIFFERENCE
LOCAL EXPENSES					
1	SALARIES	20,250.00	0.00	0.00	20,250.00
2	TAXES	1,550.00	0.00	0.00	1,550.00
3	WORKSHOP EXPENSES	1,500.00	0.00	35.36	1,464.64
4	MILEAGE	1,000.00	366.96	964.32	35.68
5	SUPPLIES	6,500.00	0.00	0.00	6,500.00
6	EQUIPMENT PURCHASE	1,000.00	0.00	0.00	1,000.00
7	ADMINISTRATION FEE	25,000.00	0.00	0.00	25,000.00
8	MISC CONTRACTS	4,500.00	0.00	0.00	4,500.00
9	TELEPHONE	800.00	0.00	0.00	800.00
10	POSTAGE	300.00	0.00	72.00	228.00
12	BUILDING RENT	7,200.00	0.00	0.00	7,200.00
13	CONTRACTED FOOD /FOOD PURCHASE	40,969.00	3,469.35	3,516.35	37,452.65
TOTAL LOCAL EXPENSES		110,569.00	3,836.31	4,588.03	105,980.97
FEDERAL EXPENSES					
1	3-050- TITLE ONE EXPENSES	21,054.00	0.00	0.00	21,054.00
2	3-060- IDEA EXCEPTIONAL CHILDREN	26,868.00	1,327.80	2,400.10	24,467.90
3	3-103 - IMPROVING TEACHING QUALITY	2,772.00	0.00	0.00	2,772.00
4	3-108-STUDENT SUPPORT & ACAD	20,000.00	0.00	8,110.00	11,890.00
TOTAL FEDERAL EXPENSES		70,694.00	1,327.80	10,510.10	60,183.90
OVERALL TOTALS					
1	STATE TOTALS	885,283.00	60,748.27	267,330.52	617,952.48
2	LOCAL EXPENSES	110,569.00	3,836.31	4,588.03	105,980.97
3	FEDERAL EXPENSES	70,694.00	1,327.80	10,510.00	60,183.90
TOTAL EXPENSES		1,066,546.00	65,912.38	282,428.55	784,117.35

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CIS OF ROB, N COUNTY
FINANCIAL REPORT
OCT 2018

	ACCOUNT	EXPENSES	BUDGET	OCT	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	311,473.00	23,383.02	92,073.03	219,399.97
2	5100	BENEFITS	34,205.00	1,911.68	7,619.83	26,585.17
3	5132	RENT	6,000.00	500.00	2,000.00	4,000.00
4	5562	TELEPHONE	4,700.00	364.83	1,459.14	3,240.86
5	6500	POSTAGE	303.00	0.00	100.00	203.00
6	6650	EQUIPMENT EXPENSES	150.00	0.00	0.00	150.00
7	6700/6800	PUBLICATION/DUES	500.00	0.00	150.00	350.00
8	6915	MILEAGE	3,500.00	29.64	624.57	2,875.43
9	7000	STAFF DEVELOPMENT	1,575.00	0.00	1,119.00	456.00
10	7100	SUPPLIES	4,000.00	170.52	1,343.13	2,656.87
11	7300	PROFESSIONAL FEES	2,900.00	0.00	0.00	2,900.00
12	7400	COMPANY INSURANCES	6,010.00	0.00	898.50	5,111.50
13	8800	FUND RAISING EXPENSES	5,000.00	0.00	0.00	5,000.00
14	8901	MISCELLANEOUS	3,600.00	184.37	456.49	3,143.51
15	8916	GRASS ROOTS GRANT	2,500.00	0.00	0.00	2,500.00
16	8917	BAK PAK PALS	19,285.00	0.00	260.69	19,024.31
17	6400	GREAT LEAPS EXP	2,500.00	100.32	215.46	2,284.54
18	9901	UTILITIES	2,800.00	437.70	955.48	1,844.52
19		STUDENT IN CRISIS EXPENSI	6,250.00	0.00	0.00	6,250.00
		TOTAL	417,251.00	27,082.08	109,275.32	307,975.68

CIS Academy

Beginning Teacher Support Program Plan

2018-2019

Introduction

In accordance with Policy TCED-016, the State requires that each LEA/Charter develop an annual plan and provide a comprehensive program of support for beginning teachers. The plan must have Board approval and must meet the Beginning Teacher Support Program Standards. Additionally, the plan must demonstrate that it is aligned to the standards and assessed according to the continuum.

The Beginning Teacher Support Program includes initially licensed classroom teachers who hold an Initial license during their first, second and third years of the required induction period. All beginning teachers (BTs) receive a multi-layered system of support at CIS Academy, including an assigned mentor, administrator, and the Beginning Teacher Coordinator. CIS Academy holds strong commitment to the support of our new teachers, and we believe that our Beginning Teacher Support program reflects this commitment. We know that it is vital for new teachers to feel honored, appreciated, and supported, and we have designed a plan that offers these things to our teachers.

A. Program Administration

CIS Academy's Beginning Teacher Coordinator is responsible for the Beginning Teacher Support Program. The Beginning Teacher Coordinator works to ensure that all BTs receive the support needed throughout the year; however, our plan begins at the school level with core staff members who offer support on site.

1. When a BT is hired, the principal assigns a mentor to the BT based on licensure and state requirements. The mentor must display the qualities of an effective mentor. The mentor is a crucial support for the BT because the mentor talks with the mentee daily/weekly and helps the BT to problem solve.
2. The final level of support is directly from administration. The principal or his/her designee is directly responsible for ensuring that BTs receive the necessary training and assistance to make them successful teachers. Therefore, a BT has support from an assigned mentor and administrator.

B. Process for identifying and verifying all beginning teachers (BTs)

The principal will identify Beginning Teachers and verify that their teaching assignment is in the area of their licensure upon hiring approval. Teachers who do not have a clear license due to testing requirements or those who are lateral entry are monitored by the principal. Teachers must follow the NCSBE requirements for all required licensure tests.

The Beginning Teacher Coordinator works to verify BT status. The Beginning Teacher Coordinator communicates with both the mentors and the principal the status of Beginning Teachers.

When a beginning teacher resigns, he/she is asked to complete an exit survey to determine the reason for resigning. This information is compiled for the annual teacher turnover report.

C. BT Orientation and Induction process

CIS Academy provides a meaningful three-year induction process for our beginning teachers. This includes a thorough orientation, a commitment from our principals of required working conditions, mentor selection, mentor training and mentor assignment. The principal and mentors work with teachers to help them develop purposeful professional development plans which help them grow as an educator. A variety of professional development opportunities are offered to beginning teachers.

The CIS Academy offers a formal orientation for new teachers for three days prior to the first official teacher workday, planned and implemented by the Beginning Teacher Coordinator. The orientation consists of three days of training which includes:

- An overview of procedures and policies for CIS Academy
- Review of State Board of Education's Mission and Goals
- An overview of professional development opportunities offered
- Discussions about the Code of Ethics for North Carolina Educators
- Training in curriculum initiatives including but not limited to NC Standard Course of Study, Understanding by Design, curriculum documents and Professional Learning Communities
- A classroom management session
- A review of the North Carolina Professional Teaching Standards, information on teacher observations and evaluations, an introduction to the Professional Development Plan
- An overview of the BTSP and teacher licensure process in North Carolina, including the working conditions guidelines and process for achieving a continuing license
- Review of the safe appropriate use of seclusion and restraint of students
- An overview of the support services available to new teachers

During the orientation, all new teachers receive the following materials:

- A copy of the book *The First Days of School* by Harry Wong (if the BT does not own a copy of this book)
- A copy of the book *Teach Like a Champion 2.0* by Doug Lemov (if the BT does not own a copy of this book)
- A CIS Academy BT notebook which includes: tips for new teachers, State and Local Policies, NC Professional Teaching Standards, the North Carolina Teacher Code of Ethics, and other supplementary materials

A school level orientation is held during the teacher workdays and time is designated for new teachers to work with their mentor and lead mentor.

First year licensed teachers hired after the orientation are required to attend a make-up orientation. This orientation is for one day and includes a brief overview of the topics covered in the three day orientation. These teachers are then invited to come to the orientation the following August.

Attendees are required to submit an attendance sheet for each day of orientation which will be included in the teacher's file.

D. Optimum Working Conditions for Beginning Teachers

The administration of CIS Academy offers full support for our beginning teachers. The principal signs an agreement ensuring that new teachers will be given optimum working conditions, including limited non-instructional duties, a fair schedule, a qualified mentor assigned early and in close proximity, and adequate resources for teaching. In addition, the agreement ensures beginning teachers are given a limited number of exceptional or difficult students and no extracurricular assignments unless requested by the beginning teachers. As instructional leader, the principal assures that new teachers will also be given adequate assistance and support needed throughout the three-year licensure process.

E. Mentor Teacher Selection, Training and Assignment

Because of the integral role of the mentor in fostering the growth of new teachers and the importance of the mentor's role in teacher retention, exceptional care is given to the choice of mentors at the school.

To ensure mentors meet the state requirements according to TCED-016, teachers interested in serving as a mentor must first complete a mentor application. The application includes verification the mentor meets NCEES evaluation requirements from their most recent summative evaluation. Principals must sign off and submit the application to the Beginning Teachers Coordinator for final verification. Based upon the applications, the principal will select mentors meeting the criteria who will serve as great role models and mentors for the beginning teachers.

Mentors are asked to sign a contract stating they understand their position and the work and commitment associated with serving as a mentor. As much as possible, mentors are paired with new teachers who teach the same grade level and/or subject area.

Mentors of first, second and third-year teachers receive support throughout their mentor tenure. All mentors are required to receive mentor training. Mentor training focuses on an understanding of the North Carolina Professional Teaching Standards and the North Carolina Mentor Standards and Mentor Continuum. During Mentor Training, participants receive a copy of the mentor application, mentor contract, a list of expected duties, and are given instructions to access the Mentor Handbook and resource documents. Participants complete a self-evaluation using the North Carolina Mentor Continuum rubric. The Beginning Teacher Coordinator verifies that all mentors have attended training.

All mentors are required to attend mentor training hosted by the BT coordinator. The BT Coordinator verifies that all mentors have attended training.

Currently, no funding is appropriated through the state budget to compensate mentors.

F. Principal Support

Beginning teachers and their mentors receive continuous support from the principal. The principal selects the mentor, work directly with the new teachers, and participates in the planning for the site-based orientation. The principal's signature is required on the contracts for mentors as an acknowledgement of his/her support for the mentor program. The principal ensures he/she makes the necessary arrangements for mentors to observe beginning teachers during the school year. Also, the principal will help problem-solve any difficult mentor-mentee situations.

G. Process for observations and summative evaluations on all BTs

In compliance with SBE policy (Teacher Performance Appraisal process), General Statute and HB 1030 all beginning teachers are observed four times during each school year and evaluated annually. One of these is a peer observation, and three are by the principal. The NC Rubric for Evaluating Teachers is used for observations and evaluation. The principal is required to complete the summative evaluation of all beginning teachers. The principal is encouraged to provide opportunities for new teachers to observe their mentor and other teachers, for each mentor to have release time to observe his/her mentee, and for peer observers to complete the official peer observations. Substitutes are provided to allow each beginning teacher the opportunity to observe his or her mentor (or another experienced teacher) for a minimum of one class period. An observation timeline is provided to ensure that observations are completed and appropriately spaced throughout the school year.

H. Beginning Teacher Professional Development Plans

One session of New Teacher Orientation is devoted to training beginning teachers on the North Carolina Teacher Evaluation process including Professional Development Plans. All mentors receive specific training in PDP preparation.

Mentors work with beginning teachers to develop SMART goals aligned with the teacher evaluation standards to include in the beginning teacher's PDP. Each teacher is required to have a minimum of two SMART goals aligned to two different teacher evaluation standards. These goals are reviewed by the mentor and a school administrator.

PDPs are maintained in the electronic teacher evaluation tool and are to be reviewed and discussed minimally at the beginning, middle, and the end of the year with the teacher by both the mentor and school administrator. The beginning teacher, administrator, and mentor have access to the PDP in the electronic evaluation tool.

Both principals and mentors review and sign PDPs at the beginning of the year, mid-year and upon completion. At the end of the school year, the principal reviews the PDP with the beginning teacher during the summary evaluation conference.

The Beginning Teacher Coordinator reviews the PDPs for each teacher to ensure mentors and the administrator have reviewed and signed the PDP at the beginning of the year, mid-year and end-of-year. The principal and principal evaluators receive reports throughout the year including information regarding PDP requirements and completions.

I. Professional Development

All beginning teachers are required to attend the professional development sessions during orientation. Based upon observations, PDP goals and growth areas, the school administrator may choose to assign specific professional development to beginning teachers. The school administrator may assign professional development modules in NCEES or professional development offered by the school.

J. Beginning Teacher Personnel File

The Beginning Teacher Coordinator maintains an electronic file at the school for each beginning teacher. Copies of required mentor applications, mentor contracts, orientation checklists, quarterly checklists, building level assurance forms, and extra-curricular forms are stored in this file during all three years of the teacher's initial licensure. Electronic files of observations, evaluations, and PDPs are maintained in the electronic evaluation tool. These files are made available during monitoring visits.

K. Timely Transfer of BT File to Successive LEA

Upon receiving a written request from a new employer, CIS Academy copies and provides the requested and required documentation to the new employer for the beginning teacher to continue and complete his/her induction period.

L. Plan for participation in BTSP Monitoring and the Peer Review Process

The Beginning Teacher Coordinator ensures compliance with BTSP Monitoring requirements and peer review process. The Beginning Teacher Coordinator provides the BTSP Monitoring Team and Regional Educational Facilitator with requested information for the five-year BTSP Monitoring visit. Under the leadership of the Regional Education Facilitator, the BTSP review process takes place during the ILCC Meetings for Beginning Teacher Coordinators.

M. Board of Education Approval

CIS Academy's Board of Directors approves the Beginning Teacher Support Program plan annually, and it is on file for review at the school and the CIS Academy website.

BTSP Coordinator: _____

Date: _____

School Board Chair *April J. Hume*

Date: 11/14/18

Board Approval Date: 11-14-18

Approved by NCDPI Date: _____

**Communities in Schools of Robeson County
Resource Development Committee Report**

November 14, 2018

Beth Hunt, Chair

1. Meetings Held: 10/10/2018 and 11/06/2018
2. All committee documents placed on Google Drive
3. 2018-2019 Development Plan and Goals
4. Corporate Sponsor List
 - a. New sponsor recruitment
 - b. Increased giving outreach
 - c. Add prospective sponsors
 - d. Individualized outreach and follow up calls by members
5. Marketing
 - a. Elevator speech videos on website, Facebook, etc.
 - b. Robesonian website pop-up?
 - c. Outreach to local businesses (see CIS bus route)
6. Foundation Letter of Introduction
7. Holiday Card
8. Action Items for Annual Event
 - a. Potential Locations
 - b. Special Guests
 - Dencie reaching out - Brad Allen -
 - c. Entertainment
 - Bucket drummers, Civic Center, PSRC bands, UNCP orchestra
 - d. Electronic donations/BidPal
9. Needs
 - a. Add all members to Google Drive
 - b. Updated goals based on grants budget 2017-2018
 - c. Sponsorship levels list

MARCH-13, 2018

send her Fundraiser
Budget

Board Member Notes