

**MINUTES**  
**DAVIE COUNTY BOARD OF EDUCATION**  
**MONDAY, NOVEMBER 2, 2020**

The Davie County Board of Education met at 6:00 p.m., November 2, 2020, in the Board Room of the Central Davie Education Center, 220 Martin Luther King Jr. Road, Mocksville, NC.

Board Members Present:

Clint Junker, Chairman  
Wendy Horne, Vice-Chair  
Paul Drechsler  
Dub Potts  
Terry Hales  
Lori Smith  
David Carroll

Staff Present:

Jeff Wallace, Superintendent  
Jinda Haynes, Assistant Superintendent  
Jill Wilson, Board Attorney  
Clay Harris, Chief Financial Officer  
Jennifer Lynde, Chief Academic Officer  
Deanna Blackwelder, Executive Assistant to the Superintendent and Board of Education

Chairman Junker called the meeting to order at 5:15 p.m.

Dub Potts made the motion, seconded by David Carroll, to adopt the agenda as presented. The motion carried 7-0.

Chairman Junker called for a motion to go into closed session to preserve the attorney client privilege pursuant to the North Carolina General Statutes listed on the agenda, to review matters protected by State Law, and to discuss student concerns made confidential by General Statutes and the Family Educational Rights and Privacy Act. Paul Drechsler made the motion, seconded by Lori Smith; the motion carried 7-0. The Board went into closed session at 5:16 p.m.

Chairman Junker reconvened the meeting at 6:03 p.m. and offered the invocation. Chairman Junker led the Pledge of Allegiance.

Paul Drechsler made the motion, seconded by Lori Smith, to approve the minutes of the October 6, 2020 regular Board of Education meeting as presented. The motion carried 7-0.

**Board Report**

Chairman Junker reviewed upcoming events starting with a reminder that Election Day is November 3<sup>rd</sup>. The NCSBA Annual Conference will be November 5-7, 2020 for those who signed up. The next regular Davie County Board of Education meeting will be December 1, 2020 at 6:00 p.m. The next Davie County Board of Commissioners Meeting will be December 7, 2020 at 6:00 p.m. Mr. Junker also reviewed the 2021 Board of Education meeting dates and stated the November 1, 2021 meeting will be moved to November 2, 2021.

**Superintendent's Report**

Mr. Wallace began by stating it is week 11 of school and he commended the community, parents, and staff on how well it has been going. Currently we have 2 active COVID cases among students and 2 active COVID cases among staff. There are 31 students and 2 staff members being quarantined at this time.

Mr. Wallace shared with the board members today via email an article from The Wall Street Journal that included information from the ABC Science Collaboratives that are supported by Duke University researchers. Mr. Wallace has been involved with this group that shares data and best practices for districts. Mr. Wallace mentioned this group is advocating for students to return to school across the state of North Carolina.

Mr. Wallace stated November is a time to be thankful and a time to celebrate Veterans. Usually Davie County Schools has different Veteran's Day programs along with breakfasts/lunches at their schools. Due to COVID, this year is different, but each school is still celebrating their Veterans to let them know they are appreciated.

Davie County High School athletic practices start November 4, 2020 for volleyball and cross country. On November 23<sup>rd</sup>, swimming practice can begin and on December 7<sup>th</sup>, basketball practice can begin.

Mr. Wallace gave an update on student end of grade and end of course testing concerns for the district. Currently, there is not a waiver this year for testing but the federal government seems to be listening to those advocating for students during this pandemic so we will expect more information to be released regarding testing for this year.

On October 9, 2020 the United States Department of Agriculture extended free meals for all students through June 30, 2021. All students can eat meals at no cost to them for the rest of the 2020-2021 school year.

Mr. Wallace and Mrs. Wendy Horne attended the award ceremony for a \$2.3 million ReConnect Grant at the headquarters of Yadkin Valley Telephone (YadTel) in Yadkinville, NC on October 26, 2020. This grant will be used to bring high-speed broadband internet to rural households in North Carolina. This will be a great marketing tool to bring more students to Davie County Schools.

Lastly, Mr. Wallace recognized the Davie County Schools Finance Department for being awarded an Excellence of Achievement award for fiscal year 2018-2019.

**Recognitions**

Mrs. Jinda Haynes recognized the 21 Davie County Schools Retirees from the school year 2019-2020. Each person's picture was presented on the screen and Mrs. Haynes read each name to recognize that person. Mrs. Haynes stated that hopefully next spring Davie County Schools can appropriately honor the retirees without COVID restrictions.

Mr. Doyle Nicholson and Mr. Mike Absher recognized Angela Stage for being selected as the NCHSAA's NFHS State Coach of the Year for the 2019-2020 in the area of Spirit (Cheer). Mrs. Stage will now be considered for National Coach of the Year.

**Consent Agenda**

Mr. Junker asked for a motion to approve the consent agenda items. Wendy Horne made the motion, seconded by Terry Hales, to approve the consent items as presented. The motion carried 7-0. Consent items approved: Donations Report, Personnel Recommendations, Beginning Teacher Support Plan Revision, and 2020-2021 DPI Facility Needs Survey.

**Business Items**

Mr. Michael Spillman presented information on the roof top HVAC replacement at Cornatzer Elementary School. Due to the age and condition of all the roof top and make up air units, Davie County Schools contracted with Consulting Engineering Services to consult and write the specifications to replace and install three make up air unites and six HVAC units. The project was advertised and a mandatory pre-bid meeting was held on September 23, 2020 as well as the bid opening on October 7, 2020. Staff recommends to contract with Associated Heating and Air out of Elkin, NC for the amount of \$674,650.00 which includes a \$25,000.00 contingency allowance. Mr. Junker asked for a motion to approve the roof top HVAC replacement at Cornatzer Elementary School as presented. Paul Drechsler made the motion, seconded by David Carroll. The motion carried 7-0.

Mr. Harris presented the NC Public School Building Capital Fund Education Lottery form that must be approved by the local Board of Education first then sent to the local Board of Commissioners for approval for using lottery funds. In addition to the estimate from Associated Heating and Air for \$674,650.00, Davie County Schools must also pay \$25,000.00 in design fees. Therefore, a total of close to \$700,000.00 will be needed for the roof top HVAC replacement project at Cornatzer Elementary School. Dub Potts made the motion, seconded by Paul Drechsler. The motion carried 7-0.

**Public Address to the Board**

None.

**Committee and Staff Reports**

Mrs. Jinda Haynes presented a Davie County School 2021-2022 calendar update. Mrs. Haynes stated November is typically when Davie County Schools begins the process of developing a school calendar for the upcoming school year. Like many other things, calendar development has been impacted by COVID. At this time and with the ongoing pandemic, the statutory requirements for school calendars are somewhat unclear. To prevent having to redesign the calendar and creating confusion with both staff and the families we serve, Davie County Schools will delay developing and approving a 2021-2022 school calendar until there is more certainty about the parameters and requirements from the General Assembly.

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Mrs. Erin Foil presented a 2020 graduate update with information on the SAT/ACT and cohort graduation rates. The ACT is provided to all Davie County students during their junior year of high school. The SAT is a test that students can choose to take and pay for themselves. Davie County Schools is on track to provide the ACT in the spring for current juniors. Erin presented national, state, and local data for each assessment, as well as cohort graduation rate data for 2019-2020.

Mr. Clay Harris presented his first quarterly revenue and expense report for the 2020-2021 fiscal year. The data included information from July-September 2020. Mr. Harris mentioned we currently have approximately \$78,000-\$80,000 COVID expenses that we will send to the FEMA reimbursement program.

Mr. Michael Spillman presented information and pictures of the Davie County High School and North Davie Middle School well projects. With the two wells that have been dug, both will provide irrigation water only to North Davie Middle and Davie County High Schools. This well project will save money for the school district when irrigating the fields.

**Adjourn**

Paul Drechsler made the motion to adjourn with a second from Lori Smith; the motion was approved with a 7-0 vote. The meeting adjourned at 7:22 p.m.



Clint Junker, Chairman



Jeff Wallace, Secretary

CJ:JW: dsb

Approved: 12/1/2020

**FY2020-2021 Donations to Davie County Schools**

	Donor	Date	Designation	Amount
<b>Coolemees Elementary</b>				
	Dreama Barber	08/24/20	Support of Students	\$ 250.00
	Virginia B Cope	09/08/20	Book Bags of Hope Program	\$ 300.00
				\$ 550.00
<b>Cornatzer Elementary</b>				
				\$ -
<b>Mocksville Elementary</b>				
	Smith and Davis Foundation	08/13/20	Davie County Hunger Fighters	\$ 3,000.00
	Sheetz Inc.	09/25/20	Purchase e-Books for Media Center	\$ 300.00
				\$ 3,300.00
<b>Pinebrook Elementary</b>				
				\$ -
<b>Shady Grove Elementary</b>				
				\$ -
<b>William R. Davie Elementary</b>				
				\$ -
<b>North Davie Middle</b>				
	NC Chapter Beta Mu	10/23/20	Student Needs/Assistance Fund	\$ 75.00
	Woodleaf United Methodist Church	10/23/20	Student Needs/Assistance Fund	\$ 75.00
				\$ 150.00
<b>South Davie Middle</b>				
				\$ -
<b>William Ellis Middle</b>				
				\$ -
<b>Davie County Early College High School</b>				
				\$ -
<b>Central Davie Academy</b>				
	Bradley H. Conrad	09/29/20	To be used for students basic needs	\$ 100.00
				\$ 100.00
<b>Davie County High School</b>				
	Case-Closed Investigations, Inc.	07/09/20	Cross Country Team	\$ 1,000.00
	Advance Country Store	07/27/20	Football Team	\$ 250.00
	Advance Country Store	07/27/20	The Net Basketball Team	\$ 500.00

	Advance Country Store	07/27/20	The Women's Basketball Team	\$ 250.00
	Davie High Athletic Boosters Association	07/17/20	DCHS Athletic Department	\$ 15,000.00
	Davie Community Foundation	09/04/20	DCHS Hunger Fighters	\$ 3,000.00
	Davie Farm Service	09/09/20	DCHS FFA Club	\$ 50.00
	Doug & Kelly Assoc. Ins. Agency	09/09/20	DCHS FFA Club	\$ 100.00
	Aware Physical Therapy, LLC	9/11/20	DCHS Football Team	\$ 450.00
	Vernon and Jeanette Fisher	10/22/20	Women's Basketball Team	\$ 100.00
	Wilmoth & Co Inc.	10/22/20	Women's Basketball Team	\$ 500.00
	Beth Jones	10/22/20	Women's Basketball Team	\$ 500.00
	48 Customs Inc	10/22/20	Women's Basketball Team	\$ 500.00
	Fortress Insurance Group Inc	10/22/20	Women's Basketball Team	\$ 1,200.00
	Davie Construction Company	10/22/20	Football Team	\$ 500.00
				\$ 23,900.00
<b>Maintenance and Facilities</b>				
				\$ -
<b>Davie County Schools</b>				
<b>Curriculum Department</b>				
				\$ -
<b>Exceptional Children's Department</b>				
				\$ -
<b>Human Resource Department</b>				
				\$ -
<b>Pre-School Program</b>				
				\$ -
<b>Marketing and Communications Office</b>				
	Eaton Funeral Services, Inc.	07/21/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Surry Insurance	07/21/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	House of Hope Piedmont	07/22/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Hillsdale Mini Storage	07/28/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Edward Jones	07/30/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	CKJ Building & Design	08/03/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Surry Insurance	08/11/20	United Way Campaign Incentive	\$ 150.00
	Davie Domestic Violence Services	08/12/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Piedmont Legal Associates, PA	08/24/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
	Davie Pregnancy Care Center	08/28/20	2020-2021 Calendar Sponsor DavieLife	\$ 300.00
				\$ 2,850.00
<b>Student Services</b>				
				\$ -
<b>Technology Department</b>				
				\$ -
				\$ -

**Personnel Report for November 2, 2020 Board Meeting**

<b>Action</b>	<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>Previous Assignment</b>	<b>Replacing</b>	<b>Effective Date</b>
Employment	Leslie McCraw	PES	Teacher Assistant		Magan Carter (Reassigned)	10/19/2020
Employment	Rebecca Anderson	WMRD	Teacher Assistant	Substitute	Marisol Ruano-Vargas	10/15/2020
Employment	Bailey Gest	WEMS	Virtual Interim Math Teacher		Hannah Powell	10/26/2020
Employment	Cathy Cover	CES	School Nutrition Assistant		Sharon Holcomb	11/2/2020
Employment	Deitre Junker	PES	Pre-K Teacher Assistant		Due to Enrollment	11/3/2020
<b>Information Only</b>	<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>Previous Assignment</b>	<b>Replacing</b>	<b>Effective Date</b>
Reassignment	Tracy Kassel	WMRD	Data Manager/Bookkeeper	Teacher Asst.	Ashley Bailey	10/22/2020
Reassignment	Kelly Klutz	DCHS	Data Manager	Adm. Asst.	Karina Guerrero	10/22/2020
Reassignment	Dana Aderhold	DCHS	Administrative Assistant	Receptionist	Kelly Klutz	10/22/2020
Resignation	Melinda Britton	CES	Teacher Assistant			10/23/2020
Resignation	Wesley Martin	SDMS	Custodian/Bus Driver			10/30/2020
Resignation	Tanica Jackson	DCHS	EC Teacher			11/18/2020
Resignation	Janice McBride	MES	Teacher Assistant/Bus Driver			11/3/2020
Resignation	Karina Guerrero	DCHS	Data Manager			10/20/2020
Resignation	Victoria Snow	PES	Elementary Teacher			11/20/2020
Resignation	Justin Silvidi	DCHS	EC Teacher			10/31/2020
Retirement	Susan Anthony	CZE	Custodian			11/2021
Retirement	Cindy Myers	WEMS	Principal			11/2021
Retirement	Starla Hoots	WMRD	School Nutrition			11/2021
Retirement	Pamela Smith	C/O	Adm. Asst./Licensure Specialist			3/1/2021

**Bid Tabulation**

**Davie County Schools**

**Date: 10/7/2020**

**Project: Cornatzer Elementary School MAU/RTU replacement**

		[REDACTED]						
Associated Heating & Air Conditioning, Inc.	1115 Elk Spur Street North Carolina 28621	Elkin, North Carolina 28621	\$	649,650.00	\$	25,000.00	\$	674,650.00
Commercial Air Systems ,Inc.	796 Stanley Mill Road Elkin, North Carolina 28621	Elkin, North Carolina 28621	\$	716,000.00	\$	25,000.00	\$	741,000.00
Professional Air Systems, LLC	601 Clearbrook Drive Hall, North Carolina 27045	Rural North Carolina 27045	\$	655,000.00	\$	25,000.00	\$	680,000.00
Webb Heating and Air	170 Webb Way, Advance NC 27006	Advance NC 27006	\$	830,025.00	\$	25,000.00	\$	855,025.00





**Davie County Schools**  
**Beginning Teacher Support Plan**  
**2019-2024**

***This plan reflects the current status of the law pursuant to § 115C-300.1 of the NC General Statutes (including applicable NCSBE guidelines) and the supports in place for new teachers.***

**Standard 1: Systematic Support for High Quality Induction Programs – This standard is designed to promote the commitment of all stakeholders in seeing mentoring and induction programs succeed. Key program elements include the creation of an institutional plan, demonstrating institutional commitment, and support and principal engagement.**

Davie County Schools (DCS) are committed to hiring, developing, and retaining high-quality educators at all stages of their careers, but we realize the particular need to develop a plan for the induction and orientation of beginning teachers (BTs). Whereas each teacher lost to the profession represents a forfeiture of a significant investment in time, capital, and training, and a significant portion of new teachers leave the profession before their fifth year, providing BTs with support throughout their first three years of service is paramount to long-term teacher, district, and student success. To that end, and with the consultation of central office personnel, school-level administrators, teachers, and the Davie County Board of Education, we have created a comprehensive Beginning Teacher Training Program (BTTP) that will provide beginning orientation to the district and the profession, ongoing mentor support, and cohort professional development.

Processes to identify and document beginning teachers are as follows:

- Beginning teachers who meet the requirements of NCDPI's assignment of initial licensure are to ensure that they are hired in their area of expertise.
- The process for identifying which teachers will/will not be included in the program (based on appropriate experience and position held) is determined by verification of service from other counties where the BT may have been employed by the HR Department.
- The process for ensuring that teachers are given an assignment in the area of licensure rests on the Licensure Specialist.
- The plan for documentation of required licensure tests requirement and the process for license conversion (coursework, exams passed, three years of teaching) is processed by the Licensure Specialist and monitored in an informal means by the BT Coordinator. The formal documentation is kept by the Licensure Specialist for meeting DCS requirements and NCSBE requirements. The final documentation is housed in each employee's personnel file. The final burden of proof is the responsibility of the employee.
- The process for collecting BT data for the State of the Teaching Profession in NC Report is by the HR Specialist.
- Completion of the recent graduate survey by the Beginning Teacher (BT) and the



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employer survey by the principal of the school during the BT's first year of teaching as part of the requirements to measure the performance of Educator Preparation Programs (EPPs) stated in G.S. 115C-269.35. The surveys must be completed at the end of the first year of teaching.

**Standard 2: Mentor Selection, Development, and Support – This standard articulates the process and criteria for mentor selection, discusses mentor roles and responsibilities, and delineates foundational mentor training. Key program elements include mentor selection, defining the role of mentors, and mentor professional development.**

Davie County Schools is committed to providing a high-quality mentor for each BT in our district. Mentors are chosen via an application and interview process, much like that of any other employee. Interested parties, typically retired educators, are invited to apply through the NC application system. Applicants are screened for appropriate, successful teaching experience and then interviewed by central office staff. The Licensure Specialist verifies applicable teaching or administrative experience. All state mentor requirements are met by the DCS mentor hiring committee including the following:

**Mentor Requirements**

- Rated at least “proficient” level on NCEES (Ratings of proficient or higher on all five standards on the most recent summative evaluation, or on Standards 1 and 4 on an abbreviated evaluation)
- Retired teachers are eligible to serve as mentors.
- A teacher may be a mentor at a different school building from which the mentor is assigned if the principals of each school and the mentor teacher approve the assignment, the mentor is rated at least “accomplished” (received ratings of accomplished or higher on three of five standards including Standard 4 on the most recent summative, or on Standard 4 on an abbreviated evaluation), and the beginning teacher’s principal maintains a record of the reasons for selecting the mentor from a different school building. \*In Davie County, the desire to maximize mentors’ flexibility in observing and meeting with BTs has led to the utilization of retired teachers as mentors, rendering this provision moot.
- The principal shall determine which mentor teacher best meets the needs of each new teacher and shall assign the most appropriate mentor teacher to the new teacher, with priority consideration for mentors rated as “distinguished” or “accomplished.”
- If a principal determines that a teacher rated as “proficient” or a retired teacher is the most appropriate mentor for a new teacher, the principal shall maintain records of the reasons for that determination.
- LEAs may use the most recently available evaluation for teachers who lack an evaluation from the prior year. Teachers without evaluation data for two or more consecutive years shall not be eligible to serve as mentor teachers, unless the mentor is a retired teacher.
- Any teacher who is assigned to be a mentor to a BT must meet eligibility requirements in the year of the assignment. No mentor whose evaluation falls below the “proficient” level may continue to serve as a mentor to a BT, regardless of existing mentor-mentee



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relationships.

Once selected, mentors are trained by central office personnel and assigned a caseload of BTs by the BT Coordinator. New mentors meet with existing/experienced mentors to learn best practices and share experiences in the mentor PLC. Mentors will remain assigned to BTs from year one through year three of service, when practical. They are expected to help BTs acclimate to district culture by observing BTs and conducting emotional welfare check-ins weekly for BT1s, biweekly for BT2s, and monthly (or as needed) for BT3s providing feedback on observations, and conducting professional development. Mentors participate in professional development to refresh standards, procedures, and best practices of mentors.

Local school systems are responsible for providing training and support for Mentors. Mentors need the knowledge, skills, and attitudes to be effective instructional coaches, emotional supports, and organizational guides to those entering the profession. The NC Mentor Standards include:

- Standard 1: Mentors Support Beginning Teachers to Demonstrate Leadership
- Standard 2: Mentors Support Beginning Teachers to Establish a Respectful Environment for a Diverse Population of Students
- Standard 3: Mentors Support Beginning Teachers to Know the Content They Teach
- Standard 4: Mentors Support Beginning Teachers to Facilitate Learning for Their Students
- Standard 5: Mentors Support Beginning Teachers to Reflect on Their Practice

Principals coordinate the Mentor/Beginning Teacher support system at the building level.

Duties include:

- The principal (or designee) will keep the Director of Human Resources updated on the progress on the beginning teachers and mentors in his/her school.
- The principal (or designee) will make recommendations to staff members about completing Mentor Training.
- The principal (or designee) will often assign school-based mentors for BT3s in supplement to the professional mentor appointed by the district.

**Standard 3: Mentoring for Instructional Excellence – Mentors are given protected time to provide beginning teachers with support to achieve success in the areas set forth by the North Carolina Professional Teaching Standards. Key program elements include providing time for mentors and beginning teachers, ensuring mentoring is focused on instruction, and addressing issues of diversity.**

In the interest of providing adequate time for the development of the Mentor/Mentee relationship, Davie County Schools has adopted a "professional" mentor model in which all mentors are hired specifically for the task. The DCS Mentoring Program is tiered by BT experience level.



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BT1: Mentors meet with BT1s weekly for observation or support. On observation weeks, mentors meet with teachers to offer feedback on classroom management, instructional techniques, and curricular alignment. During check-in weeks, mentors meet with teachers during planning to gauge emotional wellbeing, answer logistical/pedagogical questions, or help troubleshoot specific situations facing the teacher. Mentors are also responsible for helping BT1s write their Professional Development Plan Goals (PDP) and must discuss and sign off on all PDP evaluations (initial, midyear, and final).

BT2: Mentors perform biweekly observations and provide feedback to teachers as necessary. Mentors are also responsible for helping BT2s write their Professional Development Plan Goals (PDP) and must discuss and sign off on all PDP evaluations.

BT3: Mentors meet with/observe BT3s monthly (or more as needed). The BT3s are also assigned a teacher mentor in the department at his or her school (when available) to work with them as necessary. Teacher mentors must adhere to the same selection specifications as professional mentors (see above) and must be mentor trained.

**Working Conditions**

To ensure beginning teachers have the opportunity to develop into capable teachers, principals are kept up to date with the suggested optimal working conditions for new teachers. This review is given prior to the start of school each year.

The term “non-instructional duties” refers to those that are not directly involved with the instructional program or the implementation of the standard course of study but that all teachers are expected to do. Examples would be bus duty, lunch duty, and hall duty. The term “extracurricular activities” refers to those beginning teachers who are requesting additional extracurricular assignments, they are required to put this request in writing and submit this to the principal showing their understanding of this information. This form is then forwarded to the BT Coordinator and kept in the employee’s BT file.

**Standard 4: Beginning Teacher Professional Development: Professional development is provided to beginning teachers that orients them to their new career and supports their efforts to meet the North Carolina Professional Teaching Standards. Key program elements include structured orientation to the school site, as well as professional development designed to meet the unique needs of beginning teachers that is aligned with the North Carolina Professional Teaching Standards, and the North Carolina Teacher Evaluation System.**

All beginning teachers hired by Davie County Schools will be provided and required to attend a three-day orientation within the first two weeks of their start date. For most BTs, this orientation will occur prior to the beginning of required workdays preceding each school year. Late hires, those BTs hired after the standard orientation has already been held, will be



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oriented on an individual or group basis within the required timeframe of two weeks. Orientation attendance and completion will be documented and kept on file with the HR Specialist.

The responsibility for this orientation rests with central office personnel, school instructional coaches, mentors, and other administrators. Mentors are a critical component of the process throughout orientation. They assist in facilitation, meet one-on-one and in small groups with BTs, and answer clarifying questions about topics included in the orientation. Those topics are:

- Overview of Davie County Schools' Strategic Plan (Vision, Mission, and the Teacher's Role)
- Overview of the NCSBE's Mission and Goals
- Overview of the Beginning Teacher's Notebook, which includes the North Carolina Standard Course of Study, local curriculum documents, and the Common Instructional Framework
- The North Carolina Teacher Evaluation Process (NCEES)
- Best Practices for NCEES Standards 1 (leadership) and 4 (pedagogy and instruction)
- Best Practices for NCEES Standards 2 (Differentiation) and 5 (reflect and analyze)
- Testing and Accountability Orientation
- Personality/Leadership Style
- The Mentor Log and NC Licensure process
- Limited working conditions guidelines pursuant to NCSBE regulations including
  - Limited preparations
  - Limited non-instructional duties
  - Limited number of exceptional or difficult students
  - No extracurricular assignments unless requested in writing
  - Mentor assignment and program details
- Instructional Technology/Account Verification for NCEES, NC Test, District Login
- Communication and Community Relations
- Social Media Best Practices
- Classroom Discipline
- The DCS Website and Teacher Websites (expectations and procedures)
- Information on the Exceptional Children's Program and ESL Services in DCS
- The safe and appropriate use of seclusion and restraint of students
- Teacher Self Assessment
- Local BT requirements and expectations
- Any other information as necessary for our district
- Panel Discussions with successful BT2s and school-level administration
- Building-level orientation

Professional Development continues through the first year of service. In addition to professional development provided as part of the mentoring process, BT1s meet quarterly in a "BT Academy" for professional development in topics of need as identified by BTs, mentors, and administration.



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**Standard 5: Formative Assessment of Candidates and Programs – New teachers and mentoring programs are monitored and supported using a formative assessment system to guide their work. Key program elements include formative assessment systems and program evaluation.**

**Professional Development Plans**

Each beginning teacher is required at the beginning of the school year to develop a Professional Development Plan (PDP) based on the North Carolina Professional Teaching Standards. The plan must include goals, strategies, and assessment of the beginning teacher's progress in improving professional skills. The beginning teacher begins this process by completing a Self-Assessment during the three-day orientation.

Professional Development Plans are written collaboratively between the beginning teacher and his/her assigned mentor. Principals may require specific school level goals in addition to the self reflective goals written by teachers. Upon completion, the beginning teacher and principal (or designee) will meet to discuss the self assessment and PDP goals. The teacher, mentor, and principal must sign off on the initial PDP before it can be marked complete.

Once goals are approved by the principal and mentor, the beginning teacher works towards successful completion of the goals. Goals are reviewed and amended as needed at Mid-Year by both the mentor and principal (or designee). The mid-year PDP must be signed by the teacher, mentor, and principal before being marked complete.

Final reviews are completed at the end of the year by both the mentor and principal (or designee). The teacher, mentor, and principal must all sign the end of the year PDP.

Upon county due dates for Initial, Mid-Year and End of Year Reviews, lists for PDP completion are sent to principals to ensure timely completion of signatures. If there are concerns, principals are contacted. Where there may be teacher performance concerns upon the End of Year Review, teachers may be placed on monitored or directed plans for the following year with specific goals for completion. Monitored PDPs are written collaboratively between the Beginning

Teacher and the principal (or designee) while Directed PDPs are written/developed by the principal.

**Observation and Summary Evaluation**

In accordance with HB 1030, Section 8.32 (h) and (1), beginning teachers will be observed three times annually by a qualified school administrator (or a designee) and at least once annually by a peer teacher. The first official observation must be announced and a pre-observation conference between the teacher and principal (or designee) is required. The required observations must be appropriately spaced throughout the school year, but the BT must be observed twice during the first semester (with one of those first two observations conducted by the principal). Each observation must last for at least forty-five-sixty minutes



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continuous instruction time and must be followed by a post-observation conference.

All persons who observe beginning teachers must be appropriately trained. Davie County trains all administrators on conducting observations annually. Peer observers are trained by central office staff on a biennial basis.

A Summary Rating Evaluation must be completed by the principal on each beginning teacher near the end of the school year, and a decision about renewal must be made in a timely manner. All beginning teachers are taught the formal evaluation process during BT orientation. In addition, principals receive a review and updates at our yearly administrative retreat before school begins.

**Statement on how BT's personnel files are filed and secured**

All evaluation documents are kept in a separate file managed by the BT support team while they are classified as a beginning teacher. Once they successfully finish the BT Program, the information kept in their BT file is transferred into their permanent employee file.

**BT Transfer**

If an employee leaves our county before finishing the BT Program, it is the employee's responsibility to have the receiving county request verification of program completion. Once this request is received, it will be sent along with any necessary paperwork requested to the receiving district.

**BTSP Monitoring and Peer Review**

Every fifth year the Department of Public Instruction will formally review Beginning Teacher Support Programs to review evidence and verify that program proficiency is demonstrated on all Beginning Teacher Support Program Standards. The monitoring team will report any standards and key elements where programs are not deemed at least "proficient" to the NC Department of Public Instruction. Programs that are rated "developing" on the standards continuum will be put on a Technical Assistance Plan.

Davie County Schools has completed a monitoring visit of other school districts, and will be receiving monitoring teams from other districts periodically during the life of this plan. Visiting reviewers will identify areas of improvement. Based on information provided from those teams, a work plan will be completed to show how and when we will work to improve and progress our program. A Technical Assistance Plan will be created to address the areas of concern as a follow-up, as well.

The BTSP Peer Review Process is now a part of our Regional Beginning Teacher Support Collaborative Regional Meetings. Prior to the meetings, shared information is used to highlight one standard that will be reviewed in depth during our meeting. This process will be continued until we have reviewed all five standards within the next five years. This process ensures that we are sharing ideas and learning from one another.



Davie County Schools  
Beginning Teacher Support Plan  
2019-2024

Include - Proof of Board Approval

BTSP Coordinator: Jinda P. Haynes Date: 11/2/2020  
School Board Chair: [Signature] Date: 11/2/2020  
Approved by the local School Board (date): 11/2/2020  
Submitted to NCDPI (date): \_\_\_\_\_  
Approved by NCDPI (date): \_\_\_\_\_