

# Southwest Guilford Middle

## Meeting Minutes

**Meeting Date:** 10/10/2023

**Title:** SBLT

**Location:** Media Center

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Attendance

**Team Members present:**

Akeah Dillard, Diane Cook, Cara Goodman, Devin Ponton, Shea Rice, Andrea Harris, Karen James, Lori Johnson, Sara McPherson, Kathryn Gold, Monique Wallace, Christy Martin, Robert Richmond IV, Darrin Turner, Thomas Ehlers, Abi Copeland

**Guests:** none

**Minutes:**

Meeting started promptly at 3:45 with Ms. Dillard reviewing the meeting norms.

Celebrating successes: Ms. James reports that all of the chromebooks have now been handed out to students! Dr. Richmond reports that the attendance committee has less than 10 students in tier 3, the chronic absentee level. Ms. Wallace shared her excitement that her son has successfully moved out.

All members voted in favor of approving last month's meeting minutes.

**SIP and Indistar Update.**

From Dr. Richmond: The only coaching comments we received mentioned one past due action item which Dr. Richmond has corrected. Some of our past indicators were not key indicators so the dates have been updated to make all of the key indicators current. Action steps have been updated for the ones we're currently working on. For example, for indicator A1.03, Ms. Wallace, Ms. Linville and Mr. Turner have been supporting beginning teachers by meeting every Thursday, pairing the BTs with mentors, scheduling times for them to observe teachers other than their mentors, reviewing NCEES evaluations and conducting the recent classroom management session.

## **Additional Agenda Items**

There is still a concern regarding enforcing dress code and the cell phone policy. Dr. Richmond will review the policy and enforcement to whole staff. Teachers are encouraged to contact administration via email so it can be addressed the same day.

Another concern was raised about making sure substitutes are aware and following teacher instructions and school policies. Dr. Richmond is drafting a letter to be given to all subs when they arrive. Clarification of the use of the green folders was discussed. Dr. Richmond will send an email to staff with directions. For planned absences, teachers can lay out materials needed in their rooms for the subs to use. For unplanned absences, the emergency plans that were given to admin will be used.

8<sup>th</sup> grade transition to encore was discussed. Encore will be coming up with an updated plan, in collaboration with Ms. Cook and admin, to make sure that 375 8<sup>th</sup> graders are able to transition smoothly to their encore classes with supervision. Admin will communicate definite times for class change and work with 8<sup>th</sup> grade teachers for a plan to move students off the hallway.

## **Next Meeting**

**Date:** November 14, 2023

**Time:** 3:45

**Title:** SBLT

**Location:** Media Center

Adjourn

4:30