

# Southwest Guilford Middle School Summer Leadership Retreat Minutes July 25, 2023

**Members Present:** Dr. Richmond (Principal), Tom Ehlers (8<sup>th</sup> Grade Co-Principal), Monique Wallace (7<sup>th</sup> Grade Co-Principal), Shea Rice (6<sup>th</sup> Grade Co-Principal), Andrea Harris (6<sup>th</sup> Grade Rep), Katherine Gold (6<sup>th</sup> Grade Rep), Cara Goodman (7<sup>th</sup> Grade Rep), Akeah Dillard (8<sup>th</sup> Grade Rep), Jeremy Holmes (8<sup>th</sup> Grade Rep), Sara McPherson (Encore Rep), William Lucas (Encore Rep), Diane Cook (EC Rep), Lori Johnson (EC Rep), Antoinette Hingleton (Classified Support Rep), Christy Martin (School Counseling Rep), Karen James (Media Specialist)

- Call to Order- 8:35 AM

## **Setting the Stage** (Facilitated by Dr. Richmond)

### **Welcome and Team Introductions**

- “Getting to Know You” Ice Breaker-Team Introductions
- Principal Circle Activity

### **Election of Roles**

- Election of Roles: (Tenures begin 2023-24 School Year)
  - Dr. Richmond shared a PowerPoint outlining the duties and responsibilities for SBLT elected roles.
  - An election was held for the role of chair, Chair-elect, timekeeper, and secretary.
  - Tenures will begin on September 12, 2023 at the first SBLT meeting.
  - Chair Nomination:
    - James-nominated and declined
    - Dillard-nominated-100% Yea vote
  - Chair-Elect Nomination:
    - Lucas-seconded-100% Yea vote
  - Time-Keeper Nomination:
    - James-100% Yea vote
  - Secretary Nomination:
    - Goodman-nominated and declined
    - Johnson-nominated-100% vote

### **By-Laws and Expectations**

- Review of 23-24 SBLT By-Laws-Presented by Dr. Richmond
  - All members receive copy of 2023-24 SWMS By-Laws
  - James-explained Media Advisory Committee purpose aligned with SBLT
  - Dr. Richmond provides overview-review of by-law process, filling of open roles and parent elections-start of year
    - 7<sup>th</sup> grade rep process of replacement

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## By-Laws and Expectations (cont'd)

- Meeting days-2<sup>nd</sup> Tuesday/month @ 3:45
- Open Meeting Law-defined
- Core Member Expectations: Discuss, Provide, Share-Info to team (decide on chair or secretary email out), Creation, Teaching, Leading (new structure-leading grade-level meetings with co-principal)
- Core Teaming Structures:
  - Academic Foci
  - Overview-SWMS PLC & MTSS Student Structure
- Core Objectives & Purpose:
  - PLCs-led by grade-level member, pre-meeting with co-principal to set agenda
  - Grade-Level PLC
  - Grade-Level Content Planning
  - PLC Meeting Expectations:
    - Cook-poses question-number of meetings per week for teachers & teachers who teach two departments/subjects
    - Dillard-asks for clarification on "Grade-level PLC"
    - Planning two days a week
    - Dr. Richmond-shares goal for planning period-plan for subject, grade-levels have shared understanding of instructional practice
    - Possibly to specify specific meeting days-ex. Grade-level on Weds, PLCs-Tues
    - Dillard, Cook, McPherson-meet to discuss meeting day calendar

## UnboundEd G.L.E.A.M. Instruction Overview

- Acronym defined
- GLEAM Hypothesis overview & examples
- Making instruction meaningful beyond the classroom
- Holmes-cross-subject lessons & real-life experiences (only one Food Lion in area-post reading of 8<sup>th</sup> grade level text, explore aligned field trip opportunity)

## Norms for the Team (facilitated by Mr. Ehlers)

- Overview-purpose of Norms and establishing Norms
- Members-brainstorm and provide input on Norms
  - Drafted SWMS SBLT Norms & Ques
  - Dr. Richmond-align Norms with ALL building meetings, will discuss with team, grade-level, subjects
- Vision, Mission, Principal's Vision-Facilitated by Dr. Richmond
  - Shares Principal's "Line in the Sand"
    - Motto-Do the Right Thing, Vision both aligned with school mission and vision
    - Values-Trust, Respect, Loyalty, Integrity, Steadfastness

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**Knowing Where We Are to Get Where We Are**

**Data Review** (facilitated by Dr. Richmond)

- Overview of SW Performance Composite (last three school years), 22-23 GLP Math and PC, 22-23 GLP Reading & Science, EVAAS Growth, 2022 Performance Composite-GLP 53.6
- Overview-Growth Bell Curve

**Team Problem Solving** (facilitated by Dr. Richmond)

- Dress Code:
  - Items to Consider-Best for Learning Environment
  - Protocol & Proposal
    - Presents a sample Dress Code Policy
    - Discussion-consistency of policy, clarification of current policy, consequence protocol, communication, “grace period”, referral process for infraction,
    - Remove belt reference from
    - Omit “visual advertisements” in Part 2-wording?
    - \*\*Johnson-proposed adopting SWGH Dress Code PP
    - Lucas-Dress Code Mission
    - Specify type of “footwear”-define
    - Vote taken on hoods worn in building-safety issue in IDing,
    - NO blankets
    - No PJs
    - No headgear
- Teacher Grading, Assignments, and Reporting & Proposal of Standard Student Grade Review and Organization
  - Question posed by Dr. Richmond-What is the Purpose of Grading
  - Team Discussion-What’s Happening? What Needs Improvement?
  - Gallery Walk-Activity
  - Project Proposal-Now What? Consistency
  - Team-In two groups-Develop Overarching Bullet Points for each category “Reporting Grades and Missed Work”, “Grading Practices”, “Student Assignments and Tasks”

**Starting the New Journey** (facilitated by Dr. Richmond)

Teams identified four items to address in 2023-24 School Year-Quarter 1:

- Consistent grading practices & structures
- Bring life to vision, mission, goals, expectations, beliefs-communicated & modeled
- Consistency throughout school-procedures, processes, expectations
- From MTSS-Fam-not communicative, not unified

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- Next Steps September Meeting (facilitated by Dr. Richmond)
  - Introduction to Indistar/Indicators for SIP
  - Choose first level SIP goals
  - Follow up on grading practices, assignments and missing work
  - Pick up proposal...next steps
  
- Next SBLT Meeting September 12 @ 3:45 PM in the Media Center

**Respectfully Submitted by Monique Wallace, 7<sup>th</sup> Grade Co-Principal**

DRAFT