

## SBLT Meeting Agenda

Date/Time: Leadership Summer Retreat August 1 & 2, 2017: 8:30 AM – 4:30 PM
Place: CCL and Weaver Media Center
Members Present: C. Davis, S. Shires, T. Layne, M. Jones, D. Chesnutt, M. Bratton, W. Whitney, J. Mont, J. Ertzberger

Agenda Item	Person Reporting	Time	Actions Taken/Notes
August 1, 2017			
Welcome & Introduction of New Team Members  Opening Activity  Leadership—Why?  Meeting Norms	Layne, Sluder	30- 40 min.	Why Leadership? <ul style="list-style-type: none"> <li>• Working together to help all students</li> <li>• Support and celebrate the great things that are happening</li> <li>• Moving forward and avoiding complacency</li> <li>• How do we gather as a group? leadership, WWC’s, PLC’s</li> <li>• WWC’s- Discuss how they can be more effective moving forward</li> </ul> Meeting Norms- Discussed and reviewed <ul style="list-style-type: none"> <li>• Our number one goal- Is it good for kids?</li> </ul>
Representatives Needed <ul style="list-style-type: none"> <li>• CTE Student</li> <li>• CTE Parent</li> </ul>			We need a CTE student and parent reps- Bratton will be working on before our next meeting
Logistics <ul style="list-style-type: none"> <li>• Team notebook</li> <li>• Bylaws</li> <li>• Meeting time</li> </ul>	Sluder	15-20 min.	<ul style="list-style-type: none"> <li>• Review of Leadership Team Notebook- thoughtmuch of what we do now is online</li> <li>• Navy blue notebook with minutes in the counseling office, also on shared space, and posted on the website</li> <li>• Mont- will print minutes and send to the counseling office</li> <li>• Meeting time at 8am 2<sup>nd</sup> Tuesday of every month in Mobile 1 (Mont’s)</li> </ul>
School Data (EOCs, NCFEs, AP)	Shires	Until lunch	<ul style="list-style-type: none"> <li>• Strong scores, but we don’t have growth data yet</li> </ul>

			<ul style="list-style-type: none"><li>• PSAT- we are above district, state, and national averages</li><li>• Layne- would like to see a Data team</li><li>• Discussion of how we deal with data in the classroom and as a staff</li><li>• Thinking about how we are all working toward the success of the student</li><li>• We need to have a growth mindset as professionals and in class</li><li>• Sluder- liked the conferencing in balanced literacy- we can do that in every course- many teachers already do</li><li>• Math courses- Math I EOC, Math II NCFE, Math III unknown- Middle school scores will stay at the middle school- Math I was yearlong two years ago and that worked well for that group of students,<ul style="list-style-type: none"><li>○ Look at how and when we offer courses</li><li>○ Looking back at the 45 minute classes and discussing how that worked</li></ul></li><li>• As we move forward we will be judged more on ACT, PLAN, and PSAT scores for career and college readiness- thinking about how we support students in those courses</li><li>• AP courses prepare students the best for ACT and PLAN tests</li><li>• What does rigor mean? Rigor doesn't mean more work it means more thoughtful work.</li><li>• Teachers should have access to the master calendar so that we can plan more effectively</li><li>• How can we make time for individual conferences with students?</li><li>• Thinking about how we implement individual mentoring for students (per SACs visits), but also in reference to how we support student growth and mental health</li></ul>
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Lunch			
Transformational Teaching and Learning	Ertzberger	30 min.	<p>Review of Info from Leadership Conference at District Level</p> <ul style="list-style-type: none"> <li>• Mission and core beliefs review</li> <li>• Discussion on core beliefs and where we stand as individuals and as a school</li> <li>• This information should be shared with staff in some way, but we will need more details from the district</li> <li>• Review of Six Key Instructional practices</li> <li>• District has partnered with New Leaders Principal Institute to work with us this year</li> <li>• We need to set up a time to meet before teachers- Thursday, August 17<sup>th</sup>- Changed to August 14<sup>th</sup> from 9-12</li> <li>• Curriculum Task Force has come up with this information</li> <li>• Review of what the Transition team discovered</li> <li>• Take a proactive approach to being involved in the implementation of this so that we can be a part of development and implementation whenever possible</li> <li>• 2013-2016 Cohort Data that shows disparity from entering school to third grade</li> <li>• Thinking about why we do what we why- Why am I here? Why do I teach? Why am I a counselor, a principal... Work at a school.... etc....</li> <li>• Thinking of quality of task in the classroom- does the task align to the standards, what do the students understand- based on samples, where are they lacking</li> <li>• Meaningful- does it apply to me not outside of this room is different than is it aligned to the standards</li> <li>• Stay tuned....</li> </ul>

<p>Staff Concerns</p>	<p>Sluder, Ertzberger</p>	<p>60 min.</p>	<p><b>CTE Exams</b></p> <ul style="list-style-type: none"> <li>• best given early/like with Senior exam to avoid testing conflict and grading issues (is this something we have control over- discussed the issues that we had last year after the snow) The goal would be to alleviate conflicts with students testing in different settings- This would need to be requested and we need to establish what we do have the flexibility to do</li> <li>• Layne will talk with testing to establish our options</li> </ul> <p><b>Overall Cleanliness of the School</b></p> <ul style="list-style-type: none"> <li>• Bathrooms and schedule of how cleaning is done</li> <li>• Hazlip was asked to check on how things were being handled</li> <li>• Perhaps have teachers submit written complaints</li> <li>• Discussed the fact that some people have retaliated against a person who submitted a complaint</li> <li>• Will be addressed by administration- duties and expectation will be outlined</li> <li>• Do we have a system or a list of things that are supposed to be done every day? Maybe?</li> </ul> <p><b>Use of Practice Rooms</b></p> <ul style="list-style-type: none"> <li>• Would like to see all practice rooms available for student use</li> <li>• 2 rooms are currently used for storage- can this equipment be stored elsewhere?</li> <li>• Room currently used for ISS could be used for practice space/class space- we have talked about using Mr. Crutchfield's old room (are there computers in that space? Are they federally funded computers?) Graves' room is also being used for a food pantry</li> <li>• Also need to be aware of supervision and interrupting other classes</li> </ul>
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			<ul style="list-style-type: none"> <li>• Consistent policy schoolwide</li> <li>• Possibly purchase something like turnitin.com</li> <li>• Should be a part of our classes</li> <li>• Make it a part of syllabi</li> <li>• Part of orientation</li> <li>• Draft a statement to share on syllabi and in new student orientation</li> </ul>
Student Handbook	Ertzberger	30 min.	To be addressed tomorrow
August 2, 2017			
Members Present: C. Davis, T. Layne, M. Jones, D. Chesnutt, W. Whitney, J. Mont, J. Ertzberger			
Welcome and Review of Tuesday's Minutes/Goals	Sluder (Ertzberger)	15-20 min.	Review of minutes
Student Handbook	Ertzberger	30 min.	<p>Going through the pages</p> <p>Page 5</p> <ul style="list-style-type: none"> <li>• Makeup Time- How do we deal with this. Clarify what our options are and how it should be handled- to make sure that it is handled consistently across the board.</li> <li>• Attendance check at interims and makeup time should be completed before the next interim-</li> <li>• Gurley- She sends a call for any absence or tardy, the letter</li> <li>• We need to make sure that we establish consistent rules that are clearly in place</li> <li>• Ms. Layne will look at this and come back with a proposal and bring it to leadership</li> </ul> <p>Page 11</p>

			<ul style="list-style-type: none"> <li>• Common language for the honor code in the handbook and for each syllabus</li> <li>• Create common language for honor code in handbook and syllabi- use model from Academic Team and Ms. Jones- Sluder and Mont</li> <li>• Following today's meeting we will talk about the language in the honor code and attendance and we will address this in the next meeting</li> <li>• Reword leggings language, get rid of tank top rule</li> </ul> <p>Page 14</p> <ul style="list-style-type: none"> <li>• Change drink to All drinks must have a lid</li> </ul>
<p>School Improvement Plan</p> <ul style="list-style-type: none"> <li>• Review Protocol</li> <li>• Developing Equity</li> </ul>	<p>Ertzberger</p>	<p>60 min.</p>	<ul style="list-style-type: none"> <li>• Review of current plan</li> <li>• Looking at the Indicators- what are our requirements with the and how are we ensuring that these indicators are being met across the school</li> <li>• Indicator A4.06- Capturing Kids Hearts initiated, but then dropped by district</li> <li>• B1.01 and B1.02- not applicable at the school level- why is it here?</li> <li>• Work on revising this plan to make it more of a living document that we follow and use as a guide</li> <li>• All schools must present their School Improvement Plan to their SSO</li> <li>• We have not received the official SACs report yet</li> </ul> <p>Attend training for School Improvement Plan and then work on revision  We have received Key Indicators that we believe will be mandatory  We divided into groups and then will teach an Indicator to the group</p> <ol style="list-style-type: none"> <li>1. How would explain the indicator?</li> <li>2. How can we address in our school improvement plan?</li> <li>3. Is it a priority?</li> </ol> <p>We reviewed these and discussed how they might be applicable to our school.</p>

			How are schools being identified as schools of character?
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Update the handbook

Update language for the honor code and attendance

Meeting Date: Aug. 17<sup>th</sup> at 9am- 12pm