

JAMES B. DUDLEY HIGH SCHOOL
Minutes and Highlights of the Site-Based Leadership/Title I Team Meeting
Wednesday, December 14, 2022
Dudley High School Media Center
4:45 PM

<i>Membership/Attendance Roster</i>	<i>Representation</i>
1. Appiah-Fokuoh, Francis (Absent)	Math Department Representative
2. Brasher, Tori	Assistant Principal – Grade 10
3. Corbett, Gregory	CTE Department Representative
4. Dargan, Ronnie	Counseling Department Representative
5. Donahue-Wright, Cheryl	Community in Schools/Student Support Specialist/Co-Recording Secretary
6. Eaddy-Busch, Margaret	Academic Coach – Instructional Support
7. Farkas, Katye	English Department Representative
8. Fulp, Bonnie	Media Specialist
9. Giersbrook, Justin	Assistant Principal – Grade 12
10. Greenlee, LaTonya	Classified Staff Representative
11. Jackson, Treena (Absent)	Parent Representative – 11 th Grader
12. Jackson, Roger (Absent)	Cultural Arts/Fine Arts Representative
13. James, Brenda	Dudley Alumni Association
14. McNeil, Frank (Absent)	CTE/Career Development Counseling
15. Monroe, Richard	SBLT/Title I Team Chairperson
16. Mortenson, Lisa	Social Studies Department Representative
17. Reeder, Ann	School Social Worker/Dropout Prevention/Homeless Liaison & Co-Recording Secretary
18. Roberson, Angela	Dudley HS PTSA
19. Robinson, Charles (Absent)	Exceptional Children’s Services Program Representative
20. Robinson, Glasher	Assistant Principal – Grade 11
21. Smith, Janet (Absent)	PTSA President
22. Smith, Raymond	Science Department Representative/SBLT Vice Chairperson
23. Snead, Christopher	CTE/Special Populations
24. Timmons McLaughlin, Lisé	School Principal
25. Tonkins, W. Dale (Absent)	Community Representative
26. Victor, Noelle	Academic Coach – Instructional Support
27. Wade, Artimuss (Absent)	Assistant Principal – Grade 12

SHARED DOCUMENTS

- SBLT Power Point Presentation – December 14, 2022
- SBLT Meeting Minutes – November 9, 2022 Meeting

CALL TO ORDER: The meeting was called to order at 4:43 p.m. by G. Robinson, AP.

MEETING AGENDA OVERVIEW: Mrs. Robinson

SEL OPENER – A4.06 How can we move from making wishes to making actionable progress towards our goals?

INTRODUCTION: New Members

- Gregory Corbett, CTE Representative
- Ronnie Dargan, Counseling Representative

NEW BUSINESS:

- **Indistar Tip of the Month** – Wise Ways

A1.01	The principal models and communicates the expectation of improved student learning through commitment, discipline and careful implementation of effective practices.
A1.02	ALL teachers improve their practice by responding to principal’s observations and/or observations by peers.

We received Coaching Feedback from Charity Bell. Ms. Bell commended us on getting supporting documentation uploaded to our Indistar folder and encouraged us to continue to work on documentation upload to A2.04, A4.16, C2.01, C.304 and other folders.

We will receive feedback on our Comprehensive Plan by the end of February. Ms. Julie Garber with District and Regional Support with NCDPI will provide this external perspective.

- **Service Learning** – Students with outside opportunities must submit paperwork for personal projects. Students have a grace period until 1/1/23. After this date, they MUST submit the form before beginning project. Hours must be verified by Ms. Farkas through X2VOL. Ms. Farkas has shared links with staff to the Handbook which covers the SL protocol. Ms. Robinson suggested preparing a video as an additional resource.

We continue to promote Service Learning and to identify new avenues for increasing SL involvement as the number of Service Learning cords and diplomas has decreased. Teacher support is needed to create opportunities for service learning in the classroom. We also need to utilize Clubs for Service Learning initiatives. The Volunteer Center is an excellent resource for exploration and linkage to opportunities in the community.

In January 2023, students can decorate the school for the new year with positive affirmations, testing tips, and encouragement for the end of the semester. One of our juniors, Senadzi Rankin, has an idea for a club called Panther Pals that would recruit athletes from each team sport to do Service Learning work within the school. Elevation Church is ready and willing to help support this project if Senadzi can meet a January 16th proposal deadline.

- **SEL Committee** –
 There are benefits to combining SEL and SL committee work when possible. For example, for SL hours, students could create SEL infographics to place in the hallways or create videos to demonstrate SEL competencies. Students could access the videos via QR codes.

The SEL team plan to have an SEL PD for staff on January 3, 2023.

Congratulations to our First Quarter SEL Champions & Game Changers:

Champions <i>Exemplify the selected SEL competency</i>	Game Changers <i>Improved in the selected SEL competency</i>	Champions & Game Changers
Stephanie Reid Tiffany Bryant John Richardson Tamara Pagett Gregsha Lee Briana Williams	Darlene Mitchell Justin Giersbrook Lindsey Draper Shannon Barbour David Frye	Tiffany Rouse Shonda Foster Glasher Robinson

- **Sunshine Committee** –
 We have had 24 staff members donate to the Sunshine Committee. The purpose of the committee is to celebrate, recognize, honor and/or memorialize major life events. Dues are \$10.

We will honor staff with a birthday in December and provide our monthly token of appreciation for staff this month. *Please keep the Stephens family in your thoughts and prayers. Mrs. Mazie Stephens, who was our Lead custodian, passed away.*

Teacher of the Month –

Our December Teacher of the Month is Mrs. A. Robinson. Mrs. Robinson is our Dance Teacher. She also is our Discipline/Safety Committee Chair. Congratulations!

- **BT (Beginning Teacher) Challenge** –
 Classroom teachers should conduct TWO classroom visits by Tuesday, December 13, 2022. One should be to a non-BT teacher’s classroom, and one should be a fellow BT. Visits should be a minimum of 15 minutes. Email the teacher a positive note and cc Mrs. Robinson, Mr. Giersbrook & Mrs. Mitchell.

We will shift the perspective by going to visit other classrooms. We will discuss trends, takeaways and I wonders at the December BT meeting on Thursday, December 15.

- **Progress Reports –**
 Make-Up Window Closes:
 Progress Report 1: December 6, 2022
 Progress Report 2: January 6, 2023

Grades should be updated in PowerSchool weekly.
 A Minimum of 2 grades added per progress report period, up to a maximum of 10.
Documentation of parent communication should be maintained.

- **Academic and Testing Committee –**
 The First Semester Testing Window will be January 12 – January 25.
 We need 95% of our students to test.

Teacher Made & GCS Finals

First Block	Second Block	Third Block	Fourth Block
January 12	January 13	January 17	January 18

- *School will follow a regular bell sequence with extended blocks during testing blocks
- *There will be no testing after January 19

State EOC Exams

First Block	Second Block	Third Block	Fourth Block
January 20	January 23	January 24	January 25
Biology English II Math I Math III	Biology English II Math I Math III	Biology English II Math I Math III	Biology English II Math I Math III

We will put the testing schedule flyer on tv monitors as a visual for students.
 Dr. Timmons McLaughlin suggested adding the 95% testing participation goal to the flyer.
 Based on our last test administrations, we have been at 81%.

There will be NO early release during testing.

- **Testing Expectations & Information –**
 - Staff must attend a 45-minute mandatory test training. This training will go over the Testing Code of Ethics.
 - Staff should read ALL emails from testing coordinators to review the daily test plan.
 - If a test administrator will be absent on a testing day, s/he should inform the test coordinators and their GOLD team administrator ASAP.
 - Teachers should contact parents/guardians of absent students.
 - We will not collect laptops for testing.
 - Dr. Timmons McLaughlin has requested additional laptops.
 - Ms. Fulp has 30 laptops available for use as a class set. Requests should be made to Dr. Eaddy-Busch.
 - Ms. Brasher suggested we utilize Computer Labs for testing.

- Ms. Fulp will conduct a mouse count.
- Mr. Snead suggested that we should put in work tickets for computers in the labs that are not working.

To improve test efficiency and outcomes, Dr. Timmons McLaughlin stated that we need a committee to assist with and to promote testing. The committee should consider incentives for teacher buy-in and quarterly celebrations.

- **Math Teacher Conference –**
The 2022 State Math Conference was held at the Convention Center in Winston Salem, NC on November 10-11. Seven teachers from Math I, II, III attended. James O’Neal, Mastery For All, LLC from Charlotte, NC was the Keynote Speaker. Teachers were able to pick from 12 different sessions per hour.
- **Attendance & Dropout Committee –**
School Improvement Goals
 - Reduce Chronic Absenteeism from 49.3 to 34.51%
 - 50% chronic absenteeism for 2021-2022 school year

We learned from a Poll conducted with students that the following has impacted student tardy and absence data:

- COVID -19
- Transportation
- Students in Transition (Lack of permanent housing/transportation set up takes too long)
- Students are working due to a need to help their families and/or taking care of children and/or siblings
- Lack of educational engagement

The Attendance Committee is reviewing ideas for attendance celebrations for students, such as Gelato Party, Popcorn Party, Nacho Party, Food Truck. The committee has also discussed quarterly ice cream parties for students with improved tardies/attendance.

Communities in Schools has funding available to assist with some incentives and celebrations. CIS has two new staff: CIS Social Worker and a Re-engagement Specialist. Both will work with CIS enrolled students/families as well as support whole school attendance efforts. They will join the Attendance Committee.

- **Communications & Community Outreach Committee –**
We are looking for agencies that offer tutorial and mentoring programs, and/or opportunities for students to learn and grow outside of school.

We also are exploring various ways to reward and uplift our scholars and to re-brand our school by changing the negative perceptions and narrative associated with our school through positive conversation, reestablishing positive alumni and community partnerships.

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- **Safety Committee** –

Based on the virtual Town Hall Meeting last week and conversations with staff, students, and committees we are working to *Reset, Refocus and Re-engage*. We gleaned valuable information from Town Hall meeting that will help in constructing an Action Plan to assist us in maintaining and increasing the safety of our campus, as well as re-engaging students in learning, increased accountability, increased attendance, decreased failure rate and an increased graduation rate.

The Safety Committee, Discipline Committee and staff who would like to contribute will meet on December 19 at 9:30 a.m.

- **United Way** –

Some staff still have not contributed to United Way. Our goal is 100% staff participation. We have encouraged teachers to get their students involved in giving this year. Congratulations to Dr. Becker's class for winning the class campaign. They will receive a Pizza Party.

- **Title 1 Budget Update** –

We have used all our money for PD and math/science resources for students. We continue to work with Title One on expenditures. Let us know if there are other things we need.

QUESTIONS//ISSUES/NEWS/ANNOUNCEMENTS

Ms. Farkas inquired about returning to 4 lunch times. Dr. Timmons McLaughlin stated she would consult the Safety Committee regarding this inquiry. She also voiced concern about teachers who do not fulfill their duty assignments.

Ms. Mortenson suggested that we have a box placed in the main office for United Way and Sunshine Committee collections.

Ms. Mortenson ask if we can make any adjustments to the testing calendar to minimize the loss of instructional time due to multiple test days. Dr. Eaddy-Busch explained that the extra days added for testing are due to make-ups. Mrs. Victor shared that our high EC population, in addition to not having enough licensed staff to serve as test administrators further compounds the number of days needed for testing.

Hall sweeps and the presence of Behavior Specialists in the hallway are helping. One of our Behavior Specialists is still out. This impacts coverage. We need more coverage in the F Building and in the stairwells, as there are no cameras. We do have cameras in the hallways and walkie talkies in each building. Dr. Timmons McLaughlin stated we would like an additional 15 walkie talkies.

Mr. Snead asked if we can have a teacher mentor recruitment drive?

Ms. Brenda James asked if there may be a SL opportunity for our female students to mentor females at Lincoln Middle School. She also proposed that we give students an opportunity to help a local family who lost everything in a house fire by collecting clothes and other items they need.

It is imperative that classroom teachers attend IEP and/or 504's when invited. Mrs. Robinson suggested that EC staff send written notice and calendar invites to staff who need to attend. Mrs. Victor asked about teacher responsibility for finding coverage in their absence. The compilation of an Emergency Coverage Plan could be beneficial.

The Magnet Fair will be held February 1, 2023. We need teachers to participate. This is an opportunity for students to gain SL hours by participating in the Magnet Fair or by creating recruiting materials.

Bender's Tavern will host a Christmas Meal Giveaway at Urban Ministry on Christmas Day from 9-12. Meals can be delivered to individuals and/or families who do not have transportation.

Helen Adamson, DHS Alumni, passed. Mrs. Adamson was 102 years old. During earlier years, she served on the DHS Leadership Team for 50 years.

UPCOMING EVENTS –

December 14 – Staff Holiday Meal Celebration
December 14 – Winter Panther Land Showcase (Theater/MBOT Performances)
December 15 – PTSA sponsored lunch
December 15 – Winter Panther Land Showcase (Dudley Choir and Dance Classes)
December 12 – 16 Staff & SGA Holiday Spirit Week
February 25 – Middle School Instrumental Music Recruitment Day

OPTIMISTIC CLOSURE – L. Timmons McLaughlin

The meeting was adjourned at 6:37 p.m.

The next SBLT Meeting – Wednesday, January 11, 2023 – 4:45 P.M.

Minutes Respectfully submitted by Cheryl Donahue-Wright, Co-Recording Secretary

