

**School Leadership Team**  
**Summer Planning Retreat**  
**Meeting Agenda- June 21, 2024**

**Uncle Rob's**  
**8:00-1:00pm**

**Attendance:** Mr.Florance, Mrs.Dr. Misher, Mrs. Robinson, Mrs. Williamson, Mrs. Graves, Mr.Leflore, Ms. Castillo, Mrs. White, Mr. Kellogg, Mr. Turner, Mrs. Davis, Mrs. Williams, Mrs. Moreland, Ms. Morris, Mrs. Dorsey

| Agenda Item                                       | Facilitator       | Notes   |
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| <b>Minutes from last meeting- review and post</b> | Hazelman/Florance |   |
| <b>Comprehensive Needs Assessments (CNA)</b>      | Florance          | <p><b>Partners and groups discussed their portion of the Comprehensive Needs Assessment to identify the areas of growth school-wide.</b></p> <p><b>Robinson/Florance: A1 High Expectations Communicated to All Teachers and Students and A2 Curriculum and Instructional Alignment</b> - The use of rubrics is inconsistent (Emerging). The alignment of standards is also limited, we see that not all teachers are aware of the significance of knowing and understanding the standards (Emerging). Emphasized the importance of administration inspecting the expectations. Inconsistently utilizes instructional time for optimal learning opportunities (Emerging) due to the high amounts of downtime and transitions. <i>We must utilize rubrics, deep dive into standards, and be intentional about instructional time.</i></p> |

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|  |  | <p><b>Morris/Moreland: A3 Data Analysis and Instructional Planning and A4 Student Support Services</b></p> <p>Implements an effective and developmentally appropriate program supporting the social and emotional needs of most students (Embedded) due to not being able to reach all students as a school counselor. As a counselor, I spent more time putting out “fires” rather than doing preventative care. Provides minimal teaching of character education (Emerging). Transitions between grades, especially testing grades, are limited (Emerging). Pushing career development (Emerging). Discussions about utilizing Academic coaches, a part time AG teacher, or Woz-Ed and maker-space will help target</p> <p><i>We must refine attendance procedures, working more with the academically gifted students, and consistently school-wide work with at-risk students, more SEL work with all students, and prep with transitional grades and career development.</i></p> <p><b>Dorsey/Leflore: B5 Strategic Planning, Mission, and Vision, B6 -B7</b></p> <p>Involves many stakeholders in using data from several sources in developing the School Improvement Plan (Embedded). Provides some oversight for structures and strategies to meet the needs of some student populations. (Emerging) due to not always meeting the needs of AG and EC students due to limited certified staff. Maintains a consistent process for ensuring that the school’s vision and mission drive decisions and inform the culture of the school (Leading). Utilizes the School Improvement Plan to drive the</p> |
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|  |  | <p>change process and ensure continual support with shared responsibility for most staff (Embedded). The school has developed some plans for building school culture, but the identity for the middle schoolers was limited due to the events and activities that did not seem to cater to the 6th and 7th graders (Emerging). Discussions were raised on how we can cater to the middle school group to ensure behavior, academic, career development and social emotional learning to better support them -- possibly reach out to other K-8 institutions (Gate City Charter) to see what works or doesn't. Implements a safety plan that addresses most school needs (Emerging). Has a plan to address issues raised by the NC TWC survey and shares responsibility of implementing plans with all staff (Embedded). School administration occasionally models expectations set for staff and students (Emerging) due to middle school. Occasionally visits classrooms for purposes beyond staff evaluation with inconsistent or limited feedback to teachers (Emerging) due to limited visits from administration. The feedback when observed is very effective. Occasionally models continued learning by attending mandatory and some self-selected workshops and conferences on educational topics (between embedded/emerging). <i>We will focus on more EC support, the Leadership team communicating with their grade level, middle school identity, safety, and more frequent observations.</i></p> <p><b>Kellogg/White/Turner - C Teacher Quality &amp; Professional Development</b></p> |
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|  |  | <p>About 50% of teachers are certified (Emerging) as of now. We have PLC's and grade level meetings that have a process for discussing ineffectiveness (embedded/emerging). Regularly reflect on their classroom practices and student achievement in an effort to improve their effectiveness. (Embedded). Professional development comes from administration and colleagues (Embedded). Utilizing all documents and unpacking standards and applying during instructional time. Learning technology based, blended learning techniques is an essential part of PD. Recognizing teachers throughout the year (Embedded). The Beginning Teacher program helps support the needs of new students. Applicant Tracking is also a system we use from the state that looks into who we are recruiting and hiring. <i>We need to update the website and follow up about teacher licensures, administration, continue to support with resources and professional development, and provide resources to newly hired staff.</i></p> <p><b>Castillo/Williamson - D Resource Allocation and Facilities &amp; Technology</b></p> <p>Limited budget awareness (lacking) and hoping to identify ways to make financial budgets more systematic. Coordinates spending of required funds to align with student needs and Has a plan for reviewing and/or allocating resources but does not systematically utilize the plan to support school needs (Emerging). Transparency and specific details or updates would be beneficial when identifying grants. Ensures that some areas of the school and grounds are clean, well maintained, and safe (emerging) due to the bathrooms, safety with building,</p> |
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|   |                 | <p>parents, and ensuring we know new staff, and playground. Determines and acquires adequate instructional technology to support 21st century instructional practices (Embedded). It should be a top priority to share blended learning points through professional development (emerging/lacking). <i>School leadership should be more aware of budget items and process, introduce grant writers, keeping the building clean and safe, blended learning opportunities to share, tech specific PD, observation PD for new teachers.</i></p> <p><b>Williams - E Families and Communities</b><br/>Creates an environment where most families and visitors feel welcome (Embedded) through the lobby area and tours. Weekly newsletters are also sent to families (embedded/emerging), but we want to get more academics out to families and are working to communicate more with the community to engage personally with the students. We must ensure communications are being shared on all levels -- utilize the school dojo page more regularly. <i>More consistency with families, but we need more work with the community to engage with students.</i></p> |
| <p><b>Update Year End School-wide Data Review</b></p> | <p>Florance</p> | <p>The Composite score grew since the Summer Enhancement Program!<br/>Reading (+9 from Summer Enhancement Program and +1 RTA)<br/>Math (+10 from Summer Enhancement Program)<br/>Science (+3 from Summer Enhancement Program)<br/>Great job teachers, Mrs. Graves, and Mrs. Williams!</p>   |

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| <p><b>Field Trips</b></p>                            | <p>P. Misher</p> | <p>Dr. P Misher will be the designated Field trip coordinator and will be in direct contact with the grade level chair.</p> <p>Reviewed Field Trip Procedures (additional steps noted on document shared)</p> <ul style="list-style-type: none"> <li>- Meet with grade level to confirm field trips for the entire school year by July 31st... A minimum of 2 trips (1 per semester)</li> <li>- Be sure to document permission slips</li> <li>- Chaperones must complete a Criminal Record Check (CRC Form). Go ahead and send out forms at Open House (due by August 30th)</li> </ul>   |
| <p><b>Teacher Working Condition Survey (TWC)</b></p> | <p>Florance</p>  | <p>Last year's areas of improvement: <b>attendance, discipline/behaviors, academics, events, communication, and SEL</b>... We've accomplished many of our goals from the 2023-2024 school year!</p> <p>Topics for concerns from the TWC</p> <ol style="list-style-type: none"> <li>1. <b>Areas of improvement for improving non-instructional time</b> (any time that is not teaching the students):       <ol style="list-style-type: none"> <li>a. Staff submitted responses such as duty-free lunch and recess, which is challenging to accomplish due to resources and time.</li> <li>b. Morning work should be used to utilize working and engaging in curriculum</li> <li>c. Transitions should be intentional and efficient</li> <li>d. Create a Google Drive for a central space for paperwork.</li> </ol> </li> <li>2. <b>Family and Community Support</b></li> </ol> |

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|  |  | <ul style="list-style-type: none"><li>a. Giving parents opportunities to show up, hold them accountable with establishing expectations (attendance, homework, conference, deadlines, newsletter/communication). At our open house, have a packet with all the forms, expected costs from trips, deadlines, etc.</li></ul> <p><b>3. Professional Development</b></p> <ul style="list-style-type: none"><li>a. There are challenges with PD due to timing.</li></ul> <p><b>4. Special Populations</b></p> <ul style="list-style-type: none"><li>a. AG program and more EC support (more solid team this year).</li></ul> <p><b>5. Classroom and School Disorder</b></p> <ul style="list-style-type: none"><li>a. Emotional support for students to avoid disruptions in the classroom.</li><li>b. Active Playground monitoring to avoid injuries and disorder.</li><li>c. Administration may give classroom management and structure for BT's or teachers who need support.</li><li>d. Consistent incentives (and budget) to encourage positive behaviors. Introduce expectations with SOAR posters and grade level assemblies. PBIS rotations or videos to discuss different expectations in common areas (bathrooms, cafeteria, recess, hallways, etc). Apply routines weekly. Using a guide map to identify steps for staff to follow through with students.</li><li>e. Redefine disciplinary procedures (referral process, timing). Check in-Check out system</li></ul> |
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|   |                      | <p><b>6. Bullying (persistent and pervasive and an adult not watching)</b></p> <ul style="list-style-type: none"> <li>a. Define with families and students what bullying is to make sure everyone is on the same page.</li> </ul> <p><b>7. Events Team</b></p> <ul style="list-style-type: none"> <li>a. Create a school-wide calendar for events, but be mindful of data and instructional time.</li> <li>b. Staff must be involved in the planning process to avoid all responsibilities falling onto the Leadership team.</li> </ul> <p><b>8. Middle School</b></p> <ul style="list-style-type: none"> <li>a. How to make middle school unique and cater events, courses, etc to their needs.</li> </ul> |
| <p><b>Committee Brainstorming for 24-25 School Year</b></p> <ul style="list-style-type: none"> <li>*STEM Fair</li> <li>* Greensboro Symphony</li> </ul> | <p>Robinson/Team</p> | <p>Committees wrote down and discussed areas for focus for the year.</p> <p><b>Middle School (Leflore and Williams)</b><br/> <b>Attendance (Kellogg and Turner)</b><br/> <b>Discipline (Turner)</b><br/> <b>Events (Castillo, White, Morris, Davis, Kellogg)</b><br/> <b>SEL (Moreland, Dorsey)</b><br/> <b>Communication (Florance, Robinson &amp; Williamson)</b><br/> <b>Academics (Florance, Graves, Robinson &amp; Williamson)</b></p> <p>Committees shared focus areas with the team.</p> <p>Grade Level chairs to be announced via voting.</p>   |
| <p><b>SLT Meeting for 24-25 school year</b></p>   | <p>Florance</p>      | <p>Leadership Meetings will be the 2nd Tuesday of every month<br/> September 10th will be the next formal meeting.</p>  |



