



**Sedgefield Middle School
School Leadership Team Meeting
Tuesday, January 14, 2020
4:00 – 5:00**



“Everyone Does Better When Everyone Does Better”

Sedgefield Middle SMART Goals:

- 50% of SMS scholars will be GLP on the NC EOG Reading Test.
- 40% of SMS scholars will be GLP on the NC EOG Math Test.
- 100% of SMS scholars will be GLP on the NC EOG Math I Test.
- 65% of SMS scholars will be GLP on the 8th Grade NC EOC Science Test.

<p>Team Norms:</p> <ul style="list-style-type: none"> • Honor our commitments: Time, resources, mindset • No cell phone or sidebar conversations • Fixed agenda with assigned roles, tasks, purpose and goals • Focus on solutions, not just complaints • Agree to disagree/consensus • Be a unified front • Start on time & end on time 	<p>Team Roles:</p> <ul style="list-style-type: none"> • Chair: Ms. Peterson • Co-Chair: Mrs. Bilderback • Time Keeper: Ms. Algood • Recorder: Mrs. Beach 	<p>Team Members Should Bring:</p> <ul style="list-style-type: none"> • SLT & School Improvement Plan Handbook
--	---	---

Time-Start-Stop	Agenda Item	Notes/Next Steps	Deliverable/Product
1 min.	Welcome & Greetings norms stated.		
2 mins.	Review of norms, roles, etc. No December meeting, last meeting November. Review of November minutes. DDI instruction Parent Square Mental Health Review of Math & English goals		

	<p>NC Check-in reviews TD 6th grade, ELL support, online reading practice, align with social studies in reading strategies. PLC schedule changes. Ms. Rodriguez's role change AR program/DEAR time/quizzes/PBIS incentives 80% or greater on AR tests. State of school address on track EOG support Science NC checking 3rd. Comprehensive needs assessment. 6th grade Pep rally</p>		
<p>1 min.</p>	<p>Teacher of the Year Cynthia Dick – honor from other professionals in building recognition.</p>		
<p>14 mins.</p>	<p>CSI Feedback Summary report –NCDPI Comprehensive Needs assessment: School does well: Staff visible & engaged during transitions Active PTO PD based on teacher/student need Cadre model facilitates teacher leadership Well-maintained building School growth: Improve quality & teaching: Direct instruction, rigor, Utilize effect methods Increasing pacing of instruction to maximize class time for full curriculum. Leverage district provided curriculum & state resources Implement & communicate school-wide behavior plan.</p> <p>School wide discipline and culture plan reviewed with all staff members. Culture plan – support scholars entry, set tone of class, end, dismissal for day.</p>		

	<p>Instruction – NCDPI providing PD in February – Spring during planning periods and PD days for support.</p> <p>Advanced studies dept. will provide seminars on intro. Padea seminar. Beginning 1/15/2020 during Staff meeting. Additional in February. Coaching in grade level planning.</p> <p>Academically gifted/giftedness – myths & realities.</p> <p>Padea structure training and nationally trained Padea coaches will come in next week.</p> <p>Extension matrix designed for ELL scholars in Ms. Dick’s class.</p> <p>Pacing: district resources ELA/Math/Science for all levels of all learners.</p> <p>Feedback aligned with what was shared with teachers. Not surprising to instructional team members in class – validated growth opportunities. External perspective to help growth.</p>		
<p>5 mins.</p>	<p>Restructuring of Administrative Team</p> <p>Organizational shifts: Ms. Pierce – instructional support member – Dean of Instruction – case load of 28 core teachers. No elective teachers – exception Instructional quality & performance. Create an instructional cycle to ID needs, level PD support and progress monitoring for improvement. Work closely with Dr. Tornfelt and Mr. Turner re: walkthrough assessments.</p> <p>Ms. Eldridge, Ms. Stuckey & Ms. McClain to support teachers.</p> <p>Coach, co-teach to help Ms. Lund to 6th grade ELA teacher.</p> <p>Dean of Students – transition Mtn. Island charter to change to hire 8th grade ELA teacher to reduce sizes, 8th grade has largest numbers.</p> <p>Additional .3 allotment – transition Ms. Gregory from LLI support to 6th grade ELA position, begin on January 27. Both social studies and ELA prep.</p>		

	<p>Ms. Cowan will support 6th, 7th, 8th not on grade level in reading. Need intensive intervention.</p> <p>CSI Allotment – low performing school – receive additional funding.</p>		
9 mins.	<p>PRC 105 - 1920 Funding Allotment</p> <p>2019-2020 was given in April. \$232,065 encumbered for this school year was spent on salary for teaching positions – 3. Including benefits.</p> <p>2020-2021 July to July – given 24 months to spend it all the way out. New allotment \$260,693 – 3.28% for indirect cost to support needs on campus Federal dollars, school improvement money. To be released at a specific time and approval with a template and plan for the \$\$\$\$. Will be used regardless of Raleigh’s issues with budgeting.</p> <p>Each year for three years receive >\$200,000.</p>		
27 mins.	<p>NC Star, Ms. Eldridge</p> <p>Action attached to the SIP. Tasks: District required: A 2.04 – Instructional teams develop standard-aligned instruction for each subject and grade level. Wise ways –</p> <ol style="list-style-type: none"> 1. Instructional teams – science curriculum guides – met. 2. Reading teachers will use district curriculum guides weekly plans – met. 3. Math teachers will use district materials guide weekly plans – met 4. Exit tickets aligned with state standards – ongoing. 5. SMS teachers meet w/weekly lessons plans – met. 6. SMS teachers participate in weekly data meetings – adjusted – ongoing. <p>A 4.01 – The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.</p> <ol style="list-style-type: none"> 1. AR program: Accomplished 		

- 2. Extended day program – need to hire tutor – waiting on learning community Ongoing
- 3. Data chats to set goals – Ongoing
- 4. Weekly MTSS meeting – Ongoing – Week 1-4 on different topics
- 5. Provide PD to staff for scholars Tier 2 & Tier 3 svcs. Monthly MTSS meetings – ongoing.

B 3.03 Principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.

- 1. Ongoing – revisit in 3rd quarter – March, 2020.
- 2. Ongoing – revisit in 3rd quarter – March, 2020.
- 3. Ongoing – revisit in 3rd quarter – March, 2020
- 4. Ongoing – revisit in 3rd quarter – March 2020

E 1.06 The school regularly communicated with parents/ guardians about its expectations of them & the importance of curriculum of the home.

- 1. Parent communication/calendar – improve with main calendar. Ongoing
CMS - New website not user friendly, went back to old website.
- 2. Student conference/goals – ongoing.
- 3. Teacher will communicate re: CMS grading policy and SMS staff handbook through student agendas, parent square, power school, other digital platform, daily behavior, homework – ongoing.

A 4.06 All teachers are attentive to students’ emotional states, guide students in managing their emotions, and arrange for support and interventions.

- a. Peer club – grade level & gender based groups – met.
- b. Restorative practices during clubs – delete.
- c. Character education: Linchpin of the month – met.
- d. Student Svcs. PLC email biweekly – ongoing.

Need to meet again to discuss & review before January 24th – come back together on 1/21/2020 4 p.m. to review remaining NCStasr action items.

1 min.	Closing remarks – Eastover PTO meeting – 6th grade & Admin. Are presenting to 5th grade teachers & PTO.		



Sedgefield Middle School
School Leadership Team Meeting
Tuesday, January 14, 2020
4:00 – 5:00



School Leadership Team Members	Position

