



SCHOOL LEADERSHIP TEAM (SLT)

MEETING NOTES – April 30, 2020

ATTENDEES:

Dr. Tracey Harrill (Principal)
Jodie Whittington (Assistant Principal)
Patrick Sahd (Teacher)
Meg Dancausse (Parent)
Jewel Abbott (Counselor)
Scott Fernandez (Teacher)
Paul Modine (Teacher)
Amy Johnson (Parent)
Kelly Reed-Keeling (Parent)
Ann Hopkins (Teacher)
Keith Patton (Teacher)
Kaysi Dixon (Parent)

Christa Duncan (Teacher)
Mitzi Lynch (Parent)
Rebecca Kurtz (Parent)
Kathleen McDonough (Teacher)
Richard Turski (Teacher)
Andrea Wise (Teacher)
Robyn Wolkofsky (Parent)
Madeline Drayton (Teacher)
Tom LaJoie (Teacher)
Betsy Kaperonis (Parent)
Meredith Trail (Teacher)

Members Not in Attendance:

Michelle Plaisance (Parent)
Chris Tassy (Parent)
David Levin (Parent)
Julie Knafelz (Parent, PTSO rep)

Elizabeth Fairweather* (Teacher)
Dawn Weber (Parent)
Deron Hablutzel (Teacher)

**maternity leave*

Guests:

Jossalyn Wilson (CMS)
Nicole Jenkins (Teacher)

Stacey Ellis (PTSO President)
Christina Humphrey (Teacher)

MINUTES:

AGENDA

- Welcome
- Update on last indicator from the SIP
 - B3.03 The principal monitors the curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers (Ms. Jenkins, Ms. Duncan, Frau Humphrey)
- Updates and Housekeeping items (J. Whittington & T. Harrill)
- Close & Adjourn

SCHOOL IMPROVEMENT PLAN UPDATE (C. Duncan, S. Jenkins, & C. Humphrey)

B3.03 The principal monitors the curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers

How is Curriculum monitored?

- Weekly PLC Meetings
- Weekly Administrator Walk-thrus
- Formal Evaluation
- Informal Teacher/Administration collaborative meetings

What is a PLC?

- In education, PLC stands for Professional Learning Community and these groups usually consist of several teachers (depending on grade level) who teach the same or similar content
 - e.g. Mrs. Jenkins has three other teachers in 10th grade English PLC, Ms. Duncan has one other teacher in her Chemistry PLC, etc.
- PLC cycles are collaborations focused on results (standards and benchmark assessments)
- The collective inquiry turns insights into action

What happens at a PLC meeting?

- Teachers collect materials regarding upcoming content prior to a meeting
- NC Essential Standards are reviewed to be sure that plan of action includes all necessary content needed to achieve mastery of subject material
- Teachers present projects, labs activities that have worked well in the past and appear helpful for student understanding. Teachers discuss and evaluate specifics.

How are PLC's Monitored?

- Minutes are produced and submitted to administration weekly
- Dr. Harrill or Assistant Principal respond to questions, and attend meetings as time permits

Teacher Observation/Evaluation

- Curriculum implementation is monitored frequently by weekly walk-through observations
- Each teacher has 2-3 observations, with formal feedback provided
 - Formal feedback contains 25 elements in five standards, and includes a descriptive paragraph per standard
- Teacher/Admin conferences include end-of-year evaluation meetings with Dr. Harrill

TITLE NINE UPDATE (J. Whittington)

- No complaints to report
- CMS 2019-2020 Student Survey was completed by PHS and submitted to CMS central. No results to report.

PANDEMIC UPDATE (Dr. Harrill)

- Well-checks have been performed on ALL PHS students
- Since spring break, CMS has noted a decline in participation and assignment completion district-wide
- May 29 is the final date for students to submit assignments for online learning 9th-11th grade
- 9th-11th grade grading guidelines to be issued shortly
- Dr. Harrill stressed the **importance of students putting forth their best effort until the end of the school year**. Otherwise students will be placing themselves at a disadvantage come the new semester if they haven't mastered previous course requirements.

**This was the final meeting of the 2019-2020 academic year*

