

Southeast Guilford School Leadership Team
Minutes May 5, 2025

1. The minutes of the April meeting were reviewed and approved as presented.

2. Reports from departments as requested in the April meeting were presented.

a. Regarding “Moving lunches to Second Block:” Science, Mathematics, English, Fine Arts, Social Studies and CTE all reported “No” to moving the lunch period. Foreign Languages reported “Yes” to moving to second block. The results were reported to Administration with the recommendation to keep the lunch period the same.

b. Regarding Returning split coverage to a coverage of one teacher for a full block: Science said keep split; English said keep split; Mathematics was evenly divided on keep or change; Classified had no recommendation but reported that the reception position wanted to return to full block coverage; Foreign Languages said keep split; Fine Arts said keep split; Social Studies said keep split. Administration emphasized that the primary duty of a teacher is to take the duty when the receptionist calls. The only scheduled task that supersedes class coverage is if an IEP is already scheduled. SLT members were told to brief their departments on the priority of taking classroom coverage assignments.

3. The Principal reported to the SLT on the school’s absence report. The report is attached. He noted that Tiers one and two are trending the right way, but that we want to work on improving all absence statistics. His concern was how we can manage an absence tracking program. His identified needs were: Following up with students who were absent and who needed to make up work; how to communicate with families regarding absence policies and the need to make up work; Who would do the work of tracking the program; and how to ensure consistency of requirements within the program. It was suggested that the SLT form a sub-committee to explore an “Attendance Recovery Program.” Ms. Mitchum and Ms. Currie said they would be interested in serving on the committee and the SLT suggested that we ask Ms. Ashley Smith and Ms. Dabbs to also join the committee. SLT members were told to go to their departments and solicit people to serve on this committee.

4. The principal also updated school discipline statistics. The report is attached.

5. There was no old business since reports were handled in the report section.

6. New business: The Athletics Booster club asked for assistance in publicizing its work with athletics. The SLT acknowledged their work and will tell their departments of the club’s efforts.

7. New Business: Language Arts asked the SLT to consider appropriate consequences for poor attendance. The item was referred to the new subcommittee on Attendance Recovery.

8. New Business: Selecting a date for the Summer SLT meeting was deferred for coordination after the meeting. The chair and Ms. Ritorto will coordinate the names of new SLT committee members and the dates that they are available to meet this coming summer.

9. The meeting was adjourned with the summer meeting time to be determined.

Addendum: CTE submitted a request to remind all teachers to submit grades at least weekly to help the athletic department determine eligibility. This request was erroneously overlooked in the agenda preparation. Since this was a simple announcement, it has been added to the minutes.

Respectfully submitted,
F. W. Shearin, III
SLT Chair

Attendance Recovery

It is our desire for all our students to be successful; and their opportunity for success is much greater when they are in school and on time, all the time. We are implementing a new program to assist our student success.

Attendance Recovery will be for our students that have missed five or more class periods within a 9-week timeframe. These students will enter “No Credit Status,” until the time they missed is recovered.

To make up time, and get out of No Credit Status, students will need to attend Attendance Recovery at our Learning Hub on Tuesday or Thursday from 4:30 to 6:00 pm.

During this time students will make up any missed assignments, tests, or quizzes. Students in No Credit Status have until the last day of the quarter (9 weeks) or the last day of the Learning Hub to make up their missed time.

If the students do not make up their time by the end of the quarter, they will receive a grade of INC (incomplete) until their time is made up. Once a student completes their makeup time the student’s INC will be converted to their earned grade in the class. If time is not made up, the student’s INC will be converted to a 59/F for the quarter.

Discipline Data- May 6, 2025

Year	Referrals	ISS	OSS	Minors
2024-2025	312	92.15	280.00	163
2023-2024	299	142.89	545.99	100
	+ 13	- 50.74	-265.99	+63

Top Violations

- Rule 1-2 School/Class Attendance (141 incidents-45%)
- Rule 1-1 Noncompliance (36 incidents-11%)
- Rule 1-3 Out of Area(23 Incidents- 7%)