

## SIT MEETING Agenda & MINUTES

11/02/2016

3:45 p.m., November 2, 2016 | Location: Media Center

### Agenda

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#### Last Meeting Follow-Up

- SIT Membership
  - Teacher Assistants
    - **Mr. Triplett**
  - Students
    - **SGA President: Jordyn Baker**
- Preparations for the AdvancED review
  - Review specific action steps and discuss how we will accomplish them.
    - 1. Develop and implement a school wide professional development plan based on the school's needs assessment that focuses on research based instructional practices with emphasis on student centered instruction.
      - **Update on response from the county about PD on student-centered learning, which includes our staff's request for PD on how to motivate unmotivated learners**
      - **County-wide PD on 11/8:**  
[https://drive.google.com/open?id=19GGKg\\_TCwiE061kB0u2Yvs9eFix\\_ECrvjrghISY0FAU](https://drive.google.com/open?id=19GGKg_TCwiE061kB0u2Yvs9eFix_ECrvjrghISY0FAU)
    - 2. Develop and implement training for professional and support staff on the collection, analysis and utilization of data to drive instruction and evaluate programs and organizational effectiveness.
    - 3. Establish and consistently implement a formal structure to monitor and report information about student learning, conditions that support student learning and achievement of school improvement goals. This should include information about student discipline, two-way communication with stakeholder groups, attendance/tardy policy, and alignment of school-wide grading practices.
      - **Embry will share feedback on department grading practices**  
<https://drive.google.com/open?id=1DKYq55ZAtWbJS4EibLqPLupEGYpXfsP5JPbndOs5Gd4>
    - 4. Identify and implement strategies to further establish a culture of trust among the faculty, staff, students, parents and administration to enhance the school's capacity to build a unified school community.
  - Begin preparing document to submit to AdvancED to demonstrate our growth on the requested action steps
    - More information will be shared about this soon; the document is due in the spring

- SIP Revisions
  - Revisions
    - Continuation of discussion regarding the SIP
      - **Reports from investigations on the following strategies/action steps.**
        - Goal 1, Strategy 1, Action Steps 1-3
        - Goal 1, Strategy 3, Action Steps 1-3
      - **Recommendations for changes from last meeting.**
        - Goal 2, Strategy 1, Action Steps 1-2 - Update to include MTSS interventions
        - Goal 2, Strategy 2, Action Step 2 - Add “when possible” to maintaining the same homeroom
        - Goal 2, Strategy 3, Action Step 2 - Remove and add information regarding the new tardy policy
        - Goal 2, Strategy 3, Action Step 3 - Revise with updates on how attendance issues are being handled this year
      - **Discuss Goal 3 and status of its strategies/action steps.**
    - 3-4 members of SIT will meet to revise SIP on November 14.
      - Will propose, discuss and decide upon revisions to strategies/action steps, as well as discuss their alignment to the NHCS Strategic Plan for all goals.
      - Will present proposed revisions to SIT prior to December 7 SIP meeting
        - SIT will have time to discuss. If all are in agreement, the revisions suggested by the committee will be sent to faculty for vote at next faculty meeting

## New Business

- Questions/Comments

## Representatives in Attendance

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McCarty, Absi, Adams, Heise, Haney, A. Heiskell, Le, Joseph, Kincaid, Stupieniski, Triplett, S. Tyson, B. Tyson, Hensley, Day, Golonka, Luckadoo-Ross, Brigham

## Note Taker

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Embry

## Minutes

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### Last Meeting Follow-Up

- SIT Membership
  - Teacher Assistants
    - **Mr. Triplett**
  - Students
    - **SGA President: Jordyn Baker**
- Preparations for the AdvancED review

- Review specific action steps and discuss how we will accomplish them.
    - 1. Develop and implement a school wide professional development plan based on the school's needs assessment that focuses on research based instructional practices with emphasis on student centered instruction.
      - **Update on response from the county about PD on student-centered learning, which includes our staff's request for PD on how to motivate unmotivated learners**
        - The county is working to help provide county-wide trainings that will meet our needs in this area.
      - **County-wide PD on 11/8:**
        - [https://drive.google.com/open?id=19GGKg\\_TCwiE061kB0u2Yvs9eFix\\_ECrvjrqhISY0FAU](https://drive.google.com/open?id=19GGKg_TCwiE061kB0u2Yvs9eFix_ECrvjrqhISY0FAU)
          - This form will be shared with all faculty to be used next Tuesday.
          - All staff attending a PD on 11/8 need to complete a Professional Leave form and submit it to Karen.
    - 2. Develop and implement training for professional and support staff on the collection, analysis and utilization of data to drive instruction and evaluate programs and organizational effectiveness.
    - 3. Establish and consistently implement a formal structure to monitor and report information about student learning, conditions that support student learning and achievement of school improvement goals. This should include information about student discipline, two-way communication with stakeholder groups, attendance/tardy policy, and alignment of school-wide grading practices.
      - **Embry will share feedback on department grading practices**
        - <https://drive.google.com/open?id=1DKYq55ZAtWbJS4EibIqPLupEGYpXfsP5JpbndOs5Gd4>
        - More about practice than how grades are distributed
          - We need a threshold for number of grades in a 9 week period.
          - We need additional broad rules for what we do.
          - Timeline of when grades are put into PowerSchool.
          - Leadership Team will address this issue.
    - 4. Identify and implement strategies to further establish a culture of trust among the faculty, staff, students, parents and administration to enhance the school's capacity to build a unified school community.
  - Begin preparing document to submit to AdvancED to demonstrate our growth on the requested action steps
    - More information will be shared about this soon; the document is due May 1.
      - There will be a committee that will complete this report. It is a leadership opportunity for a small group of teachers.
- **SIP Revisions**
  - Revisions
    - Continuation of discussion regarding the SIP
      - **Reports from investigations on the following strategies/action steps.**
        - Goal 1, Strategy 1, Action Steps 1-3
          - 1.1.1 Social Studies does use primary source readings, which are modeled after the NC Final Exam; each class has access to the same documents; CTE: still awaiting response
          - 1.1.2 English 1 & 2 use a chart for close reading. They also use

common key words/power words. The goal is for all disciplines to use the strategies that the English department is using. This goal needs to be reworded .

- 1.1.3 Same as above
- Goal 1, Strategy 3, Action Steps 1-3
  - 1.3.1. We need documents to show the scope and sequence, as well as the time spent on each element for all courses. EOC's and NC Final Exams already have pacing guides. Teachers can store these documents in the department folders on staff share.
- **Recommendations for changes from last meeting.**
  - Goal 2, Strategy 1, Action Steps 1-2 - Update to include MTSS interventions
  - Goal 2, Strategy 2, Action Step 2 - Add "when possible" to maintaining the same homeroom
  - Goal 2, Strategy 3, Action Step 2 - Remove and add information regarding the new tardy policy
  - Goal 2, Strategy 3, Action Step 3 - Revise with updates on how attendance issues are being handled this year
- **Discuss Goal 3 and status of its strategies/action steps.**
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    - Will present proposed revisions to SIT prior to December 7 SIP meeting
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      - Sexton, Black, Day, Anderson - volunteers

## **New Business**

- Questions/Comments
  - Locks on the girls bathrooms are broken - 500 wing is the worst - Can we get those repaired?
  - From Gambino - we need a policy about what happens if a student has a head injury in class.
    - McCarty: The teacher should notify the office immediately. The office follows protocol set forth by the county. The school cannot dictate that a student go to the hospital.
  - Technology issue: Math department - need more laptop carts, some don't work, BYOD is being difficult
    - BYOD: must follow steps from the poster
    - Will remove BYOD and will have a new wi-fi; school log-ins will be used to access the internet
    - Laptops - we are in line for a rotation of laptops and pcs; nonfunctional laptops/pcs will be replaced. The school also ordered additional (2) laptop carts/(2) ipad carts for the school.
    - Math ipad cart is currently being reimaged.
    - Teachers absolutely need to complete the inventory sent out by Benfield!
  - Stupienski - recommendation for students to ask for tablets to use online graphing calculator (Desmos)
  - McCarty - we will have to comply with the fire code issues from the inspection. (RE: Beamer's email)

- Sexton - what is the update regarding printers and copiers? More paper is run through our printers than our copies. We will be moving toward central copiers. The copiers will operate as a printer. Allotments will increase. Projected to save a lot of money.
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## Action Items

- All staff completing PD on 11/8 will fill out the following form:  
[https://drive.google.com/open?id=19GGKg\\_TCwiE061kB0u2Yvs9eFix\\_ECrvjrghISY0FAU](https://drive.google.com/open?id=19GGKg_TCwiE061kB0u2Yvs9eFix_ECrvjrghISY0FAU)
    - This form will be shared with all faculty to be used on Tuesday.
  - All staff attending a PD on 11/8 need to complete a Professional Leave form and submit it to Karen.
  - Leadership team will address the issue of consistent grading practices as they apply to the AdvancED expectations.
  - Sexton, Black, Day, Embry and Anderson will meet on Monday, November 14 to work on completing a draft of the SIP.
  - Embry will have Karen submit a work order for the broken locks on girls' bathroom doors.
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## Next Meeting Agenda Items