

## SIT MEETING AGENDA & MINUTES 10/05/2016

3:45 p.m., October 5, 2016 | Location: Media Center

### Agenda

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#### Last Meeting Follow-Up

- SIT Membership
  - Teachers
    - EC: Katherine Day
    - PE: Chip Adams
    - JROTC: Mark Shellabarger
  - Teacher Assistants?
  - Parents
    - Response from PTSA: Addition of Joy Weathers, Kathy Luckadoo Ross, Jennifer Golonka
      - Discussion: We have 5 willing parents, but they do not meet the criteria expected for the SIT. Is this acceptable, given that we've struggled to even have 5 parents on this team in the past?
  - Students
    - Addition of Brandon Le, Bellamy Tyson, and Ashlyn Joseph
- 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
        - Update from Mr. McCarty on county's plans for PD regarding student-centered learning.
    - 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.
      - Department grading practices:

- Embry received responses from the following departments:
      - Arts
      - A partial response from English.
    - We need responses from every department.
  - 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
  - McCarty: Response from Dr. Smith concerning the Accreditation Progress Report, specific information and the due date
- SIP Revisions
  - Executive Summary
    - Approved and submitted after our last meeting
  - Other Revisions
    - Discussion of any proposed changes to be made within the SIP
    - Alignment of SIP with the NHCS Strategic Plan

## New Business

- Questions/Comments

## Representatives in Attendance

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Embry, Haney, Absi, Stupienski, Sexton, Adams, Baker, Day, Kincaid, S. Tyson, B. Tyson, Golonka, Joseph, Le, Gilchrist, Heise, Beamer, Shellabarger

## Note Taker

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Embry

## Minutes

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### Last Meeting Follow-Up

- SIT Membership
  - Teachers
    - EC: Katherine Day
    - PE: Chip Adams
    - JROTC: Mark Shellabarger
  - Teacher Assistants?
    - Mrs. Day will check to see if any TA's are interested in joining SIT
  - Parents
    - Response from PTSA: Addition of Joy Weathers, Kathy Luckadoo Ross, Jennifer Golonka
      - Discussion: We have 5 willing parents, but they do not meet the criteria expected for the SIT. Is this acceptable, given that we've struggled to even

have 5 parents on this team in the past?

- Yes. This is progress. We have an overall goal of working towards having a better representation of the Ashley HS population for future school years.
  - We may need to ask beyond the reach of the PTSA, which includes approximately 150 parents this year.
- Students
  - Addition of Brandon Le, Bellamy Tyson, and Ashlyn Joseph
    - Recommendation to have the SGA president be a member of SIT so they can have a voice.
- 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
        - Plans are in the works for PD from the county regarding motivating unmotivated learners/student-centered learning. More information will be sent out as it becomes available.
    - 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.
      - Department grading practices:
        - Embry sent out a form for teachers to fill out for each course they teach. There were about 75 responses (not 75 teachers) as of the meeting. All teachers will be encouraged to complete this simple form.
        - Embry, Anderson and other volunteers will help compile this information so we can have an overview of how grading is similar/different within subjects and specific classes.
    - 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 at our next meeting; due in the spring
- SIP Revisions
  - Executive Summary
    - Approved and submitted after our last meeting
  - Other Revisions
    - Discussion of any proposed changes to be made within the SIP
      - Embry will insert school name on SIP (page 2) and update membership on

page 3

- Anderson will add available data onto SIP Goals regarding overall and cohort proficiencies/growth
- Investigate the following strategies/action steps. If we are not following the action steps, we need to revise them
  - Goal 1, Strategy 1, Action Steps 1-3
  - Goal 1, Strategy 3, Action Steps 1-3
  - 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
- Alignment of SIP with the NHCS Strategic Plan
  - Will assess the alignment of Goals 1 and 2 with the NHCS Strategic Plan at our next meeting

## New Business

- Questions/Comments

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## Action Items

- McCarty
  - Invite SGA president to serve on SIT.
  - Share information regarding PD from the county for motivating unmotivated learners/student-centered learning
  - Share information regarding the document for AdvancED, as well as the submission date
- Anderson
  - Add available data onto SIP Goals regarding overall and cohort proficiencies/growth
- Embry
  - Insert school name on SIP (page 2) and update membership on page 3
- Day
  - Check to see if any TA's would like to serve on SIT.
- SIT members
  - Investigate the following strategies/action steps. If we are not following the action steps, we need to revise them
    - Goal 1, Strategy 1, Action Steps 1-3
    - Goal 1, Strategy 3, Action Steps 1-3
    - 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

- Be prepared to assess the alignment of Goals 1 and 2 with the NHCS Strategic Plan at our next meeting

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## Next Meeting Agenda Items