

# Forest Hills Global Elementary

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## Meeting Minutes

**Meeting Date:** 10/17/2018 - 3:30pm

**Title:** School Improvement Team

**Location:** Media Center

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### I. Attendance

**Team Members:**

Michelle Crowell, Christina Daniels, Christina Eames, Dawn Gullledge, Boni Hall, Blaire Harkey, Ashley Hodges, Christina Lancaster, Holly Minnear, Gretchen Parker, Leigh Pleta, Claudia Rossi, Stephanie Tew, Dawn Walker

**Guests:** Catherine Chappell - Parent

### II. Celebrate recent successes

Indicators Met:

A.106- (Instructional Coach Tools for Teaching and Global) ALL teachers provide sound instruction in a variety of modes: teacher-directed whole-class; teacher-directed small group; independent work; computer-based

A.1.07- (PBIS) ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.

A2.04- (Instructional Coach Tools for Teaching and Global) Instructional Teams develop standards aligned units of instruction for each subject and grade level.

B1.03- (SIT and Leadership Team) A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meet regularly (at least twice monthly) to review implementation of effective practices.

B2.03- (Leadership Team) The school has established a team structure among teachers with specific duties and time for instructional planning.

B.3.01- (Leadership Team) The LEA/School monitors progress of the extended learning time programs and strategies being implemented and uses data to inform modifications.

A.2.05- (Instructional Coach Tools for Teaching and Global) ALL teachers develop weekly lesson plans based on aligned units of instruction.

A4.01- (MTSS Coordinator - Data Digger) 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.

A4.16- (Teachers / FIT) The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level to level.

C.2.01- (Leadership Team) The LEA/School regularly looks at school performance data to make decisions about school improvement and professional development needs.

E. 1.06 - (Technology) The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning),

### **III. Review and respond to coaching comments**

### **IV. Approval of last meeting's minutes**

### **V. Old Business**

Welcome and Introductions Dr. Minnear welcomed new members to the team, including parents.

Purpose of School Improvement Team

Dr. Minnear explained the purpose of the School Improvement Team, as defined by NC law and specific details regarding Forest Hills.

Purpose of NC Star

Ms. Hall explained the purpose of NCStar and the timeline of progress for the school thus far.

NC Star Celebrations- Indicators met during 2017-18 school year

Ms. Hall discussed Indicators that were met last school year, including which department/PLT responsible for them and answered questions from the members

Introduction of Present Indicators / Assessment of Priority

Delegation of Responsibility in Meeting Indicators

Executive Summary of School Improvement Plan 2018-2019 - Final Review

Members read and discussed the final revision of the new School Improvement Plan.

## Title I Family-School Compact for Achievement

Ms. Tew met with parent representatives to gather input for the Title 1 Family= School Compact

### **VI. Indicators to Assess-Create-Monitor**

#### ***Indicators Assessed***

#### ***Objectives Planned For***

#### ***Monitor (updates made)***

Introduction of new NC Star Indicators selected based on multiple sources of data from the 2017-18 end of year survey and assessment data.

Members of SIT conducted an Assessment of Priority

Ms. Hall introduced 12 Present Indicators. Members split up into 4 teams to complete an Assessment of Priority for each indicator. Then, the teams shared their opinion and a consensus was reached. The paperwork was taken up to share with the appropriate PLTs, who will develop action steps to meet each indicator. The 12 Key Indicators will form the framework for each PLTs objectives for the year.

NC Indicators Assessed:

A1.04- (MTSS Data Analysis) ALL teachers assess students progress frequently using a variety of evaluation methods and make appropriate curriculum adjustments based on results.

A1.09- (Global, PBIS) The school expects students to participate in activities to develop skills outside of the classroom (e.g. service learning, clubs)

A2.04- (Instructional Coach and MTSS Coach) Instructional Teams meet regularly (twice per month or more for 45 minutes each meeting) to review implementation of effective practice and student progress.

A2.08- (Instructional Excellence - Instructional Coach, Grade Level Chairs, Grade Level PLT) ALL teachers teach and model the metacognitive process (goals, strategies, monitoring, and modification) and specific learning strategies and techniques.

A2.17- (PBIS) ALL teachers establish classroom norms for personal responsibility, cooperation, and concern for others.

A2.19- (Family Involvement Team) ALL teachers integrate college and career guidance and supports relevant to their subject areas into their taught curricula.

A4.06- (MTSS Coordinator and PBIS - Data Digger) ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.

C3.04 - Teacher Retention Data - The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.

**VII. Other Business**

**Action Taken:**

**VIII. Next Meeting**

Date: 11/28/2018

Time: 3:30pm

Title: School Improvement Team

Location: Media Center

**IX. Adjourn**

5:00pm

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