

School Improvement Team

Date	October 17, 2018	Time	2:15pm
Chairperson	Teacher-Scott Hatch	Parents Present	Team is in the process of electing parent representatives.
Staff Present:	Teacher-Dixie Smith Teacher-Tiffany Williams Teacher-Melissa Naylor Office Support-Lisa Boyd Assistant Principal-Eric Pfirman Teacher Assistant-Julia Zapf Teacher Assistant-Stephanie Ferguson		
Absent	Principal-Christianne May		
Next Meeting	Scheduled for November 21st. Team will meet at least 1 additional time before this date to ensure we have our plan in place/finalized before the due date.		

Meeting Agenda

Time	Topic	Notes
1 minutes	Welcome	
4 minutes	Review minutes from previous meeting	Team reviewed minutes from the previous SIT Meeting. There were no questions or comments
20 minutes	<p>Executive Summary - page 3 of SIP</p> <ul style="list-style-type: none"> - Review activities on last year's executive summary - Determine activities that need to be removed from each section - Determine activities that need to be added to each section 	<p>*Team reviewed the executive summary from last school year</p> <p>*The team agreed to remove the following statements from the executive summary:</p> <ul style="list-style-type: none"> -Teachers will provide tiered instruction in the interest areas of the classroom: blocks, dramatic play, manipulatives, sand & water, library, computers, art and outdoor environments. -Teachers will use the TS GOLD Assessments three times a year: October, February, and June to guide instruction 100% of the time. -Teachers will demonstrate increased use of student data through formative assessments and PLC minutes resulting in a 5% increase in literacy content area assessment. -Teachers will use data notebooks to monitor student performance 100% of the time. <p>*The team agreed to the following statements in the executive summary:</p> <p>COMMUNITY BUILDING:</p> <ul style="list-style-type: none"> -Parents attend Program Orientation to be informed of school wide policies as well as NCPrek Guidelines. -At the Orientation, parents receive a Parent Handbook with information about the program and community resources. -All Howe Pre-K Center teachers have web pages they use as way to communicate with parents.

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- Teachers will convert teacher web pages to google site format
 - Teachers send home newsletters **regularly** in a language the family understands when possible. Teachers post lesson plans in their classrooms for family volunteers and visitors to view. **Team requested that we clarify with Ms. May regarding the newsletters being monthly or weekly.**
 - Howe Pre-K Center will host at least 4 events for parents and families to increase rapport and to empower family knowledge of NHCS culture and community resources.
 - Beginning of the year home visits are used as a way to welcome families to school and prepare them for the school year.
 - Our school partners with the New Hanover County Library and the Children's Museum of Wilmington to provide exceptional experiences to promote literacy in reading and math. **Team requested that we clarify the status of the Children's Museum Field Trips with the early childhood department.**
 - Promote professionalism and responsibility for staff, students, and the community
 - Howe will participate in the Foster Grandparent Program through the Department of Aging.
- CONTENT PLANNING:
- Every Tuesday the administrator and Pre K teachers will lead Professional Learning Community meetings to promote and reinforce instructional and assessment practices using Creative Curriculum. **Team would like clarification on PLC's for teacher assistants.**
 - Scheduled school based professional development that aligns with the SIP and provides training and support for the implementation and improvement in targeted areas such early literacy and kindergarten readiness.
 - By June 2019, 100% of classroom staff will achieve TSG Interrater Reliability certification. **Team requested clarification on TSG interrater reliability certification.**
 - Strategic instructional planning to ensure student centers/activities are aligned to learning
- INSTRUCTION:
- Teachers will converse with children regularly and scaffold their play with intentionally planned activities.
 - Teachers will create a well-planned environment in which to teach children appropriate social skills.
 - Teachers will use every opportunity to teach children new skills to help them learn to self-regulate.
 - The principal and other district staff will conduct informal and formal observations of all the instructional staff.
 - Conscious Discipline, Creative Curriculum, Second Step, Foundations State Curriculum, and other supplemental curriculums will be used to drive intentional instruction in the classrooms. **The team requested clarification on the writing curriculum and also the Sanford Harmony Social/Emotional kits.**

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		<p>ASSESSMENT FOR LEARNING:</p> <ul style="list-style-type: none"> -Teachers will meet with families formally 3 times during the school year to review children's progress and assess family goals. -Teachers will utilize formal (TS Gold) and informal (data notebooks) assessments and PLC collaboration to guide instruction in all curricular areas -Team requested clarification on the following items: <p>What are the dates for the parent conferences this year?</p> <p>When are the TS Gold Benchmark dates?</p>
10 minutes	<p>Process and timeline for voting parent representatives</p> <p>List of interested parents</p>	<p>*Team discussed and reviewed the process for electing parent representatives for the SIT. Team agreed to send home ballots for parents to vote in the parent representatives. Team discussed the idea of having a parent meeting to discuss the specifics of being a parent representative on the SIT and to also find out if parents would be willing to volunteer/assist with other school functions.</p>
	<p>Action Steps prior to next meeting:</p> <ul style="list-style-type: none"> - Electing parent representatives - Updating data for Goal 1 - Rewriting Goals 2 &3 	<p>*The team reviewed and discussed SIT Goals.</p> <p>School Goal 1:</p> <ul style="list-style-type: none"> -85% of all students will master phonological awareness skills in the area of literacy as measured by the end of the year assessment check points. -90% of our students will meet or exceed age-level expectations in all literacy objectives as assessed in Teaching Strategies Gold (TS Gold). -Team discussed using the following literacy areas for our SIP data (rather than just have a goal for phonological awareness.): <p>Phonological Awareness</p> <p>Alphabet Knowledge</p> <p>Print Awareness</p> <p>Emergent Writing Skills</p> <p>-Team agreed to collect data from TS Gold Scores from last year in</p>

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order to assist with establishing a proficiency goal.

-Mr. Hatch stated that he has data from previous years, but we still are missing last year's data. Mr. Hatch stated that he will review the data in our SIP and make sure the previous years TS GOLD data is included in the document.

School Goal 2:

-90% of all students will master number concepts and operations as measured by the end of the year assessment check points.

Number Concepts

Compare and Measure

Pattern Knowledge

Spatial Relationships & Shapes

Number Concepts

Compare and Measure

Pattern Knowledge

Spatial Relationships & Shapes

-Team agreed to revisit this goal at our next meeting. Team plans on finalizing goal number at our next meeting.

School Goal 3:

-Staff will provide knowledge and tools for successful kindergarten readiness and transition.

-75% of prekindergarten students will demonstrate kindergarten readiness skills upon exit of the program

-Social and Emotional Readiness Skills.

-Team agreed to revisit this goal at our next meeting. Team plans on finalizing this goal at our next meeting.

*Team agreed that the SIT may need to meet 1 additional time prior to our November meeting in order to finalize our school goals, review the updated executive summary, and to officially elect parents.

*Today's minutes will be shared with Principal May and the Howe Pre-K Staff