

Forest Hills Global Elementary

Meeting Minutes

Meeting Date: 01/17/2018 - 3:30pm

Title: SIT Team Meeting

Location: Media Center

I. Attendance

Team Members:

Christina Daniels, Graham Elmore, Jazmin Garcia, Boni Hall, Kathryn Hastings, Tyler Knotts, Annie Lovoy, Holly Minnear, Sydney Peterson, Leigh Pleta, Deana Srakovic, Stephanie Tew, Jessica Turner

Guests:

II. Celebrate recent successes

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

V. Old Business

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

VII. Other Business

Action Taken:

A 1.06- All teachers provide sound instruction in a variety of modes: teacher-directed whole class; teacher-directed small group; independent work; computer based

Christina Daniels (Global Specialist) asked for input for using Time for Kids during Spanish classes until a teacher has been hired. Fourth grade discussed using the magazine for Science and Social Studies grades. SIT Team decided Time for Kids should be introduced during Spanish class and homeroom teachers will finish instruction.

NC STAR Successes:

Mr. Elmore shared the following indicators have been completed:

NCStar A1.07- The PBIS team will develop expectations, post expectations, and provide corresponding lessons for the classroom. Completed 1/8/18

-The PBIS team will develop expectations, post expectations, and provide corresponding lessons for the classroom. Completed 1/10/18

Ms. Hall thanked everyone for work on PLTs, for example PBIS in cafeteria (coming up with solution and then sharing the message to all concerned)

Ms. Hall introduced a change of structure to staff meetings to promote more communication and

recognition, and provide more work time and sharing time for staff. Committee members received and reviewed following handouts:

Forest Hills Global School Improvement: 2017-18 PLTs and NCStar Alignment

- Teacher Retention- encompasses social committee and wellness committee
- Global Ready- Global Ready Application Team, Green Team

Sustainable Development Goals

NC Global Education: Council of Chief State School Officers Four Global Competencies/Capacities (NCDPI)

Executive Summary for FHGES: Instructional Improvement Plan 2017-2018

FHGES 2017-2018 Professional Development Plan

NC Star/Professional Learning Team Reporting Form Template

2017-2018: FHG NCSTAR Indicators- Comprehensive Report: Indicators and Action Steps

Ms. Hall introduced new format for Wednesday afternoon PD (3:00-4:30)

Week A- Full Faculty/ PLT Sharing and PD

Week B- PBIS/MTSS/Technology

Week C- Grade Chairs/SIT

Week D- Teacher Retention (Social/Wellness) / Global Ready and Green

The following changes have been made for instructional planning:

B 2.03- The school has established a team structure among teachers with specific duties and time for instructional planning.

-Tools for Teaching Tuesdays and Data Digger Thursdays have been revised to provide time for grade level collaboration (EL and Ready Math), opportunity to practice skills learned from first semester, and utilize email

B 3.03- The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.

Weekly Coaching/Feedback : 15 minute Weekly Observations, followed by 15 minute face to face feedback from observer

Observation Schedule- Hall- K-2 for approximately 3 weeks

Tew- 3-5 teachers for approximately 3 weeks

Elmore- EC/Specialists teachers- for approximately 3 weeks

VIII. Next Meeting

Date: 02/14/2018

Time: 3:30pm

Title: SIT Team Meeting

Location: Media Center

IX. Adjourn

4:30pm