

**Snipes Academy of Arts & Design
School Improvement Team Meeting Agenda and Minutes
Monday at 3:00 pm**

SIT Team Members

Principal - Rachel Manning	Assistant Principal - Rachael Beckelhimer
Assistant Principal - Stephanie Willis	Instructional Coaches Maura O'Mahony K-2, Mandi Kausak 3-5
School Counselor -Cora Laurens	Kindergarten - Jennifer Goss
1st Grade - Courtney Malahias	2nd Grade - Carter Kennedy
3rd Grade - Julie Vincent- Horne	4th Grade - Amanda Rouse
5th Grade - Taylor Henley	EC Dept - Kelly Smith
Enhancement - Kim Jernigan	Paraeducator - Donnell Giles
Rotating Interventionists: Kristen Peterson, Jenny Cotten	Other:

Staff Members Absent: Jennifer Goss, Stephanie Willis

Parent Representatives Present:

Parent Representatives Absent: Laura O'Leary

Guests Present: Carley Gerdes

Topics	Presenter
Welcome/Celebrations <ul style="list-style-type: none"> ● 4 days until a much deserved break ● Smith's daughter is in London ● Peterson's house officially has a foundation 	Kausak
Enhancement Performance Group- Band <ul style="list-style-type: none"> ● Too many kids at one time to meaningfully learn instruments (25 students) ● What are your thoughts on students still going one day a week, but the possibility of them being assigned to a different day of the week? ● New days- Monday, Tuesday, and Thursday- students will still come one morning a week but it will be based on what group of instruments they play- Ms. Gerdes will send information to teachers on what day each student will go starting the first full week back from break. She will also send new permission slips for Band students 	Kausak
LETRS/Science of Reading <ul style="list-style-type: none"> ● Unit 5- Vocabulary School-wide ideas/discussion- we will target science words, a word each week that will be announced on the daily announcements, we will get creative with using this schoolwide, run with it in your classroom. Mr. Henley will share the 5th grade vocabulary list with O'Mahony and we will begin this the week of January 9th ● Repeated Readings- Common reason for academic failure, they have not spent enough time doing the reading, we should be focusing on no more than 3-5 different texts a week, we will focus on this in planning in January 	O'Mahony

Topics	Presenter
<p>NC Star Indicator A2.04-Instructional Teams develop standards aligned unit of instruction for each subject and grade level (we have a total of 9 actions and three are current)</p> <p>Closed actions</p> <ol style="list-style-type: none"> 1. Create a walkthrough schedule Walkthrough Schedule 2022-23 2. Create a core subject walkthrough-Instructional Coaches do this 3. Teachers will use Learning Intentions and Success Criteria in their daily lesson plans and to help students understand what mastery of the standards looks like. 4. Create an agenda for weekly PLC's with administration and Instructional Coaches 5. PLCs will analyze data after benchmarks and adjust groupings based on data. 6. Coaches will help plan and align units of instruction 7. Create a pacing guide the entire year for reading and math with prerequisite standards needed that students may have missed due to being out for Covid and remote learning. <p>Current actions</p> <ol style="list-style-type: none"> 1. EC will help teachers modify work for students with special needs due 6/30 (how's this going?) *If you have a student in your class that has modified work on their IEP, you need to work with your EC case manager to do this for your student, ask if you need support with this 2. Pre and post test data will be analyzed pre and after each unit and learning activities (e.g., independent work, small group work, and homework assignments will be differentiated for lagging students. Due on 7/1 (how is this going)? 3. Teachers will have the Eureka Squared Coaching Cohort through the County on and off campus as we participate in Eureka trainings and walkthroughs. Due 8/1 <p>Here are the wise ways. We need to decide if we want to add any or be closed for the year? https://www.indistar.org/app/WiseWays/5094.pdf.</p> <p>***Please read with your grade teams to decide if you feel we are fully implemented as a school. We have enough actions but this is a very hefty indicator and the wise ways will determine if we are meeting this. Use the two questions sheet and come back to the next SIT meeting with your answers.</p>	Beckelhimer
<p>Safety-</p> <ul style="list-style-type: none"> ● Fire report reminder- Nothing hanging on your blinds or doors (all paper must be removed from blinds or doors). For fabric to be sprayed for fire approval, the only place that will do it is The Blind Butler 910-794-1664. They will come and give you a quote. Call them if you plan to keep your fabric in your room, otherwise it should be removed (this includes beanbags, pillows or hanging fabric that does not have fire retardant already on it). ● Lockdown- If it is a real lockdown and not a drill, Admin will also be in a locked room somewhere, the SRO and police take over from there so everyone must know what to do and follow exactly what is written in your Safe School Book. Don't forget to email the front office staff as well. <u>*What to do if we are in the lunchroom when this takes place or outside at recess: Review your notebook on these procedures. We will likely practice this in the spring as a school, but you and your students need to know these procedures now. This has been a reality around us, and we want to be prepared.</u> 	Beckelhimer

Topics	Presenter
<ul style="list-style-type: none"> Safety team ordered color coded shirts so they can easily be spotted- please see your roles again and review it for when we have to evacuate. This is schoolwide. https://docs.google.com/presentation/d/1vjtuFzP4qSLJTvqOcRrZA2DEWv91RdbU0EuIHX6mxuk/edit#slide=id.p- Beckelhimer will bring these new pages for your safety binder around to you, review once you receive them and add to your binder 	
<p>Parent Input -</p> <ul style="list-style-type: none"> Dates on conferences to come- Beginning of February- will be help over the course of a week, teachers will need to work with parents for face-to-face conferences, information will be sent out in January regarding dates and pushing out to parents 	Team
<p>Next Steps-</p> <ul style="list-style-type: none"> Bring back the completed last page from the Wise Ways for A2.04 to next meeting, complete with your grade level team Review Lockdown procedures for all locations Next meeting focus- Indicator- B3.03-The principal monitors curriculum and classroom instruction regularly and provides timely, clear, and constructive feedback to teachers. - We will view the trends we see at January's SIT meetings from our walkthroughs. Number of actions =6 Current action-"Using our walkthrough tool, we will look at graphs monthly looking for trends, success, and plan next steps based on spreadsheet data: Do we want to add any more (see wise ways) or close this out at the end of the year? Wise ways-https://www.indistar.org/app/WiseWays/5149.pdf 	Team
<p>Plus/Delta</p> <ul style="list-style-type: none"> Parent rep is not here today Short meeting today 	Team
<p>Next Meeting: 1/23/22 @ 3:00pm</p> <ul style="list-style-type: none"> Mandi and Maura 	

NC STAR INDICATOR ASSESSMENT WORKSHEET: Draft for discussions		
Indicator Being Assessed:		
Current Level of Implementation:		
No Development	Limited	Fully Implemented
Priority Score:		
High: 1	Medium:2	Low:3
Opportunity Score:		
3: Easy to Address		
2: more difficult but can be obtained with current policy or budget		

NC STAR INDICATOR ASSESSMENT WORKSHEET: Draft for discussions

1: Changes will be required to policy and/or budget

What should this look like at our school once fully implemented? This needs to be a couple of paragraph

Action/Tasks 1

What:

Who is responsible:

Timeline:

Monitor task: (**progressing**, completed)

Action/Task 2

What:

Who is responsible:

Timeline:

Monitor task: (**progressing**, completed)

Action/Task 3

What:

Who is responsible

Timeline:

Monitor task: (**progressing**, completed)

Action/Task 4

What:

Who is responsible:

Timeline:

Monitor task: (**progressing**, completed)

NC STAR INDICATOR ASSESSMENT WORKSHEET: Draft for discussions

Action/Task 5

What:

Who is responsible:

Timeline:

Monitor task: **(progressing, completed)**