

East Elementary

Meeting Minutes

Meeting Date: 03/24/2021 - 2:30pm

Title: SIT Meeting

Location: Virtual: Teams Meeting

I. Attendance

Team Members:

Felecia Bailey, Jennifer Beauregard, Athanasia Bennett, Melissa Fox, Michelle Goode, Teresa Hernandez, Matt Lasher, Emily Murchison, Samantha Pierre, Lauren Veras, Rachel Wallon, Katherine Worthington

Guests:

II. Celebrate recent successes

-3/23/21 - A variety of personnel from DPI, district, and local agencies attended a tour of East Elementary to promote several programs we offer, such as DLI; Health-Science Academy; 4th Grade Math Tutoring.

-Students will be returning 5 days per week, beginning April 12, 2021

-87% of 5th graders in Ms. Pierre's class demonstrated proficiency in matter and energy.

-Students in Ms. Wallon's increased 100% on a recent math assessment.

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

February 2021 minutes were approved by Lauren Veras (1st); Katie Worthington (2nd)

V. Old Business

none

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Plan today to reflect the next Indicators in the School Improvement Plan: B3.03; C2.01; C3.04; E1.06

SIT can upload evidence into the spreadsheet: https://drive.google.com/drive/folders/13SC2lvi-WA_H_5T0wt9_jujAABAtxPbb

UPDATES:

B3.03: Walkthrough forms, PLC meeting attendance, lesson plan checks, read to class during various times throughout the year. COMPLETE

C2.01: (Students will be empowered to track and own their data) - Many teachers posted student goals and classroom goals. *Check the target data to determine whether to adjust the target date or mark it complete, based on current evidence.

(The staff will use various forms of relevant data and understand how to implement instruction based on data.) Data is posted, MTSS data, PLC notes. Fox, Beauregard, LeHew can upload PLC notes to document the completion of this element.

(The staff will develop will develop a consistent understanding of grade level content, curriculum expectations....) Use of Jan Richardson core map; use of SAMM for poetry; unit pacing guide between grade levels; using common verbiage across grade levels; Feb 4.

(The school leadership team will review all universal screener data after each Benchmark assessment is complete) Data is tracked in Data Tracking Form; PLC meetings; ILT discussions; results from MTSS data; ISIP/IStation data; after-school tutoring; professional development aligned with walkthrough observation results (CHAMPS/Guided Reading); Ms. Wallon and Ms. Davis participating in the Migrant Program professional development program.

The administrative team and teachers will collaborate in Professional Learning Communities to review data to measure current level of performance). At upcoming PLC meeting, we can review NC Check-In and unit benchmark assessments to create activities that will review and prepare for EOG test.

C3.04 (Admin team will develop a protocol for hiring new staff. This year we had to utilize the employment flexibility to maintain our media center coordinator and teacher). LEA process form/HR website.

E1.06 (Parent Volunteers: Increase the number of parent volunteers involved in academic and social emotional conversations with school staff through utilizing new and creative ways to incentivize parent involvement). PTO and PTO committees; Parent Collaborative; Town Hall; ConnectEd messages; Academic Connection Bags.

(Positive Parent Contacts). Postcards sent home, random notes home, parent contact logs.

Administrative team will work in conjunction with the PTO to facilitate community outreach initiatives). Town Hall meetings; ConnectEd, Parent Notebook. Due to Covid-19, there is limited evidence of this action step. Change the date on this action plan.

VII. Other Business

Action Taken:

Reviewed and reflected upon the Family Engagement Policy and Parent Compact. This is a requirement per Title I guidelines. Based on the responses made by parents/families/students, the team agreed that no modifications were necessary to either of these documents at this time.

-Comprehensive Needs Assessment: SIT would like to have this completed by May 26. SIT have opportunity to work in small group to complete the Comprehensive Needs Assessment. Mr. Lasher requested volunteers to complete this task. Teachers should notify him by April 14 whether they'd like to participate in this endeavor. Lasher to open it up to all staff. Goal for SIT is to have the Comprehensive Needs Assessment completed by May 26.

VIII. Next Meeting

Date: 04/28/2021

Time: 2:00pm

Title: SIT Meeting

Location:

IX. Adjourn

4:00pm
