

Site-Based Management Team  
Minutes for 9-29-20

Members Present: Jennifer Deaton, Melinda Lickliter, Christy Williams, M'lissa Caines (for Eich), Danielle Phillips, Arantxa Munguia, Michelle Johnson, Tiffany Whitley, Leslie Courtney, Amy Herlihy, Marlowe Newsome

1. Review the purpose of this team and introduce members
  - a. [Members for 2020-2021](#)
2. Select Chair and Secretary
  - a. Chair - Marlowe Newsome
  - b. Secretary - Emily Phillips
3. Dates for SBMT meetings for the rest of the year:
  - Site-Based Management Team meetings have been scheduled for the entire year. They typically will be on a Monday at the end of each month at 2:30.
  
  - Tuesday, September 29 (Held on Tuesday since Monday is an Optional Workday)
  - Monday, October 26
  - Monday, November 30
  - A SBMT meeting isn't scheduled for December due to the last two weeks of that month being Winter Break.
  - Monday, January 25
  - Monday, February 22
  - Monday, March 29
  - Monday, April 26
  - Monday, May 24
4. Review last year's Comprehensive Needs Assessment on NCSTAR and add updates for this year based on data. (complete forms tab)
  - a. **Achievement & Growth Data** - Used EOG scores; Moved to a B rating and met growth status for EVAAS in 2019; No EOGS for 2020; Use information from Cogat; VQ score 99 and QN score 101.38; Will use BOY iStation once all scores are in.
  - b. **Needs:** STEM teacher, tutor, staff development, guided reading; Math skills PD, PBL training, reading programs, reduce class sizes
  - c. **Inc/Dec in Proficiency** - ELL students used as example
  - d. **Gaps within subgroups** - link to previous year EOG data
  - e. **Teacher growth** - no data due to no EOGs
  - f. **Attendance, Discipline, Demographic and Retention Data** - 121 days of school prior to school closure - 25% of students were chronically absent; Huge decrease in office referrals last year (only 111 referrals last year) - morning meetings were implemented, Mrs. Lowery served as BMT, CHAMPS, PBIS; 65% free & reduced

lunch on average (free lunch for all students runs out in Dec.; 4 students retained in all last year;

- g. **Beginning Teachers** - UNES has 3 BT2s and 3 BT3s
  - h. **Teacher attendance rate** - Teachers only missed a total of 73 days altogether
  - i. **TWCS** - Lowest rating - 70% teachers said noninstructional time provided for them was sufficient (Still higher than county and state percentages)
  - j. **Parent & Surveys** - were not administered last year
5. Set goals in the School Improvement Plan for 2020-2021 (set directions tab)  
Last year's goals were:

Goal	Performance Measure(s)
The school-wide Math proficiency average will increase 5 points from 69.8% to 74.8% by June 2020.	0
The school-wide Reading proficiency average will increase 5 points from 57.0% to 62% as measured on the End of Grade assessments taken in June 2020.	0
The school-wide Science proficiency average will increase from 72.7% to 77.7% by June 2020.	0
The number of office referral will decrease by 10% from 2018-2019 to 2019-2020.	0

[Add Goal](#)

### 2020 - 2021 Goals

- The school-wide Math proficiency average will increase 5 points from 69.8% to 74.8% by June 2021.
  - The school-wide Reading proficiency average will increase 5 points from 57% to 62% by June 2021.
  - The school-wide Science proficiency average will increase 5 points from 72.7% to 77.7% by June 2021.
  - Union Elementary will not to exceed 150 officer referrals in 9 months.
6. Determine which of the 12 key indicators from NCSTAR should be selected for the 2020-2021 school year (last year was the first year using NCSTAR and we completed the 4 indicators that were selected last year)--(assess, monitor, & create tab)
- a. **Indicators for 20-21 school year:**
    - i. A4.01 - (MTSS) - work on this across the next 2 school years
    - ii. B2.03 - (Team structure)
    - iii. C2.01 - (School performance data)
  - b. Discuss current level of implementation
    - i. Last Year Goals:

1. A1.07 - Met last year; Continue action steps from 20-21 school year
  2. A2.04 - Met last year; Continue action steps from 20-21 school year
  3. A4.06 - Met last year; Continue action steps from 20-21 school year
  4. E1.06 - Met last year; Continue action steps from 20-21 school year
- c. Determine what it will look like when fully implemented
    - i. TBD in subcommittees on 10/16
  - d. Brainstorm possible action steps (ideas)
    - i. A4.01 - implement an IE block - could use for T1 instruction; identify who will provide T3 instruction; Review tier data frequently; Complete T2 meetings & decide what it will look like - choose a data tracker
    - ii. B2.03 - assign jobs during PLC meetings - could be a rotation; take minutes during PLC; follow agenda for meetings; calendar for grading & discussing assessments; Possible PD on DuFour model for PLCs; Leadership team meets with grade chairs once per month; Common planning time; come up with norms; CARE team
    - iii. C2.01 - identify challenges & make sure PD matches; PBLs, Systematic & Explicit instruction; need to look at school data; Pineapple Board - go watch their teachers; offer choice PD led by staff; grade levels look at student needs; PD on teaching virtually, engagement; promote PD from the district; invite county people to do in-house training
  - e. Each staff member will be placed onto an NCSTAR subcommittee which will meet and further develop the information for each indicator. They will then monitor that indicator for the rest of the year.
    - i. Subcommittees will meet once a month - first meeting will be 10/16
  - f. [Template #1](#)
  - g. [Template #2](#)
  - h. [Template #3](#)
7. Discuss any feedback related to the start of this school year.
    - a. Hispanic families are struggling with communication with teachers due to use of technology and how/where to get information.
      - i. Teachers can use Talking Points app to translate to Spanish; Parents can type back in Spanish
      - ii. Irma Brown - helps with communication with parents; translates letters
      - iii. Idea: Parent meetings in the mornings or evenings with hispanic families
      - iv. Idea: Set up tables on an evening & show how to work on the computer or answer questions- provide translation
      - v. Idea: Hispanic contact group - Ms. Munguia and a few others could be a contact person and then contact Mrs. Deaton or the school to get answers