

SIT Team Meeting

10-10-2016 at 4:00 p.m.

Meeting Minutes

1. Welcome/Call to Order/Affirmations
 - a. Sims motion to begin meeting and welcome everyone, begin meeting with any positive affirmations (open floor).
Teachers and staff members are very positive about the current trend at the onset of the school year. Many positive and exciting things are happening at Shepard and it has given a renewed sense of excitement.
2. Reading and approval of Minutes from last meeting September 12, 2016.
 - a. Freeman emailed copy of SIT Team meeting Minutes.
 - b. Leggett motion to approve meeting minutes, Teal to second.
 - c. Majority vote for approval of meeting minutes for September 12, 2016.
3. SIT by-laws discussion/approval/revisions
 - a. One amendment made to by-laws
 - i. Item 4, point E: School Improvement Team will have a total of 11 members.
 - b. Freeman motion to approve SIT by-laws, Teal to second
 - c. Majority vote for approval of SIT by-laws
4. Select Officers for SIT: Vice Chair & Time Keeper
 - a. Vice Chair: Minna Wallace
 - i. Teal to nominate , Freeman to second, majority vote for approval of Minna Wallace to serve as Vice Chairperson.

b. Time Keeper: Felicia Leggett

- i. Hackney to nominate, Carter to second, majority vote of approval for Felicia Leggett to serve as Time Keeper.

5. Social Contract: SIT Norms

- a. Respect each other's opinions
- b. No disruptions/ No interruptions
- c. Come prepared
- d. Start on time, end on time
- e. Actively participate and share your ideas
 - i. Mr. Carter motion to accept, Leggett to second, majority vote of approval for SIT meeting norms

6. 6th Grade Representative

- a. Leggett and Copeland will be reaching out to the PTA and working with the President Carmen Jarmon who will be heading the efforts to find a 6th grade parent representative. PTA (Jarmon) will conduct search and future elections for parent representatives.
- b. This action item will be reviewed for progress at next meeting.

7. Adjournment

- a. Copeland to discuss SIP goals
 - i. We are in the second year of the two-year SIP plans. We have added a 4th goal which is the Capturing Kids Hearts/Schoolwide culture and Climate component. The School district is funding this effort and has chosen us to be 1 of 3 of the first schools to use the program

(Capturing Kids Hearts). The goal is to help us to build relationships with our students and their parents.

- ii. Follow-up from Teacher Leadership meeting; goals have been developed to all staff and concurrently students using “ENGAGE” AND “X”PLORE. This will give students a time to talk about something positive that is happening to them much like the daily affirmations for staff members.
 - iii. Teacher Leadership goals also seek to build relational capacities between staff members as support with committee designed activities that affirm staff, opportunities to recognize accomplishments and individual accomplishments.
 - iv. Teal motion to accept SIP plan with revisions and amendments, Carter to second, majority vote of acceptance for SIP plan revisions and amendments.
8. Next meeting to be held November 14, 2016 at 4:00 p.m. In the Media Center. We will have grade level data reports (6th, 7th, 8th reps), student achievement goals for quarter 1, and AIG data.
- a. Freeman motion to adjourn, Teal second, majority vote of acceptance for meeting adjournment.