

# Jordan High School

## School Improvement Meeting Minutes

May 7, 2018

Code of Cooperation
<ul style="list-style-type: none"> <li>• Commit to professional participation.</li> <li>• Build in purposeful sidebars.</li> <li>• Honor and respect each other.</li> <li>• Share best practices.</li> <li>• Find solutions.</li> <li>• Seek understanding.</li> </ul>

**Purpose:** In a **collaborative nature**, faculty and staff members will focus on student learning and increasing student achievement through **strategically** working to carry out the missions of Durham Public Schools and Jordan High School.

**Proposed Goals:**

*Goal #1: By June 2019, Jordan High School will meet or exceed expected growth through achieving a positive growth index.*

*Goal #2: By 2020, Jordan's graduation rate will increase to 86% with the goal of increasing the graduation rate by at least 2% each year.*

**Desired Outcomes:** By the end of the meeting, the School Improvement Team will ...

- Monitor the progress of action steps related to indicator A1.01 and A1.07.
- Reflect on the 2017-18 SIT year.
- Explain 2018-19 SIT Department Representative election process.
- Review SIT calendar for the 2018-19 school year.

Agenda Item	Facilitators	Notes
Start-Ups <ul style="list-style-type: none"> <li>• Welcome</li> <li>• April Minutes Approval</li> <li>• Review Desired Outcomes</li> <li>• STAC Update</li> </ul>	Ms. Raphael Ms. Taylor Ms. Tran	5:34 – Meeting begins with the acceptance of the April minutes  Ms. Taylor begins meeting with recognition of Ms. Oertel and her excellent work on coordinating the first day of AP testing.  Ms. Tran provided a STAC update: <ul style="list-style-type: none"> <li>• The last meeting was a Q&amp;A session between Dr. Mubenga and members of the STAC team.</li> <li>• Heavy emphasis on security at schools, mental health specialists in schools, creating a ‘permanent’ substitute position in schools</li> <li>• Custodians will now be in-house (DPS employees) for all Durham Public Schools (instead of through an outside agency) → effective by the end of the year</li> <li>• One more STAC meeting in May</li> </ul>
Progress Monitoring <ul style="list-style-type: none"> <li>• A1.01 Action Steps</li> <li>• A1.07 Action Steps</li> </ul>	Ms. Taylor Mr. Wall Ms. Williams	Ms. Taylor – Progress Monitoring for A1.01 <ul style="list-style-type: none"> <li>• Action Step - The principal and admin team will work to provide effective feedback through the teacher evaluation system. → On track to meet this goal; 49 teachers have completed their observation cycle.</li> <li>• Action Step – The principal and the Leadership Team will work to ensure that student feedback is provided in a timely manner. → PowerSchool reports indicate that we are not on progress to meet this goal; we will still need to focus on feedback for 2018 – 2019. Possibility for including expectations for feedback in Professional Development Plans.</li> <li>• In collaboration with ESL faculty and staff, administration will plan optimal strategies for scheduling, groups, and assigning of LEP students. → We are on track to meet this action step.</li> <li>• Administration will continue to support the scheduling of sheltered ESL content classes in the content areas. → We are on track to meet this action step.</li> <li>• The professional development committee will communicate opportunities for mainstream teachers to participate in ELL professional development opportunities. → We are on track to</li> </ul>

		<p>meet this goal and will continue addressing it in 2018-2019.</p> <p>Progress Monitoring for A1.07</p> <ul style="list-style-type: none"> <li>• Provide optional professional development sessions focused on classroom management and ways to increase student engagement. → In progress; needs to continue in 2018 – 2019</li> </ul>
2017-18 SIT Reflections	All	<p>Ms. Raphael: The SIT has done a great job creating a new School Improvement Plan.</p> <p>Ms. Taylor: More participants and more buy-in is necessary to further achieve school improvement goals; emphasis must be on school improvement at faculty meetings</p> <p>How many school improvement team members should there be? According to by-laws, 11 academic departments, Principal, 1 student, representative for classified staff, 1 Assistant Principal, 6 parents</p> <p>Mr. Wall: Where can we find overlap amongst the action steps? How can we revise to clarify the goals in order to achieve all goals?</p> <p>Ms. Raphael: important to identify the goals that have been achieved throughout the school improvement process.</p> <p>Mr. Hirsch: important to publish reports for the purpose of reflecting and learning about the school improvement process.</p> <p>What should the role of parents be on the School Improvement Team? → Ms. Taylor: provide feedback and ideas from a parent perspective. Can we place parents on other committees (PBIS, Literacy, etc.) in order to build more parent involvement? Mr. Hirsch: important to leave open floor time for parents to raise concerns at each meeting.</p> <p>Ms. Bellido: important to emphasize the concerns and challenges of beginning teachers; mentors need more structure/expectations with continuous support throughout the year.</p> <p>Ms. Chico: important to include new teachers in leadership roles on school committees.</p>
2018-19 SIT Department Representative	Ms. Raphael	<p>Elections held prior to end of 2017-18 school year.</p> <p>Teachers who have completed their three years on the School Improvement Team will need to hold an election to fill department position on the team.</p>
2018-19 SIT Calendar	Ms. Raphael	<p>Possibility for an August retreat Wednesday, 8/1/2018</p> <p>First Meeting: Monday, 8/20 is the preferred first meeting date. 2:00pm is the proposed meeting time.</p> <p>SIT will meet no fewer than 9 times throughout the year. Tentatively, meetings will be the first Monday of each month with the possibility for variation.</p>
Closing Thoughts	Ms. Raphael Mr. Hirsch Ms. Taylor	6:30 – meeting adjourns.

