

Minutes for the 8-23-19 SIT Meeting

I. Attendance: The sign-in sheet was circulated throughout the meeting.

II. Greetings:

- I hope that everyone enjoyed their summer and did what they needed to do... 😊 😊 😊
- Mrs. Taylor is attending a meeting and obtaining more data, so data will not be reviewed during today's meeting.

III. Approval of Last Meeting's Minutes:

- May 2019 minutes were accepted

IV. Old Business: N/A

V. Indicators to Assess-Create-Monitor: N/A

VI. Other Business:

1. Reminder to forward any possible changes to the SIT Bylaws to me to be discuss/voted upon at the October, 2019 meeting. During our September meeting, there is a bylaw change submitted to Ms. Raphael Last time revised: 2015 If you don't have this email, please reach out to department colleague.
2. Report from those who attended the SIT Support meeting held in July, 2019 (see books).
 - In July, there was a district meeting. Purpose: support school to use the SIT plan to drive change at the school. Another purpose was to connect different support structures and to provide a book to direct a book study that shows how to create a SIT plan that is data driven. We have already been doing that. We have some planning documents to help with this. I have been in schools were SIT plan was not a living and breathing document.
 - We have about 20 + members, but only 10 books. *Lead with Culture* book provided by district for a book study for the SIT.
 - Do we have a date or schedule established for the first reading?
 - It is open for the JHS SIT to decide how to implement it.
 - If you have the Durham County library card, you can get it for free.
 - It is important to reflect and connect it to our plan for the year.
 - This book has 17 chapters.
 - Recommendation to have volunteers read the chapters and then summarize it for the whole group during the SIT meetings.
 - Recommendation to finish the novel before the end of the school year.
 - If we are done by the time second semester begins, that gives us a time implement some of this information
 - Motion to finish book by the start of the second semester. 2 summarizers each meeting.
 - Need volunteers to summarize for the whole group: Ms. Bell, Ms. Thelemaque, Mr. Finger, Mr. Buch
 - Ms. Raphael will send an email to these four people who have volunteered to read and summarize.

3. Review the new meeting dates for future 19-20 SIT meetings (see below).

- Meetings are currently scheduled for 5:30—6:30.
- SIT and PTA meetings will directly follow SIT meetings, beginning at 6:45.
- During meetings in May, suggestion was given about having more time during meetings for writing goals and updates for the SI plan.
- Do we need to begin SIT meetings at 5:00? Would this give more people a chance to be a part of the writing, so that it is not only a couple people doing the writing work.
- *Vote on this during September's meeting*
- Ms. Raphael will send out invites for these dates, along with the agenda for the upcoming meeting...

4. Principal's Report (see handout).

- Over the summer, JHS Admin gathered to see what JHS has done over the years and see what they wanted the new goals to be for this year. Looked at student surveys, town hall, etc. and organized it into three sections. Graduate on Time w/Options, Operation 70, and build a Culture of Kindness. (See the graphic organizer that was passed out.)
- E.g., 3-2-1 will start with incoming freshmen
- We have a college liaison from Duke and Durham Tech and the Emily K (contact info to these representatives is online)
- Is 3-2-1 on the website? There are certain pockets of people who receive information at this school and want there to be more effort towards making sure EVERYONE is reached with the same information and opportunities. Need to be cognizant that EVERYONE should get ALL information.
- With the advisory committee we have formed, we are trying to address grade specific distribution of information
- DPS has information about 3-2-1 on its website (partnership with MadeInDurham)
- *Parents would rather have TOO MUCH info and links than not know about the programs
- Mr. DeSantes, our Durham Tech liaison, introduces himself. He will be on campus 3 days a week (maybe M-W-F)

5. Where are we now in the SIPlan?

- We're not sure...we will hear from Ms. Taylor later.
- Discuss during September meeting: give a reminder to our faculty of where they can find information about the minutes from the SIT meeting so they do not have excuses for not knowing what is happening in the SIT meetings
- *SIT meeting information is under "Staff" tab on the website
- *We need to hold our staff accountable for reading the SIT minutes
- Questions from the former parent representative: Would it be helpful to have a person from the district come to a meeting?
- We assigned different groups to be in charge of different indicators, should we continue to do this?
- Since we know when we're going to get data, can we schedule a time to discuss the data in a productive and efficient way at a meeting that follows the collection of the data? E.g., benchmarks in January, so discuss at February meetings
- IndiStar was not discussed at all in a previous meeting
- Ms. Taylor is at a mandatory data meeting, so the next discussion on data will be in September.

6. Meeting ended at approximately 3:20pm.

Proposed Meeting Dates

- Friday, August 23, 2019 **2:00 pm**
- Monday, September 23, 2019
- Monday, October 21, 2019
- Monday, November 18, 2019
- Monday, December 16, 2019
- Monday, January 27, 2020
- Monday, February 17, 2020
- Monday, March 16, 2020
- Monday, April 27, 2020

*** Inclement Weather Dates**

- Monday, May 18, 2020
- Monday, June 1, 2020