

# Jordan High School

## School Improvement Meeting *Minutes*

January 7, 2019

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.

**Current 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 ...

- Receive specific assignments in regard to progress monitoring and data collection.
- Receive an update in regard to progress of all action steps defined for Indicators A1.01, 1.04, and 2.04.

Agenda Item	Facilitators	Notes
Start-Ups <ul style="list-style-type: none"> <li>• Welcome</li> <li>• December Minutes Approval</li> <li>• Review Desired Outcomes</li> </ul>	Ms. Raphael Ms. Taylor	<p style="color: red;">Meeting called to order at 5:31. Raphael explains that there will be multiple absences. Dreibelbis moves that we approve the December minutes. Ayes have it and minutes are approved.</p> <p style="color: red;">Taylor reviews desired outcomes. We will progress monitor indicators that you can see in handouts. We will determine how we will do what for dimension A.</p>
Principal Updates	Ms. Taylor	<p style="color: red;">There is less construction. All the bathrooms are open and available for use. The main office should be moved into by the end of the week. There will be a special ConnectEd for the unveiling of the office. Appreciate all the work of Mr. Boyce throughout this process.</p> <ul style="list-style-type: none"> <li>- All visitors will need to come through the office door. Kids from buses will enter the main doors, still.</li> <li>- The signage will be put in place AFTER the system begins. The walkthrough with the sign guy has happened, but the signs won't be here yet.</li> <li>- The doors will lock at a certain time, and then to enter, visitors will have to buzz in.</li> <li>- Eventually there will be more doors that are on buzz-in, but DSA is being updated first.</li> <li>- Ident-a-Kid system will be rolled out by the end of this</li> </ul>

		<p>week as well.</p> <p>There was a ConnectEd to Junior families. Starting tomorrow, the ACT intervention plan begins. SIT members receive a copy of the plan.</p> <ul style="list-style-type: none"><li>- Last year there was before school, after school, and weekends.</li><li>- This year: there's an online program that's available to us without extra charge. Students will receive the link to access those online tools; we are working with A+ Test Prep to provide instruction during the day. (Students who miss time in class – it will count like a field trip.) Mrs. Taylor-Simon has coordinated this through A+ Test Prep.</li></ul> <p>Taylor-Simon: There will be 5 different sessions. Different kids will go to different sessions. Students will receive a ticket a few days before their session. The program is trained to motivate, explain the why, and provide content support. It will be jam-packed, with practice for each section.</p> <ul style="list-style-type: none"><li>- First three sessions (Jan. 8, 11, 25): different students at each; each junior attends one. (Cohorts of 35 students per period.)</li><li>- There will be additional follow-up sessions at the end for students that need more time (Feb 11, Feb 13). If a student requests to be added to this that has not been, have them e-mail Taylor-Simon.</li></ul> <p>Taylor: There will still be before and after school sessions. Those are by choice for students and are first-come, first-serve. Students should sign up immediately. Additionally, the practice test will be Feb. 16.</p> <p>Raphael: Calculators. Parents: remind students to bring them for testing. We're looking at more than 500 juniors. We do not have 500 graphing calculators at this school. Raphael will talk to PTSA and math department to communicate this as well.</p> <p>PTSA met the \$20,000 fundraising goal. Core departments received \$5,000, and the materials that have been requested have been ordered.</p> <p>Mrs. Miller (math) retired. We have</p>
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		found a certified math teacher who will join Jan. 22. In the meantime, a sub with a math background is in the classroom. Students received letters today and tomorrow explaining the transition. There will be a letter of introduction for the new teacher when she arrives as well.
Review the Assignments for Dimension A	All	<p>At the last meeting, Ms. T, Ms. Painter, and Ms. Oetrel updated us on certain indicators.</p> <p>If we look at Dimension A, we made progress on one indicator, but we're holding ourselves accountable for 15. We want to assign SIT members to be the person responsible for keeping us on track for that particular indicator. We covered A1.01, but we did not finish.</p> <p>Today we'll cover A1.01, A1.04, and A2.04.</p> <p>What's left? What team member will cover it?</p> <p>Mr. Hirsch shared a document with two roles to play for each indicator. "Responsible" (tenacious gatherer of information) and "Accountable" (person with information).</p> <p>Some time is taken to e-mail the document to the group and print copies.</p> <p>A2.04 – R: Emmalea Couch/A: Department Chairs and Principal Taylor/February</p> <p>A4.06 – R: Mrs. Murphey-Brown/A: Heather Gee (CARE), Sarah Oertel (Student Services), Jamel Anderson-Ruff (PBIS), Principal Taylor (Leadership Team)/February</p> <p>A4.10 – R: Mrs. Monica Long/A: Taylor-Simon/March</p> <p>A4.16 – R: Mrs. Pelo/A: George Hulbert/February</p> <p>Next Meeting: February A2.04 - Couch A4.06 – Murphey-Brown A4.16 – Pelo</p>
<p>Progress Monitoring (Indicators A1.01, A1.04, A2.04)</p> <ul style="list-style-type: none"> <li>• Receive updates on progress of action steps</li> <li>• Questions</li> </ul>	Ms. Taylor Mr. Boyce Ms. Williams Ms. Thelemaque	A1.01 The principal models and communicates the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices.

Williams: That is still a work in progress. For formal Observation #1, successful with 92.8%. At this time, 70% of mid-year observations complete. Not completed doesn't mean it hasn't been done. It may just mean that it hasn't been locked. Initial PDP reviews: 96.8% completed.

- Literacy
- PBIS
- Personal goal

Mid-year PDP: 68.3% completed.

Taylor: The district does expect 100%. And it was addressed to Mrs. Taylor in her mid-year meeting with Central Office.

Taylor: We need to look at this. We get many complaints about progress reports and grades not being addressed and or sent in time. We can generate reports rather than just having complaints. We should also look at the quality of feedback being provided. While teachers say they provide feedback each quarter, we have not come up with a way to assess students' concerns there. The number of complaints from students and parents have gone down since Taylor arrived.

Holthaus: Literacy Plan-

1. PDP at the beginning of the year: All teachers were helped to design a literacy based goal.
2. Literacy Newsletter: shares instructional practices and observation of it being implemented. (4 so far this year.)
3. Professional Development – has not occurred; our early release days have been taken away due to the weather. Checking into offering CEUs for after school activities. There is a meeting Jan. 16 to discuss as a team alternatives as Early Release days have been deleted.

Boyce: Sound Practices

- Issues of the Literacy Newsletter: highlights teachers: Health and PE, Science, math, and English
- Walkthroughs: literacy team developed a walkthrough team to be used by teachers to

provide feedback to the teacher they're observing and to collect ideas to take back to their own classroom; only a few have been done but in a variety of departments, including all core departments.

A1.04 All teachers assess student progress frequently using a variety of evaluation methods and make appropriate curriculum adjustments based on results.

Boyce: Study Island

- To check the box, just must be used once a month.
- In actuality, examples of use: several teachers use it as a target remediation after class exams. Instead of study guides students are given unlimited practice on Study Island; in Quarter 4, students must complete 3 questions from each section on Study Island; using the program for re-assigned students at Rebound, Lakeview, etc.

Taylor: The person assigned the final indicator should change from Renita Griffin-Jordan to Mrs. Thelemaque. The person assigned the first action step should change from Jeremy Wall to Aiyanna Williams. The persons in charge of the second action step should change from Jeremy Wall and Rachael Ragin to Makeda Miller and Aiyanna Williams.

Hirsch questions if we will still have the data by 5/31. Mrs. Taylor asks to table this until after we go through the rest of the steps.

Taylor: English Department Lexile Use?

Couch: Foundations students use Reading Plus which scores reading level either 30 minutes daily or 45 minutes every other day. Additionally, all freshmen were screened at the beginning of the year.

Pelo volunteers to be R for future 1.04/A: Makeda Miller, Aiyanna Williams, Ketty Thelemaque, and Susan Taylor/May

Taylor explains that those who would

		<p>like to reflect before committing to an indicator can e-mail Raphael and Taylor follow-up.</p> <p>A2.04 Instructional Teams develop standards-aligned units of instruction for each subject and grade level.</p> <p>Tabled for next meeting.</p>
Closing	Ms. Raphael Mr. Hirsch Ms. Taylor	<p><i>Immediately following the meeting, there will be an optional demonstration of the iReady tool.</i></p> <p>Other indicators will need volunteers in the future.</p> <p>Some of the past-dues need to updated. We have done work towards them but just have not loaded it into the tool yet.</p> <p>Raphael will send out the document with the remaining indicators tomorrow. Please peruse and choose something for which to be responsible.</p> <p>Holthaus: STAC is meeting next week so no update; sending out a Google Form now; submit any concerns by Wednesday so that he can pass them along. There will be a report at the February SIT meeting.</p> <p>Meeting adjourns at 6:40.</p>

