Minutes for the JHS SIT Meeting on Monday, 2-4-19

I.   **Attendance:**

- Rachael Murphey-Brown – p
- Sarah Oertel – f/s
- Myron Smith – p
- Rhonda Dreibelbis – f/s
- Monica Long – p
- Olivia Bellido – f/s
- Jennifer James – f/s
- Emmalea Couch – f/s
- Roger Ganim – f/s
- Jim Boyce – f/s
- Rebecca Bissette – f/s
- Michelle Moody – f/s
- Susan Taylor – f/s
- Mychael Ann Pelo – p
- Crystal Taylor-Simon – f/s
- Aiyanna Williams – f/s
- Jamel Anderson-Ruff – f/s
- Eric Hirsch – p
- Melissa Fussell – f/s
- Ketty Thelemaque – f/s

II. Greetings:

Raphael begins the meeting at 5:30 PM.

What should have been #3 – review and respond to coaching comments – is left off of the agenda.

　　　Mr. Hulbert explains what that means.

Raphael begins with a welcome referencing the Super Bowl.

III. Approval of Last Meeting's Minutes:

Hulbert motions to approve last month's minutes. The ayes have it.

Raphael will stay on top of loading the minutes to Indistar but will no longer be sending the minutes as attachments.

IV. Old Business:

- 6-2 vote in favor of Calendar B

Raphael reviews that Calendar B was approved.

Mrs. Taylor explains that we are going to the Indistar agendas so that we can use the tool better.

The accountability emails are working. I have seen people in building scrambling on School Improvement stuff. We now have artifacts uploaded.
Thanks to Mr. Hulbert for uploading there.

V. Indicators to Assess-Create-Monitor:

- A2.04 (Mrs. Susan Taylor, Principal):

Beginning in February 2019, PLCs will be uploading the PLC documents into a school Google folder. Checking to see if PLCs are talking about standards.

There are now folders in Indistar for the action steps for which we have artifacts loaded.

Hulbert shares that he has uploaded those for which he's gotten data. There are about 22 folders so far. I have received about 13 additional files that I will be uploading before Wednesday.

Mrs. Taylor shares that there are currently items uploaded.

"Objectives fully met" has gone from 2 to 4 and "action steps" has gone from about 4 or 5 to 12 completed. There should be another two action steps and one more objective uploaded by next meeting.

- A4.06 (Multiple Individuals):

Request from Murphey-Brown to spell out acronyms.

1. Taylor-Simon: In terms of professional development in classroom management and instilling positive behavior: We began the year with PBIS training. We will be having a Peaceful Schools training. Layered training: March 7: beginning teachers and interested teachers. March 11: admin. Depending on those trainings, we will determine whole class training on last teacher workdays. We will have a February 26 faculty meeting with a focus on the social and emotional needs. In terms of MTSS (multi teered systems of support), we're working on updating the system to make the referral process easier. We've had Tilde, a program to help us learn to support students with other language backgrounds.

2. Anderson-Ruff: In the beginning of the year during workdays we had rotating sessions. Teachers hared ideas about implementing use of FF and PBIS in classrooms. Training for beginning teachers for behavior plans and FFs. There was a Canvas training for teachers about expected FF use. Students use FFs in the PBIS store every week and for quarterly events like the PBIS breakfasts (on in October and one in February.) We are low on FFs and in the process of ordering more. They should be arriving Thursday. The initial number we had was 50,000. We're down to about 20 packs. As a school we spent more than $2000 on items for the store. There are a lot of school spirit items. Students seem to like them.

Hirsch: Have we done any tying of the PBIS implementation to suspension data?

Anderson-Ruff: We do not have that data yet. We do look at data, including Educator's Handbook. We look for what we need to reteach. What do students

need more support with as far as behavior? What SOAR matrix elements need to be retaught?

Hulbert: We do have base stats that the PBIS team used to create the matrix that we can go back and compare new data to once we've collected it.

[Later added]: 17-18→18-19: August: 16→10; Sept: 186 office referrals-->this year: 68; October: 277→183; Nov: 206 → 161. Dec: 179 → 92.

3. Oertel: Student Services is supporting the teachers through training about social-emotional issues. Four counselors were trained by Sandy Hook Promise, provided by the district. There has been a curriculum bought. They have not yet given a timeline for expectations for implementation.

Carolina Outreach: Nicole Rice has 25 active clients, 9 active referrals, 6 closed clients (various reasons: met goals or self-paid). 38 referrals from the beginning of the school year. 15 students carried over from last year. In February there is a faculty meeting that well focus on social emotional health.

Murphey-Brown: What type of therapy and how often is she here?

Oertel: 3 days last year. Now 5 days a week because of good feedback/results.

Sometimes with referrals, they find that she doesn't take their insurance, but she still helps those families find outside resources that work with their insurance.

Murphey-Brown: Is it free?

Oertel: It depends on the student's type of insurance.

Hulbert: Mr. Boyce had created the walkthrough tool. Was there talk of Student Services using the tool?

Boyce: It's an admin tool for now. It's in the vetting stage.

Hulbert: In terms of creating informal walkthroughs for Student Services, what would be a reasonable deadline to set? I don't think we've done anything formally to move in that direction?

Taylor: I think we should try to accomplish this by the end of this year. There are a lot of neat things people could see in walk-throughs and a lot of not so neat things people could help with.

Murphey-Brown: Are walk-throughs only done by Jordan faculty and staff?

Taylor: DPS staff do as well.

Murphey-Brown: Do parents?

Taylor: I have not experienced that.

4. Anderson-Ruff: Restorative Practices: position from the district who continues in ongoing training from district; Peaceful Schools will provide training to admin and teachers
5. Boyce: Caring for teachers and supporting them
   - Self-care: given PD days to teachers; PD planning days to have a sub; partnered with community partners including Hope Valley Church for the staff lounge
   - Literacy Team working to offer more consistent PD for second half of year to earn Literacy and Digital Literacy CEU credit
     i. In house: for teachers, by teachers
   - CARE committee: sympathy cards, birth cards, marriage cards, etc.; treats in teachers' boxes every other month; holiday party; solicit prizes for end of year luncheon; seasonal celebrations (Heather Gee = chair)
   - Taylor/admin: SOAR teacher of the month and holiday party funded
   - PTSA: Moe's Luncheon; grab and go snacks; baby shower for several staff members; ice cream social; ongoing supply closet

VI. **Other Business:**

1. **Principal's Update:**
   a. Core Curriculum Adoption Year:

      i.   All stake holders have ability to participate in adoption
     ii.   For high school = Language Arts
          1.   Parents have ability to participate on Feb 13, 14, 15, or 16.
          2.   Ms. Thelemaque and Ms. Adams will be going as Literacy Coach and Department Chair

b. February 11: Town Hall Meeting
      i.   Meet with Superintended about overcrowding
     ii.   At Jordan High from 6:30-7:30
          1.   Githens PTSA requested the space for use here.

c. Student Climate Results
      i.   Tonight we will share for review but have discussion at next meeting.
     ii.   Comparison data from other high schools to our high school makes Mrs. Taylor realize we have some stuff to figure it out.
    iii.   From last year to this year, we went from 74% to 77% of juniors that believe Jordan High School is a good place to learn.
          1.   What do we need to do to increase student comfort and success here at Jordan?
     iv.   Take time to look at it closely and review it before next meeting.

Hulbert: When did they take the survey?

Taylor: in the fall. Only juniors and in English classes. Testing coordinator helps us.

Raphael: Why is it juniors?

Taylor: Amy Davis question. My experience at my other county and this county is that at high school level, it's always the juniors.

2. Completion and Review of SIT Data Assignments:

Raphael: I really wanted to get people to sign up and volunteer for indicator slots. Slots have all now been taken. People have been scrambling because the hounders have been doing their job. Big thanks to Mr. Hulbert because he took

the tool Mr. Hirsch developed for us and added info so that the "responsible" parties know what information they're hounding about.

Question: When can we get some meeting dates?

Hulbert: There have been action steps added to A4.10 in Indistar. We have not met formally as a committee. We are supposed to look at this next meeting. No action steps have been written yet for A4.01.

Murphey-Brown: Nagger for A4.06. Is that done now? Should I continue nagging?

Taylor: It has not been completed. So we do need to make sure that the outstanding actions still get nagging emails.

Murphey-Brown: Student climate survey will affect how we proceed with A4.06. Does it affect others?

Hulbert: Yes. For A4.06, we need to continue to think about informal walkthroughs.

Anderson-Ruff: and update when we have the other Professional Development.

Taylor: Some of these should be ongoing. As we get data, we need to look at and access if we need to add action steps and extend times.

Hirsch: As we do dates/agendas for subsequent meetings, we can add into schedule reflection time for whether or not we need to amend any of the action steps.

Raphael: Questions use of the word "all.' Can we be more concrete and use numbers?

Taylor: It depends on what it is. For certain things we need to strive for all.

Couch: Perhaps a difference in the goal and the action steps in wording. Goal be "all," but action steps have specific percentages attached.

Raphael: Question need of final column.

Hirsch/Hulbert/Long/Couch: verbally and or nodding agreement suggest we definitely still need to final column. Communication of what we're looking for in future and what's been done is necessary.

Raphael: One is marked for March.
Hirsch: Could we add A1.02 and A1.07 for reflection?

Hulbert: A4.01 needs to be written by April.
Raphael: Who's writing it?
Hulbert: Would call a meeting of the subcommittee.
Raphael: Okay. I will put April.

Discussion ensues on some changes. Ultimately, next meeting we will vote on the language for action steps for A4.10 and review data/reflect on the indicators that are marked completed.
- A1.07
- B1.01
- B2.03
- C2.01

Raphael concludes meeting at 6:38.