

# Minutes for the April 8, 2019 SIT Meeting

Raphael begins meeting at 5:30.

Hulbert motions to accept last meeting's minutes. The motion is seconded and passed unanimously.

Mrs. Taylor: Assess-Create-Monitor [Slides]

*Indicators that need remaining steps to be marked complete and seeing why the completed ones have been marked complete.*

- A1.07
  - We understand that this indicator will never be “complete” in reality, but there is only one remaining indicator to complete in order to mark this one complete.
  - Beginning Teacher Support Program
    - Meet once a month
    - Paired with mentors on this campus
    - BT1s also have a site-based mentor provided by the district. She comes out multiple times a week to monitor and support them
    - BTs have an intro, they receive professional development, and there is an assessment of candidates.
  - Artifacts: session proposals (some led by teacher leaders), sign-in sheets from each meeting, BT Session feedback
  - (Note from Mrs. Taylor: we moved from district based to site based for convenience of teachers and added food. Now many school do the same.)
- A4.10
  - Saturday Recovery Academy [Williams]: All students who failed semester 1 were invited; 37 students participated (72 had verbally consented); deadline to submit work was last week
    - Session 2: 4/27/19 will begin this session for students that did not meet local standards for Q3.
    - Question: Do we survey why those who didn't show up didn't?
      - Answer: We work with those who have work conflicts and things. Many choose not to take advantage of the opportunity.
    - Artifacts: Operation 70: Graduation Cohort Plan, Student Copy of SRA
  - MTSS Overview [Thelemaque]: dedicated to providing behavioral, academic, and attendance support to students and staff.
    - 23 total referrals
      - 9 open/in-progress cases
      - 5 qualified for IEP
      - 4 qualified for 504
      - 3 qualified to Special Education without further
      - 1 awaiting DEC 1 meeting
      - 1 student referred but withdrew before the process was completed
  - Evening Academy [Thelemaque]: student stay after school Monday – Thursday from 4:30-7:30; may recover up to 2 credits.
    - Our kids choose Saturday Recovery Academy over Evening Academy.
- B1.01: [Taylor] The LEA has an LEA support and improvement team.
  - This sentence/action step/paragraph was given to us by the district. It is being addressed at the district level.

- B2.03: [Taylor] The school has established a team structure among teachers with specific duties and time for instructional planning.
  - o Departments have the same lunch period.
  - o Freshman Academy teams have common planning periods.
  - o Teachers have a planning period.
  - o Additional Access: Professional development planning days provided for certain PLCs/teachers that have a large load, are new, or have a difficult new prep. (Math III, English II, AP Seminar. AP Research will be added next year.)
- B3.03: [Boyce] The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.
  - o Instructional walkthrough team has been created. Currently has representation from all but one department.
  - o Focus will change week-to-week: example: literacy; rubrics will change as well
  - o It will be one teacher at a time
  - o Walkthroughs are to help us see what's going on at Jordan; what's being done well; what needs improvement
  - o Goal is to be at random
  - o April 11 will be the first meeting date
  - o Walkthroughs will begin 4/22
- C2.01: [Taylor] The LEA/School regularly looks at school performance data and aggregated classroom observation data that uses that data to make decision about school improvement and professional development needs.
  - o SIT does this.
  - o Admin team does this.
  - o Other groups do this.
  - o But we want to make a culture of this at Jordan with other teams that complete this work and have it not be taken personally.
  - o Hulbert: Looked at Wise Ways today. Will sit to write action steps next Tuesday, April 16. Any writing team representatives who would like to attend should join.

Language of A4.10 – Mrs. Taylor will pop into the meeting with Mr. Hulbert on Tuesday to address this as well.

Celebrations: Governor School, etc., filled math vacancy with a candidate that will start April 15, went to the job fair this past weekend – it was a great experience with lots of interested candidates: we have options. Mrs. Taylor-Simon has been promoted. Her start date at her new school is April 22. We have started the interview process to fill her position – looking for qualified candidate that is bilingual.

Bad news: ACT – this year 13 students did not test (last year only 2); we've met the 95%, but of the 13, 11 are black or Latino. It may affect our subgroup rates. We don't want students to opt out of testing.

Raphael concludes meeting at 6:07.