



**Leesville Elementary School
SIP Meeting Minutes
Monday, September 19, 2016
4:15-5:15 p.m. Room 153**

- Norms:**
- *Base decisions on data
 - *Be respectful of other's opinion
 - * Use time wisely
 - *Start on time and end on time
 - *Respect deadlines

Purpose: Review team members, meeting dates, member responsibilities, agree on norms; discuss plans for the community goal; discuss how to move forward with implementation of our SIP by utilizing sub-committees

Desired outcomes: By the end of this meeting we will have

1. Made a team decision on whether to continue/change/remove the Community Goal
2. Taken volunteers for goal manager and key process manager positions
3. Reviewed expectations for sub-committees and discussed next steps

What	Who	Time	Discussion
<ol style="list-style-type: none"> 1. Review team members 2. Approve meeting dates 3. Update and vote on team norms 4. Review SIP team members responsibilities 	Averi	10 minutes	Decided we already have MTSS representation. Thanks to our new SIP members. All approved meeting dates for this year as shared with team in this week's agenda. (with exception of 10.17 - meeting moved to 10.18 due to MTSS meeting.) All present members approved meeting norms as stated on agenda. Reviewed roles of SIP chair, goal manager, key process manager.
Community Goal: Do we wish to continue it?	Julia	15 minutes	with the large number of phone calls that come from school, parents may be overloaded. Teachers feel that calls are sometimes feel 'forced' - just calling because we 'have' to. Ms LaBella shared that calling before school started established a stronger bond with parent, making them more receptive to calls from school. Team decided that overall, this is an important goal and we would like to move forward with it, but it may require some changes and adjustments. **This goal will require a new manager.
Sub-Committees: <ul style="list-style-type: none"> ● Review/update goal managers/ key process managers ● Secure grade level representation for each committee ● Plan of action - date of first meeting, update timelines, share current action steps that are in process 	Averi/Julia	20 minutes	Reviewed committee representation Math: Mary Millan, Nick Simpson, Shannon McEnteer Reading: GOAL MANAGER STILL NEEDED, Megan Allen, Kelly McNamara Community: Kristan Handley, Annie Reed, Donesha Hall Julia will send out form with team member responsibilities. We will need grade level representation for Math and Reading goals. Also need to be

			thinking about first meeting date and considering timeline.
Next Steps	Team	10 minutes	<p>A list of next steps written as SMART goals to guide our work in the coming quarter:</p> <ul style="list-style-type: none"> ● By 9.28.16 all subcommittee reps will be decided by grade levels (during PLTs.) Names should be emailed to goal managers. ● By 10.18.16 subcommittees will have met and discussed goal timeline for fall.
<p>AOB</p> <ul style="list-style-type: none"> ● Plan PLT time to review SIP 		2 minutes	
Plus/Delta			