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**East Cary Middle School**

**SIP Committee Meeting**

**Monday, April 18th, 2016**

**2:30-3:30pm \* Media Center**

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

**Representatives Present:**

6-1: L. Haynie 7-1: Absent 8-1: A. Tyndall

6-2: Absent 7-2: Absent 8-2: T. Price

6-3: Absent 7-3/8-3: T. Hackman 8-4: Tracked Out

6-4: Tracked Out 7-4: Tracked Out SPED: Monroe

CTE: Absent PE: M. Smith Arts: Landry

Admin: S. Ellis, S. Spruill

IRT: Absent

Student Services: M. Ray-Nobles

Media/Tech: D. Harris

Parent Reps: G. Gaines

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| **What** | **Who** | **How** | **Time** |
| Set-up* Norms/Roles
* Desired Outcomes
* Agenda
 | E. Speaks | * Present
* Clarify
* Check for agreement
 | 5 minutes |
| Norms, outcomes and agenda reviewed. |
| Guiding Questions for Key Processes (KPs) | L. Haynie | * Small groups will answer Guiding Questions for Key Processes using our current rough draft KPs.
* Share Out
 | 25 minutes |
| Small groups analyzed our rough draft Key Process statements for the 2016-2018 SIP plan using the following 5 guiding questions:1. Does the key process address identified root causes of a priority concern and align to the solutions from the CNA?
2. Is the key process research-based?
3. Is the key process descriptive, targeted and specific enough to implement school wide? (What? How? For whom?)
4. If implemented with fidelity, will this key process help your school reach its SMART goal?
5. Is the key process focused on adult behavior to develop specific results for students?

\*See group feedback on the PDF form of the Google Doc from yesterday’s meeting. |
| Matching our KPs to the KP Criteria | L. Haynie | * Review the KP Criteria Card.
* Small groups will re-write our 2 rough draft KPs to match the Criteria Card.
* Share Out
 | 30 minutes  |
| Small groups then reviewed the “Criteria for Key Process/Strategy” statements (found on the Google Doc.) Groups then tried to re-write our rough draft key process statements based on the criteria. Suggested Key Process statements from groups are found on the PDF form of the Google Doc. |
| Next Steps **Next Meeting:** **Monday, May 16th, 2016**  | L. Haynie | * Review Key Process statements for 2016-2018 SIP
* Discussion of Measureable Process Checks – How we are going to monitor our progress towards our KPs next year.
 | 3 minutes |
| Next meeting, the SIT will review the updated Key Process statements. There will also be discussion of how we are going to monitor our progress towards our Key Process next year. These processes will be written as our Measureable Process Checks. |

**By June 2016, East Cary Middle School will meet or exceed expected growth in reading and math as reported by EVAAS with a focus on Hispanic, Black, and SWD subgroups meeting AMO targets as measured by EOG/EOC scores.**