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**East Cary Middle School**

**SIP Committee Meeting**

**Monday, August 17th, 2015**

**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: Haynie 7-1: Absent - Greene 8-1: Tyndall

6-2: Tracked Out 7-2: Tracked Out 8-2: Tracked Out

6-3: Radbill 7-3/8-3: Hackaman 8-4: C. Holmes

6-4: Speaks 7-4: Absent - Bishop SPED: Monroe

CTE: Smith PE: Absent Arts: Absent

Admin: Davis, Ellis

IRT: Stern

Student Services: Ray-Nobles

Media/Tech: Tracked Out

District: Herbst

Parent Reps: G. Gaines, D. Dickerson, S. Kumar, S. Burgos-Rodriquez

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| **What** | **Who** | **How** | **Time** |
| Set-up* Norms/Roles
* Desired Outcomes
* Agenda
 | L. Haynie | * Present
* Clarify
* Check for agreement
 | 5 minutes |
| Haynie and Speaks introduced themselves as this year’s SIP Co-Chairs.Parent representatives were introduced.Norms, outcomes and agenda reviewed. |
| Review of Current SIP  | E. Speaks/L. Haynie | * Group Breakout/Brainstorming on Key Processes/Action Steps via Google Docs
* Share Out
 | 50 minutes |
| Speaks reviewed the process for today’s work session. Members got in 3 groups (a parent rep in each group). Each group had 1 of the 3 Key Processes to analyze using guided questions below to drive conversations. Groups had access to each Key Process and Action Steps in a Google Doc. Members made comments and edits in the Google Doc. At the end of 50 minutes, groups were still in the middle of conversations. Davis decided to continue the conversations for the next meeting and groups will share out. Staff members were asked to go back to their respective departments and teams to gain feedback as well.**KEY PROCESS:**1. Is this key process a research-based STRATEGY?
2. Can we measure this key process with the tools we currently have?
3. Will the measurements give us information about how close we are to our goal?

**MEASUREABLE PROCESS CHECK(S):**1. Do we know WHO is checking the data WHEN and for WHAT PURPOSE?
2. Will the data we gather give us information regarding the successes or challenges of the strategy?
3. Do we have a system of collecting the data?
4. Have we prepared a way to present the data that provides a clear school wide picture of our progress?

**ACTION STEPS:**1. What does the key process committee need to do in order to “work” the key process?
* Do we need time to train staff?
* How are we going to collect data? In what format?
* Do we need calendar PD? Walkthroughs?
* When are we going to analyze data, so we can present at a quarterly review?
1. Is it clear WHO is responsible for completing the work of each action step?
2. Is it clear WHEN each action step must be completed?
3. How will we communicate the results of our work to the faculty?

Solicit feedback? Decide on next steps? |
| Next Steps | E. Speaks/L. Haynie | * Comprehensive Needs Assessment due in August
* Team reps need to take suggested changes back to team members and discuss. Any suggestions or comments on the changes are due back to Erica and Lauren by Friday, August
* Staff votes on SIP
 | 3 minutes |
| Group conversations will continue at the next SIP Meeting on Monday, September 21st. Groups will also share out their thoughts at this meeting. Specific data from the 2014-2015 school year will be shared by Ms. Davis at the next meeting to see how our current SIP aligns with what the data is showing us.After the next meeting, the staff will need to vote on the changes to the current SIP. |
| Plus/Delta | E. Speaks | * Discussion
 | 2 minutes |
| Suggestions included:1. More meetings
2. Creating milestones/timeline/dates for the work of the SIP Team.
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**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.**