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**East Cary Middle School**

**SIP Committee Meeting**

**Monday, February 20th, 2017**

**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: S. Greene 8-1: J. Duprey

6-2: Tracked Out 8-2: Tracked Out 7-3/8-3: T. Hackman

8-4: C. Holmes 6-4: Absent 7-4: T. Mattson

SPED: K. Cole-Brown PE: M. Smith Arts: M. Arnstein

Admin: N. Davis, S. Spruill, S. Ellis

IRT: J. Ethridge

Student Services: M. Ray-Nobles

Media/Tech: Tracked Out

Parent Reps: Mrs. Gaines

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| **What** | **Who** | **How** | **Time** |
| Set-up* Norms/Roles
* Desired Outcomes
* Agenda
 | L. Haynie | * Present
* Clarify
* Check for agreement
 | 2 minutes |
| Norms, outcomes and agenda reviewed. |
| Presentation of 2nd Quarterly Review | Goal and Key Process Managers -N. Davis/S. Ellis/S. Spruill/J. Ethridge | * Present
 | 30 minutes |
| Mrs. Spruill presented on Key Process #1.Mrs. Ellis/Mrs. Ethridge presented on Key Process #2.Ms. Davis presented on overall progress towards our school goal – report card grades in particular.Please see the link to the Google Slides document that shows what was presented for the 2nd Quarter. It includes Priority Concerns, Root Causes, and Next Steps for each Key Process and progress towards report card grades/passing rates.Link: [2nd Quarterly Review Presentation](https://docs.google.com/a/wcpss.net/presentation/d/1AxmWde1pHXB4DvpDb-ZXcB-D6Df-7a1YAAqw4hTvWCA/edit?usp=sharing) (Right click to open) |
| SIP Implementation Monitoring Form for 2nd Quarter | N. Davis/L. Haynie | * Whole Group
* What steps did we take during the 2nd quarter towards our key processes and in turn our overall school goal?
 | 30 minutes |
| As a group, SIT members discussed our progress towards reaching our Key Process goals. We discussed the steps we’ve taken as a school, specifically in 2nd Quarter, to move our school forward in regards to each Key Process and School Goal. Please see the ECMS Data Monitoring Implementation Form to see steps discussed by the SIT.Link: [ECMS Data Monitoring Implementation Form](https://docs.google.com/a/wcpss.net/document/d/1xI5Mrhm_Lr3qiAtzAVVpjsWWUVgoO0zKHgTaoE6N8bs/edit?usp=sharing) (right click to open)Please contact your SIP representative or Lauren Haynie if you have anything to add to this document. |
| Next Steps **Next Meeting:** **Monday, March 20th, 2017** | L. Haynie | * Discuss next steps for implementing walkthroughs.
* Finalizing tool/document
* Presenting to staff
* Actual implementation of 1st round for 4th Quarter
 | 3 minutes |
| 1. Discuss next steps for the Walkthrough Tool.
2. Selecting a technology tool that would fit for the walkthrough tool.
3. Updating the tool based on the feedback given by the SIT from January’s meeting.
4. Plan for presenting to staff.
5. Plan for actual implementation of 1st round (projected to start 4th quarter).
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**By June 2018, East Cary Middle School will meet or exceed expected growth by increasing proficiency from 74.4% to 76.0% in reading and math as reported by EVAAS with a focus on Hispanic, Black, and SWD subgroups meeting AMO targets as measured by EOG/C scores.**