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**East Cary Middle School**

**SIP Committee Meeting**

**Tuesday, January 19th, 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 (Workshop) 8-1: A. Tyndall

6-2: Absent 7-2: Absent 8-2: Absent

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

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

CTE: Ma. Smith PE: Mi. Smith Arts: Absent

Admin: N. Davis, S. Ellis

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
 | L. Haynie | * Present
* Clarify
* Check for agreement
 | 5 minutes |
| Norms, outcomes and agenda reviewed. |
| Individual Reflection  | N. Davis/L. Haynie | * Review our draft key processes and action steps on the Google doc.
* Make notes about any additional steps (steps within steps), wording, and timelines.
* Make note about which steps we are currently doing.
 | 10 minutes |
| SIP Process up until this point was reviewed. Using the Individual Reflection graphic organizer, members recorded any additional questions, details, steps to consider, wording, and timelines after reviewing the draft Key Processes and Action Steps. |
| Small Group Discussions | N. Davis/L. Haynie | * Divide into small groups.
* Share notes out with group.
* One recorder make comments on the Google Doc.
 | 30 minutes |
| Members then worked in small groups to discuss their notes. A recorder was designated for each group and made comments in the SIP working Google Doc using various colors. **\*Feedback from all members is attached in PDF form from a Google Doc. Feedback is also posted with minutes on Blackboard and School Website.** |
| Share Out | N. Davis/L. Haynie | * One person report out.
 | 10 minutes |
| A member from each group shared what was added to the document and why. Mrs. Davis answered questions about the process and gathered more feedback about things that worked well in the past (Track-In Meetings and New Staff Orientation brought up).  |
| Next Steps **Next Meeting:** **Monday, February 15th, 2016**  | N. Davis/L. Haynie | * Present
* Discussion
 | 5 minutes |
| Next Steps: Take feedback from SIP meeting and any feedback from teams/PLTs on Key Processes and Actions and re-work the current draft of Key Processes and Action Steps to present to SIP Committee at the February meeting. |

**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.**