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**East Cary Middle School**

**SIP Committee Meeting**

**Monday, January 23rd, 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: Absent

6-2: H. Ledford 8-2: S. El Shafie 7-3/8-3: Tracked Out

8-4: C. Holmes 6-4: L. Graham 7-4: T. Mattson

SPED: Absent PE: M. Smith Arts: M. Arnstein

Admin: N. Davis, S. Spruill

IRT: J. Ethridge

Student Services: M. Ray-Nobles

Media/Tech: D. Harris

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. |
| Review Previous Feedback on Walkthrough Tool | L. Haynie | * Present
 | 5 minutes |
| Haynie reviewed the group feedback from October’s meeting in regards to the proposed ECMS Walkthrough Tool. Link: [Group Feedback - Walkthrough Tool - October SIP Meeting](https://docs.google.com/document/d/1deQOWtX8DKsN6ECA-s-5Ef7gF_24oLAqKQfooqMzA7I/edit?usp=sharing) |
| Discussion and Further Feedback on Walkthrough Tool | N. Davis/L. Haynie | * Small Groups
* Review tool again
* Discussion about how to downsize the walkthrough tool but also making sure to maintain the “non-negotiables” and ECMS values we expect to see in all classrooms.
* Share Out (suggestions on chart paper)
 | 50 minutes |
| SIT members worked in 3 small groups to dissect the tool to make more teacher-friendly. One of the biggest concerns from the October meeting that it was too lengthy for this first go-round.1st Proposed ECMS Walkthrough Tool: [1st Proposed ECMS Walkthrough Tool](https://docs.google.com/a/wcpss.net/document/d/1EcKQcjNBCWqRPrX5EKr8Z0TH5NZOqCMblphBN-Rxb_w/edit?usp=sharing)Suggestions for change included:1. Turn the tool into questions (instead of boxes to check for the whole tool) and then have areas for “Feedback”.
2. Consolidating the “Learners & Relevance” section into 3 sections instead of 5 sections – Student Engagement, Student Tasks, and Level of Questioning
3. Cross off the “Classroom Management” section under the “Environment & Culture” side of the tool. Use that list as ways to spark feedback suggestions.
4. Keep the “Classroom Culture” and “Classroom Appearance” sections – considered changing “Organized, neat & uncluttered” to “Safe & Orderly Environment”
5. Include the phrase “in kid-friendly terms” next to the Essential Question section.
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| Next Steps **Next Meeting:** **Monday, February 20th, 2017****(2nd Quarterly Review)** | L. Haynie | * SIT Committees meet in order to prepare for the 2nd Quarterly Review.
* Discuss next steps for implementing walkthroughs.
* Finalizing document
* Presenting to staff
* Actual implementation of 1st round
 | 3 minutes |
| 1. SIT Committees to meet before the February SIP meeting. Committees should be ready to share out at the Quarterly Review.
2. Various staff members need to run reports needed for the Quarterly Review spreadsheet monitored by the Area Superintendent and Special Assistant.
3. Discuss next steps for the Walkthrough Tool.
4. Selecting a technology tool that would fit for the walkthrough tool.
5. Updating the tool based on the feedback given by the SIT from January’s meeting.
6. Plan for presenting to staff.
7. 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.**