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**East Cary Middle School**

**SIP Committee Meeting**

**Monday, November 16th, 2015**

**2:30-4:00pm \* 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. Green 8-1: A. Tyndall

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

6-3: Absent 7-3/8-3: T. Hackman 8-4: C. Holmes

6-4: E. Speaks 7-4: B. Bishop SPED: K. Monroe

CTE: Ma. Smith PE: Mi. Smith Arts: K. Landry

Admin: N. Davis, S. Ellis

IRT: J. Stern

Student Services: M. Ray-Nobles

Media/Tech: Tracked Out

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. |
| Review of Previous Steps in SIP Process  | L. Haynie | * Present
* Clarify
* Check for agreement
 | 5 minutes |
| SIP Process up until this point was reviewed. Feedback from October’s meeting was reviewed and the common themes of Tier 1 Core Instruction and Functions of PLTs were presented. These common themes/most energy came from feedback from the Future Protocol from October’s SIP meeting, as well as, feedback from PLTs and teams. |
| Small Group Discussions | N. Davis/L. Haynie | * Divide into small groups
* Group discussion on writing Key Processes; Share Out (laptops needed)
* Remainder of group time writing Action Steps for Key Processes (laptops needed); Share Out
 | 75 minutes |
| Members were divided into 4 groups. Sample Key Processes and Action Steps were shared with the groups surrounding the common themes pulled from stakeholder feedback of root causes hindering student achievement. Groups 1 and 3 focused on revising/adding comments to Key Process 1 and Actions Steps (Tier 1 core instructional strategies) and Groups 2 and 4 focused on revising/adding comments to Key Process 2 and Action Steps (Functions of PLTs).Groups shared out and all SIP members were allowed to comment on each group’s work.**\*Feedback from all 4 groups is attached in PDF form from a Google Doc. Feedback is also posted with minutes on Blackboard and School Website.** |
| Next Steps **Next Meeting:** **Tuesday, December 15th**  | 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 create a rough draft of Key Processes and Action Steps to present to SIP Committee at the December 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.**