****



**East Cary Middle School**

**SIP Committee Meeting**

**Monday, October 17th, 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: S. Greene 8-1: J. Duprey

6-2: Absent 8-2: S. El Shafie 7-3/8-3: T. Hackman

8-4: Tracked Out 6-4: Tracked Out 7-4: Tracked Out

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

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

IRT: J. Ethridge

Student Services: M. Ray-Nobles

Media/Tech: D. Harris

Parent Reps: A. Kirk

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |
| SIT Committees for Quarterly Reviews | N.Davis | * Present
* CFA Committee (Process Managers: Ellis/Ethridge) or Walkthrough Data Committee (Process Manager: Spruill)
 | 10 minutes |
| Davis discussed that there will be 2 SIT sub-committees. One to examine CFA data that gets submitted from each grade level/content level PLT. The other to examine the data from the Walkthrough instrument once rounds have begun. These sub-committees will meet separately to prepare information for each Quarterly Review meeting. Davis will send out a survey for SIT members to select which committee they prefer. |
| Practice Using the Proposed ECMS Walkthrough Tool | L. Haynie | * 5 Small Groups
* Each group will watch a video example of a lesson (via a laptop) and practice filling out the walkthrough instrument.
* Discussion about the tool with small group.
* Share Out (Plus/Suggestions for Change/Questions) on Google Doc.
 | 45 minutes |
| SIT members were given the proposed ECMS Walkthrough Tool based on feedback from September’s meetings. Members were broken into 5 small groups of 3 members each. They watched video clips from 5 different lessons and practiced filling out the proposed walkthrough form with the video lesson. Groups then had discussions about the tool and provided feedback on Pluses, Suggestions for Change, and Questions. These responses were recorded on a Google Document. A copy of the group feedback on the tool is attached to the SIP meeting minutes e-mail as a PDF. Links to the video lessons that were viewed by the 5 different groups to practice with the walkthrough instrument.[See-the-Invisible](https://www.teachingchannel.org/videos/observation-exercise-seeing-the-invisible-uncut)[Assessment of Learning and Teaching](https://www.youtube.com/watch?v=QxLFTvodBBI)[Classroom Observation](https://www.youtube.com/watch?v=tAz7TD02ytU)[Slavery in America](https://www.teachingchannel.org/videos/teaching-slavery)[Collaborating to Design](https://www.teachingchannel.org/videos/bridge-building-lesson-plan) |
| Next Steps **Next Meeting:** **Monday, November 21st, 2016**(1st Quarterly Review) | L. Haynie | * PLTs will analyze/submit CFA data to administration
* Committees will report out updates/data/progress towards our Key Processes.
 | 3 minutes |
| 1. Administration will send out a survey to SIT members to select which SIT committee they would like to be a part of for quarterly reviews.
2. PLTs will analyze and submit 1st Quarter CFA data to their PLT Google Folder.
3. SIT committees will need to meet the week of November 14th to 18th to analyze data and to prepare a PowerPoint template slide for our Quarterly Review on Monday, November 21st. One representative needs to report the information out during the review. More information will be sent to SIT committees within in the next few weeks.
 |

**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.**