



**Leesville Elementary School  
SIP Meeting Minutes  
Monday, October 16, 2017  
4:15-5:15 p.m. Room 153**

- Norms:**
- \*Base decisions on data
  - \*Be respectful of other's opinion
  - \* Use time wisely
  - \*Start on time and end on time
  - \*Respect deadlines

Purpose:

Desired outcomes:

By the end of this meeting we will have:

1. Come to a conclusion about whether we should add the new reading goal or not
2. Reviewed the data collection process for our next meeting (Quarterly Review)
3. Determined next steps for our Sub-Committees

What	Who	Time	Discussion
Discussion of New Reading Goal	Team	10 mins.	The team reviewed the previously written Reading Workshop Goals. Team decided to keep the same goals with the exception of 3rd grade. The plan will have to be rewritten next year.
Sub-Committee Work	Averi and Julia	10 mins.	<ul style="list-style-type: none"> <li>● Need grade-level representatives Janelle Baldwin Reading Chair Nick Simpson Math Chair Donesha Hall Community Chair</li> <li>-all sub-committees need a grade level rep from each grade.</li> <li>● Need to schedule the first meeting and decide upon first steps</li> </ul>
Quarterly Review "Review"	Averi and Julia	15 mins.	Next meeting is the Quarterly Review -3 different forms, one for each goal -Collect Quarterly Data, will have no Case 21 data -Organize and enter data onto Student Achievement sheet Completed Nov. 10
Next Steps	SIP Team	5 mins.	A list of next steps written as SMART goals to guide our work in the coming quarter: <ul style="list-style-type: none"> <li>● Gather data for quarterly reviews</li> <li>● Input data into the appropriate forms</li> <li>● Determine grade level representatives for the reading/math sub-Committees on</li> </ul>

			the Early Release Day and schedule first meeting <ul style="list-style-type: none"><li>● Send out the Reading Workshop Key Process for a school-wide vote</li></ul>
AOB			
Plus/Delta			