

North Buncombe High

Meeting Minutes

Meeting Date: 11/13/2018 - 3:15pm

Title: NBHS SIT Regular Meeting

Location: NBHS Media Center

I. Attendance

Team Members:

Toby Anderson, Rebecca Bodenheimer, Betsy Boggs, Kim Mason, Corinne McNamee, Sherrie Minkin, Mike Rowe, Chris Van Dyke, Ricky Webb, Jenny Zimmerman

Guests: Patrick Martin - Mars Hill Student Teacher

II. Celebrate recent successes

Mrs. McNamee went ahead and sent out a curriculum update in all of her classes. She received positive feedback from parents and was encouraged about how this new communication can impact learning in her classes. She is a great model for us moving forward and is willing to share her update with others.

Dr. Sircey also sent an example of a weekly curriculum update from Captain Sullivan. He emails parents every week to inform them about what is happening in ROTC.

Mrs. Zimmerman is excited to be attending the National Council for Teachers of English national convention in Houston, TX this week.

III. Review and respond to coaching comments

No comments were given.

IV. Approval of last meeting's minutes

Unanimous approval of last meeting's minutes by all in attendance.

V. Old Business

None.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

E1.06

Mrs. Darty and Mrs. Caughill sent out a video to all faculty explaining how to update teacher pages on our school website. Many teachers and departments used time on November 6 during early release to update their sites. Mrs. Darty and Mrs. Caughill will present at the faculty meeting on Thursday, November 15. They will inform teachers about how to update websites and about where, when, and how teachers can get help if they need assistance in making sure this update is complete for the beginning of second semester.

SIT will create a "beginning of 2nd semester" memo to help all faculty make sure they have completed SIT actions for the beginning of second semester. We will draft and approve this in December. The memo will include required items and suggested items. We will include a list of teachers who are exemplars for each item.

A 4.06

After Compassionate Schools training our school team created [three Compassionate Schools strategies](#) that SIT will implement as part of our learning and school improvement.

So far twenty teachers have completed the afternoon bus ride. Bus rides are due by February 1, 2018. Two SIT members had gone on the bus rides and reported a great experience. Students have been excited to see teachers on the bus and to have conversations. We all agree that the bus rides help develop stronger relationships between faculty and students, as well as to help increase empathy as we get to know our community.

The Counseling Department has been busy at work developing two forms that will help increase productive conversation between teachers and counselors. They developed a department form that all departments will complete at least once a month. This form gives teachers a chance to ask questions of counselors and let counselors know what is going on in classrooms. If teachers want strategies, individual help, or information, they can put it on this form and counselors will meet faculty needs this way. The counselors also created a single Google form to be used to communicate about student needs that teachers see. While teachers can always still call, email, or stop by the counseling office, this form will make it easy for teachers to get info to counselors. Our goal is to increase awareness of student needs and to get that information to counselors in a timely manner. The faster we can help students, the better. We will try these forms out for the rest of this semester and continue or adjust from there.

Members spoke up about what we'd like to see for the final two hours of follow up for Compassionate Schools. Many teachers express a desire for classroom strategies, so the Compassionate Schools team will keep this in mind as they plan our final follow up professional development session.

VII. Other Business

Action Taken:

We voted to fully engage in the NC Star School Self Assessment. The team wants to assess our school fully before adding any other indicators. We feel that faithfully and honestly completing the School Self Assessment will help us, as a team, truly understand our schools needs and direction. For each of our next meetings throughout the rest of the school year, we will complete one page of the Self Assessment. Each week team members we get a page of the assessment to read and take back to their departments. Departments and reps will discuss and we will complete the assessment on NC Star one week at a time, saving ratings and comments as we go. The assessment will help us decide which indicators we want to add next.

VIII. Next Meeting

Date: 11/27/2018

Time: 3:15pm

Title: NBHS SIT Work Session

Location: Media Center

IX. Adjourn

4:20pm
