

Williams Elementary

Meeting Minutes

Meeting Date: 01/10/2023 - 3:15pm

Title: January SIT Meeting

Location: STEM Lab

Attendance

Team Members:

Jeannette Long (5th Grade Teacher), Sarah Torry (1st Grade Teacher), Maggie Brown (Title I Specialist), Legare Clarke (Special Area Representative, Media Coordin, Jennifer Greene (Title I Specialist, Co-SIT Chair), Samantha Gronberg (4th Grade Teacher), Christy Jones (Principal), Jessie Lehman (EC Teacher, SIT Chair), Ellen Parry (3rd Grade Teacher), Melissa Street (Curriculum Coach), Olivia Styron (2nd Grade Teacher)

Guests:

Minutes: Celebrate recent successes

Celebrations: Dr. Jackson's visit was a great success We received very positive SIT Coach notes!

Review and respond to coaching comments

12/11/2022 Coach Amy Laughter General

Hello. My name is Amy Laughter and I am with District and Regional Support, a unit of the North Carolina Department of Public Instruction. I will provide feedback on the Comprehensive Plan for your school. My goal is to share an external perspective as you implement and refine your school improvement plan. Best wishes on your continuous improvement journey.

Reply 12/12/2022 School Christy Jones General

It is nice to meet you! We look forward to your help as we work on our goals and action steps. Thank you for any feedback that you can provide!

From: Darin Chaplain on 1/6/2023 12:48:24 PM Comment: Hello WD Williams Elementary School SIT,

I have reviewed your plan today! I have to commend you on the work that you have done since my comments in October. Your plan is solid and moving in the right direction. I do however have some comments and suggestions for you that I believe will be helpful as you continue on this journey to school improvement. I know that your goal is to create a thorough and effective plan so that the students grow and have quality teaching and learning. You are well on your way. Just keep progressing day to day and working the plan as you go. The following are some highlights

1. You had at least 4 objectives coming due this year! Great!
2. You are meeting twice a month as required by the state! Alright!
3. You have completed 2 objectives in the last 90 days! Fantastic!
4. You are taking your minutes in your plan! Excellent!
5. You updated the target years in your goals. Nice!
6. You have posted your meetings for the year in your plan and also on the website! Awesome!
7. You are logging into NCStar consistently which is key to really keep the plan at the forefront of what you are trying to do. Well done!
8. Good documentation for A4.16, B1.01, B2.03, C3.04 in your plan! Good job!

I like the progress that you are making on your plan. It is coming along and the work that you have put in is evident. I have a few suggestions below that you need to address. Check these out and if we need to discuss these, give me a call!

- You have 3 actions that are due in the next 30 days so be aware of those dates.

These are A4.06 1.(Calm and consistent calm spots - if we say this is completed by 1/20/2023, we need documentation (pictures) to upload as evidence) 2.(Implement common grade level meetings to discuss behavior data - we may need to add this information to monthly PLC MTSS meeting - because of this we have pushed the date of completion to May 2023; we can also use CHAPS Meetings, Behavior 411 meetings with Brandi - ADD this as an action step!!). 3.(Review and teach the staff about morning meeting. Mrs Pritchard will address this with staff at a meeting in January (see Warpony Weekly). We have pushed completed date out to February 2023 - we did have the first one at the beginning of the year.

- You have 4 objectives for the year, but they all have limited action steps. We have recommended a minimum of 5 action steps for each objective. E1.06 has 5 but the others do not. Look into what you need to add to complete the objective effectively and add them. I've seen as many as 75 action steps for a particular objective. We just want to make sure that the objective has all the needed action steps to complete it.

A4.06 has 4 action steps - we can add action monthly Behavior 411 with Brandi

A4.01 has 3 actions - as a SIT team what are other actions we do. Make a list. Christy and Melissa will add these to our plan.

C2.01 has 4 actions - as a SIT team what are other actions we do? Make a list. Christy and Melissa will add these to our plan.

- A1.07, A2.04, B1.03 and B3.03 are 4 objectives that have actions but are not showing in your worksheet.

Go under Set Direction and click on indicator selection and add these back into your assess, create, monitor worksheet. You can have dates of 2024 or later, but they do need to be accessible since they are key indicators that have to be assessed. Remember, all key indicators need to be reassessed every two years.

Also, these objectives do need updated documentation uploaded into the upload section of your plan.

Melissa has added these indicators back to our plan and added goal date of 06/2025

C3.04 has a link to the staff website under the documentation section but it was not accessible. Look into that.

Christy is looking into this

Your plan is solid but just needs a little tweaking. You guys have done a good job on updating your plan and you have definitely made progress toward your goals. The great thing about this plan is that you can adjust, change, and edit as needed. It is your business plan to move the school in a positive direction. I can't emphasize enough that it is best practice to have all members of your team log into the plan at least once a week which is vital. That practice will prevent future overdue action steps or objectives. Let me know if you have any questions. I am available if you need me.

Well Done WD, Darin

Approval of last meeting's minutes

We approved the minutes.

Old Business

Title 1 Budget - Did we receive any quotes? No, we did not know the name of the book for our "One Book, One School" event yet. We talked about making some connections to the book, our Theater Production, and the K Kids Community Project. We chose the book *Because of Winn Dixie* for our One Book, One School Event. We will introduce this book to the school on the week of the theater production (week of March 23). Title 1 will order the book this week so that it will arrive in time.

Some of the ideas for "One Book, One School" were: Recording different staff members reading different chapters, having older students come down to read a chapter to younger students, reading chapter 1 aloud and posting online for families, recording staff/students reading chapters and posting on the week of Spring Break. Talk to your teams and give your suggestions to your SIT representatives. We will firm up the plans in February.

Great Minds - parent engagement letters - check in with Grade Level reps - The Literacy Team is making videos for Module 2 and we will share those in the February Family Newsletter.

Drama in spring (Theatre Club) - Getting ready to hold auditions for 101 Dalmatians. Mrs. Lehman has planned this event and has dates ready. She is sharing this plan with Mrs. Jones and they will send out info

to classroom teachers in the next week or so. It will be posted online as well. This will be open for Grades 3-5 but there is a plan to have grades K-1 (2 as well?) join in at Dress Rehearsal with one song for a sing along. More details to come.

Art Show - We are going to have this event on April 11. We will incorporate a quick PTO Meeting and the "Art in W&W" Family Night all on this date. Families will come to school that night. They will start with a snack and a PTO meeting for 30 minutes. Then, families will go to their student's homeroom for the "Art in W&W" activity with teachers. As they walk around the building, they can visit the hallways to see the Art Show that will be posted by Mrs. Medsker.

Coming Up -February 14 (7:30am-8am) "Fall in Love with Literacy" Parent Event(Donuts and quick literacy activity written by W&W) -STEAM Night February 23 (5:30pm-7pm)

Items for February Meeting:

-Documentation needs to be added (Data Dig agendas, Morning Meeting lesson plans, Calm Spot pics, and CHAPS meeting agendas w/out student names)

We approved the minutes.

Indicators to Assess-Create-Monitor

Indicators Assessed

A4.06 ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)

Objectives Planned For

A4.01 The school will implement a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)

A4.06 ALL teachers will be attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)

C2.01 The LEA/School will regularly look at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)

Monitor (updates made)

A4.06 Need to address 3 action steps

Review/teach staff the importance of Morning Meeting and the steps to successfully conducting morning meetings. Twice a year Kelli Pritchard 12/20/2022 *We changed dates to 01/20/2023 so Kelli can attend Jan meeting

Implement common grade level meeting time each month to look at behavior data and discuss strategies to implement for students in need of support or interventions. Monthly Kelli Pritchard 12/20/2022 *We changed dates to 01/20/2023 so Kelli can attend Jan meeting

Common and consistent Calm Spots will be placed throughout the building with the same universal signage for the school building. This includes a blue circle with "Calm Spot," common strategies chart and common emotion charts. Once a year Bill Honey 12/31/2022 (we need to change this assignment from Bill to possibly Kelli Pritchard? *We changed dates to 01/20/2023 and we changed Bill Honey to Kelli Pritchard so Kelli can attend Jan meeting

C2.01 Need to address 1 action step / possibly add next action steps

Our Leadership Team will meet with Carley Stein, Cindy Hutchins, BCS Title I Lead, and Danielle Gaither BCS Title I District Lead to perform Foundations to Fidelity Walkthroughs. These walkthroughs will help us check the health of our core phonics program. No Recurrence Selected Melissa Street (Curriculum Coach) 12/13/2022 *We changed the date on this until walkthroughs are completed

Carley met with K-3 PLC's on December 13, 2022, to go through the Walkthrough form watching a sample lesson provided by our Title I Lead, Jennifer Greene

Walkthroughs are taking place beginning in February

A4.01 Need to add action step for Wit and Wisdom parent literacy night(s)

Set dates

Set format

Food

Additional Agenda Items

Action Taken:

Next Meeting

Date:

Time:

Title:

Location:

Adjourn

4:35pm