

Williams Elementary

Meeting Minutes

Meeting Date: 04/18/2023 - 3:15pm

Title: April SIT Meeting

Location: STEM Lab

Attendance

Team Members:

Jeannette Long (5th Grade Teacher), Maggie Brown (Title I Specialist), Kara Dillow (Parent Representative), Kristen Frisbee (Assistant Principal), Samantha Gronberg (4th Grade Teacher), Ellen Parry (3rd Grade Teacher), Darlene Robinson (Instructional Assistant), Melissa Street (Curriculum Coach), Olivia Styron (2nd Grade Teacher)

Guests: Jojo Dennison (1st Grade Teacher);

Minutes: Celebrate recent successes

- PTO Fundraiser
- 101 Dalmatians Theatre Production
- 5th Grade transition trip to Owen Middle School (organized very well)
- Art Walk Wit and Wisdom Family Night (we would love to do this 1st semester as well)
- Parent Advisory Council was a great success (catered by Bistro in Black Mountain); new principals were happy to meet community and family members

Review and respond to coaching comments

Coaching Comment Notes from Christy and Mo:

Goal #2 needs a target for your performance measures. Be sure to add the target you are striving for in 2023.

- 75% growth in EVAAS (last year was 67.5%)

Goal #3 under performance measure 1st/2nd grade level screeners is needing a target as well.

- 60% proficient in Oral Reading Fluency

Goal #4 needs a target and SWD students needs a target year and target. Please update those three goals as soon as possible.

- Last school year we did not have enough SWD to have a subgroup 2022-2023 School year - 80% target (2021-2022 school year 80.6% was our baseline)

You need to update the minutes from PBIS Meetings on 10/5/22 and 2/1/23. Please update as soon as possible.

- Done!

3 actions are coming due in the next 30 days so keep these in mind. A4.01 is due 4/1/23, C2.01 has one due 3/30/23 and another on 4/18/23.

- A4.01 - updated with BOY & MOY Data Dig Agendas; Jones is scanning Instructional Rounds (district walkthroughs)
- C2.01 - updated with Foundations Fidelity Agenda/Notes with Carley Stein; updated with an email from Greene releasing the 2023-2024 Priority Plan information and WD's 2022-2023 PD Monitoring Plan

Approval of last meeting's minutes

This was complete at the last meeting.

Old Business

Indicators to Assess-Create-Monitor

Indicators Assessed

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

The school regularly communicates with parents/guardians about its expectations of them and the E1.06 importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)

Objectives Planned For

The school will regularly communicate with parents/guardians about its expectations of them and the E1.06 importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)

Monitor (updates made)

E1.06

Family Engagement Survey

- T1 has sent these out
- Received 34 back so far (digital and paper copy)
- Mrs. Jones will add this to the Sunday night phone call

Family Engagement Policy & Plan (vote)

- Maggie passed out updated 2023-2024 Engagement Policy and Plan
- Comment made to streamline parent conferences - SIT reps will take back to teams, gather feedback, and will report back at our MAY SIT meeting
- **SIT voted to approve WD Williams Elementary Title 1 Engagement Policy and Plan (4/18/23)**

WDW Title 1 Compact - Vote

- Maggie passed out our updated 2023-2024 Title 1 Compact
- We need to make sure that parents, teachers, and students have this agreement in mind throughout the school year
- Spending T1 money to print these in color and make these into posters throughout the office, PLC room, and conference room
- **SIT voted to approve WD Williams Elementary Title 1 2023-2024 Title 1 Compact (4/18/23)**

Universal Conference Form

- Maggie passed out North Buncombe Elementary's Parent Teacher Conference Form
- This form has our T1 Compact embedded
- **Our SIT team approved for Greene and Brown to explore and bring one adapted for WD to share at our May SIT Meeting.**
- SIT members will ask their representatives thoughts on carbon copies, google form, other options for easy access.

C2.01

Needs Assessment Completion - Melissa passed these out the week of 4/10

- SIT members check with team members to make sure these are returned to Melissa
- Core team will meet to calibrate and share back at May SIT Meeting

Additional Agenda Items

Action Taken:

SIT approved this meeting's minutes (4/18/23)

1st Week of May is Teacher Appreciation Day!

- Kara Dillow will send an email out with a survey for staff to fill out to get ideas!

Next Meeting

Date:

Time:

Title:

Location:

Adjourn

4:00pm
