

2017/2018 SIT Minutes
Monday, September 11, 2017
5:00 PM PLC Room

- **Welcome**

- **Present:** Patrenia McDowell, Principal; Tiffany Newsome, Assistant Principal; Rachel Pugliese, teacher co-chair; Julie Foster - parent co-chair; Susie Appelquist - instructional support teacher rep; Natalie Sayag 3 - 5 teacher rep, Mandy Hitchcock-parent, Jeff Greene-parent, Vickie Feaster Fornville - parent
- **Guests** - Andrew Tauber, instructional technology specialist

Introduction to Google Docs

- Guest Internet: chccsguest
- Andrew reviewed shared sites, access, etc.
- There is value in typing minutes in Google drive or sending a Word document to him for the purpose of publishing.
- Anything you type on the Google sites, will save automatically. Until you hit “publish,” it will not show up on the website and be reflected in real time. If you make changes, ensure you hit “Publish” to reflect the new changes.

Community Comments

- No community members present.

Old Business

Approval of Agenda

- Mandy Hitchcock made a motion; Jeff seconded the motion to approve the May 8, 2016 SIT meeting minutes.
- Julie Foster made a motion; Mandy Hitchcock seconded the motion to approve the July 24, 2016 SIT minutes.

Report from the School Board

- School board members will no longer attend the SIT meetings, but will engage in a different way, per a conversation from Dr. Baldwin.

Principal's Report

- https://docs.google.com/document/d/1yzJsDoD2m0ZYEcEujmutNRylOqgyBoPL2PSZ5T_Jmpw/edit
- Questions were raised regarding clarification of “coach” roles. Literacy coach positions are now “Instructional Coach” positions within MES; our coaches work as a team to coach on math and literacy. MES is looking to hire a full-time interventionist for social, emotional, and academic interventions.

- The Teacher Working Condition Survey foci and updates will be included on the October SIT agenda as a primary focus.

Discussion Items

- SIT Framework
 - Members were provided with a copy of the framework to keep as a reference.
 - Mrs. McDowell indicated that the SIT will be able to imbed our current school improvement plan (SIP) into a new format/document. She will be meeting tomorrow to learn how to utilize the new tool.
 - The SIT will begin revising the SIP in October 2017.
 - Question about 1D on the framework document - do we have a process for hearing concerns of constituents?
 - Response: Not currently outside of informal conversations with SIT members.
 - The SIT will develop a strategy for how to reach members of the school community who may not be able to respond to email or other electronic communications, to ensure accurate and broad representation of school community voices. The goal of the SIT will be to reach a diverse population of MES families. Further consideration will be given to the development of a more structured, consistent way to solicit feedback; this will include basic solutions such as a suggestion box.
 - This topic will be included on the October or November 2017 agendas in conjunction with publishing the website, sending home a flyer in take-home folders, etc.
 - The SIT is also recruiting for a teacher's assistant to serve on the SIT. Recruitment efforts are in place but have been unsuccessful to date.
 - Julie Foster shared an email regarding attending district SIT meetings. Additional information will be presented at the October 2017 meeting.
- SIT/PTA Connection
 - PTA meetings will be Wednesdays at 8:00 am (starting on 9/20).
 - Mandy Hitchcock will serve as liaison between the two committees. If she cannot attend, she will reach out to other SIT members to find a replacement.
- Ways to support Principal McDowell in Assistant Principal (AP) Transition
 - Mrs. McDowell has been catching Tiffany Newsome up on the aims and goals of the SIT. Mrs. McDowell and Ms. Newsome will work as a team to cover any action items that Tiffany Cheshire (former AP) may have undertaken before her transfer. Mrs. McDowell assured the team that all the action items previously covered by Ms. Cheshire will be assumed by Ms. Newsome.

Action Items

- Website
 - The SIT reviewed the website and reviewed comments and suggestions. Mandy Hitchcock will revise and send the final revision to Andrew Tauber for publication on the Google site once it's approved by the SIT.

New Business

- Agenda for next meeting
 - School Improvement Plan
 - Discussing ways to reach out to, and be more accessible to, a wider range of families
 - Teacher Working Conditions Survey
 - Homework Policy - can be on future agendas, if needed (10-15 min)
 - Overview of Parent Ambassador Program - Vickie (5 min)

Next Meeting: **5:00pm - Monday, October 9, 2017 - PLC Room**