GLENWOOD SIT Meetings

Agenda

Meeting Date: July 7, 2020
Time: 3:00-5:00pm
Location: Virtual WebEx Meeting

I. **Attendance**
   A. Team Members: Cally Stanford, Sarah Stephens, Channing Bennett, Shane Chinni, Casey Goodwin, Heather Craig, Stephanie Walters, Tracy Bell, Russetta Saul

II. **Review and respond to coaching comments: n/a**

III. **Approval of last meeting's minutes:**
   A. Approved the minutes: Heather Craig
   B. Seconded the minutes: Tracy Bell

IV. **Old Business:**

V. **New Business:**
   A. K-3 Reading Diagnostic
   B. District Events
      1. Remote Learning Webinar (July 15th) 12 - 1
         a) use this link and the password "join" to participate. Use this form to submit your questions for the panelists no later than July 12.
         b) Overview of the Remote Learning Panorama Survey
      2. Superintendent Search
         a) Community Survey Due: July 31st
         b) Forums

- **July 15:** Community Forum for Students, 6-6:50 p.m.; Community Forum for Parents, 7-7:50 p.m.
- July 20: Staff Forum for APs & Principals, 6-6:50 p.m.; Staff Forum for Teachers, 7-7:50 p.m.
- **July 28:** Community Forum for Community Organizations & Local Businesses 6-6:50 p.m.; Community Forum for Other Community Members, 7-7:50 p.m.
- July 30: Staff Forum for Central Office, 6-6:50 p.m.; Staff Forum for CHCCS Classified Staff, 7-7:50 p.m.
- **August 1**: Open Forum for Anyone Who Hasn't Participated in a Forum, 1-3 p.m.

How to Speak at a Community/Staff Forum

- Each person is allowed 2 minutes to speak to the Board, but everyone must sign up ahead of time using this form.
- On the day of the forum, each speaker should sign in as an attendee, and as his/her name is called, the speaker will have their mic unmuted in order to speak (please note, speakers will not be seen, only heard).
- Once a speaker's two minutes are up, their mic will be muted again.
- If anyone cannot attend one of the forums specifically for them, there is an Open Forum for anyone who hasn't been heard on August 1.

C. Review DRAFT Remote Learning Plan Feedback
   1. Comments about Remote Instruction Plan

Meeting Adjourn - Motion to adjourn: Heather Craig (record time:) Second: Cally Sanford

Agenda
Meeting Date: May 26, 2020
Time: 3:00-5:00pm
Location: Virtual WebEx Meeting

VI. **Attendance**
   A. Team Members: Channing Bennett, Sarah Stephens, Heather Craig, Cally Stanford, Shane Chinni, Helen Mu, Maggie Wu, Stephanie Walter, Russetta Sauls, Robin Franklin, Bill Rathbun, Amanda Thorne, Sheryl Kirkey, Lindsey Britt, Tracy Bell
   B. Absent Members: Janine Barr
   C. One word check-in: At this point in our at-home, extended learning process, what is your one word (to describe where you are or how you are feeling)?

VII. **Review and respond to coaching comments:**

VIII. **Approval of last meeting's minutes:**
   A. Approved the minutes: Cally Stanford Seconded the minutes: Sarah Stephens

IX. **Old Business:**
   A. Monthly Discipline Data Report
   B. NC Star Status

X. **New Business:**
   A. Principal Update
      1. EOY Item Pick-up
         a) 5th Grade (June 11th)
         b) Yearbooks
      2. Field Trip Cancellations
         a) K, 3rd & 5th field trips were impacted. Families were sent a form to process refunds for families. Families also had the option to donate to classroom resources. Checks will be mailed starting this week.
      3. EOY Student Summaries
      4. Fall Elections
         a) At the April 27, 2020 Board Meeting we received a waiver on the requirement that SIT elections. To ensure equity of access to the process they should occur in the Fall. SIT elections must take place by the end of September 2020. The district is collecting feedback from principals, SIT Chairs and PTA regarding what we need to consider for Fall Elections
   B. 20-21 Specials Schedule
   C. Summer Work Session Dates
   D. Feedback regarding SIT/Leadership Meeting Times

Meeting Adjourn - Motion to adjourn: Bill Rathbun (record time:5:08pm) Second: Heather Craig

Agenda

Meeting Date: March 4, 2020

Time: 7:30am - 8:30am

Location: Glenwood Media Center

XI. **Attendance**
  A. Team Members: Channing Bennett, Sarah Stephens, Rusetta Sauls, Lindsey Britt, Shane Chinni, Heather Craig, Robin Franklin, Tracy Bell, Bill Rathbun, Cally Stanford, Amanda Thorne
  B. Absent Members: Helen Mu (sick), Stephanie Walter (work travel), Maggie Wu, Sheryl Kirkey, and Janine Barr
  C. One word check-in: "Describe your mood in one word, using the name of an animal."

XII. **Review and respond to coaching comments:**

XIII. **Approval of last meeting's minutes:**
  A. Approved the minutes: Tracy Bell Seconded the minutes: Heather Craig

XIV. **Old Business:**
  A. Continue data presentation/discussion from our February 5, 2020 meeting. SIP Action Step: Data Review
  B. Monthly Discipline Data Report

XV. **New Business:**
  A. NC Star Status
  B. Upcoming Events: STEAM2 Night - March 12, 2020; Multicultural Night - May 16; In the midst of TWC
  C. Meet Dr. La Serna

Meeting Adjourn - Motion to adjourn: Sarah Stephens (record time: 8:35) Second: Robin Franklin

Agenda

Meeting Date: February 5th, 2020
Time: 7:30am - 8:30am
Location: Glenwood Media Center

XVI. **Attendance**
   A. Team Members: Channing Bennett, Sarah Stephens, Lindsey Britt, Shane Chinni, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Maggie Wu, Sheryl Kirkey, Bill Rathbun, Amanda Thorne, Cally Stanford
   B. Circle Prompt: If you could time travel where would you go and what would you do? Circle Prompt taken from “Community Building Question Cards”.

XVII. **Review and respond to coaching comments:**

XVIII. **Approval of last meeting’s minutes:**
   A. Helen Mu approved the minutes. Cally Stanford seconded the minutes.

XIX. **Old Business:**
   A.

XX. **New Business:**
   A. SIT Chair Meeting Updates
      1. Budget Presentation - This budget will be presented at the next board meeting.
   B. SIP Action Step: Data Review (The Data Review presentation will be pushed back due to the assembly, Discipline Data
   C. Racial Equity Impact Assessment Tool

XXI. **Other Business: We will talk about equity work and how it is linked to the Tier 2 system.**

Meeting Adjourn - Stephanie Walter made a motion to adjourn at 8:15. Robin Franklin seconded it.

Agenda

Meeting Date: January 8th, 2020
Time: 7:30 - 8:30
Location: Glenwood Media Center

XXII. **Attendance**
   A. Team Members: Channing Bennett, Sarah Stephens, Lindsey Britt, Shane Chinni, Janine Barr, Heather Craig, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Maggie Wu, Sheryl Kirkey, Bill Rathbun, Amanda Thorne
   B. Circle Prompt: Please share what you did over the break to slow down and center or reset yourself.

XXIII. **Review and respond to coaching comments -**

XXIV. **Approval of last meeting's minutes:**
   A. Heather Craig approved the minutes. Robin Franklin seconded the minutes.

XXV. **Old Business:**
   A. Parents Representative - asking the PTA for representatives based on the criteria that we already set.

XXVI. **New Business:**
   A. Introduction of Guest: Esther Mateo-Orr (District Equity Specialist)
   B. Review of Branding Survey Responses
   C. Board Comments regarding SIP

XXVII. **Other Business-**

Meeting Adjourn - Motion to adjourn - Heather Craig at 8:35am

Agenda

Meeting Date: December 4, 2019

Time: 7:30 - 8:30

Location: Glenwood Media Center

XXVIII. **Attendance**

A. Team Members: Channing Bennett, Sarah Stephens, Lindsey Britt, Shane Chinni, Janine Barr, Heather Craig, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Maggie Wu, Sheryl Kirkey, Bill Rathbun, Amanda Thorne

XXIX. **Review and respond to coaching comments - N/A**

XXX. **Approval of last meeting's minutes:** November 13 Minutes (below)

A. Heather Craig; seconded Stephanie Walter

XXXI. **Old Business:**

A. New Parent Representative --

B. Review SIP and action steps.

XXXII. **New Business:**

A. Preview the new DRAFT logo for Glenwood Magnet

XXXIII. **Other Business- N/A**

Meeting Adjourn 8:30

Agenda

Meeting Date: November 13th

Time: 7:30 - 8:30

Location: Glenwood Media Center

XXXIV. **Attendance**

A. Team Members: Channing Bennett, Sarah Stephens, Amanda Thorne, Bill Rathbun, Lindsey Britt, Shane Chinni, Janine Barr, Heather Craig, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Sheryl Kirkey, Maggie Wu, Russetta Sauls

B. Guests:

XXXV. **Celebrate Recent Successes**

A. Circle Prompt - In honor of World Kindness Day, share an act of kindness that was shown towards you or that you did for someone else recently.

XXXVI. **Review and respond to coaching comments - N/a**

XXXVII. **Approval of last meeting's minutes:** October 2nd Minutes (below)

A. Stephanie Walters motioned, Bell seconded- approved

XXXVIII. **Old Business:**

A. New Parent Representative

XXXIX. **Indicators to Assess-Create Monitor**

A. Assess Indicators

1. Divide into teams and review the current state of selected indicators

B. Create and Plan Tasks

1. Create action steps and tasks for the 2019-20 school year

C. Monitor (see Actions Report)

XL. **Other Business- N/A**

Meeting Adjourned at 8:35

Agenda
Meeting Date: October 2nd
Time: 7:30 - 8:30
Location: Glenwood Media Center

XLI. **Attendance**
   A. Team Members: Channing Bennett, Kathleen Carswell, Amanda Thorne, Bill Rathbun, Lindsey Britt, Shane Chinni, Janine Barr, Heather Craig, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Sheryl Kirkey, Maggie Wu, Russetta Sauls
   B. Guests:

XLII. **Celebrate Recent Successes**
   A. Circle Prompt - Robin Franklin what demonstrates respect to you?

XLIII. **Review and respond to coaching comments**

XLIV. **Approval of last meeting's minutes:** September 12th Minutes (below)
   A. Shane motions, Cally seconds- approved:

XLV. **Old Business**
   A. Fourth parent representative seat
      1. Discuss potential candidates to appoint:
         - Diversifying in terms of ethnicity, gender, traditional to balance out diversity within the school. Have 1st, 5th, 2nd
         - Robin will talk to Ms. Ivette about a parent at Dobbins that may be open to serving
         - Bill will reach out to PLCs
         - Shane will reach out to parents in his grade level
      2. Determine who will reach out to candidates and by when

- See above; will have a month of October; will email out candidates- check back in 10/16

   B. Recap survey status
      1. Making Blurbs about parent committees
      2. Tracy will share Navigator link
      3. Stephanie will look into volunteer packages from IBM

XLVI. **Indicators to Assess-Create Monitor- N/A**
   A. Assess Indicators
      1. Review 12 Key Indicators Presentation
         a) Wiseways Descriptions for key indicators
            - Mr. Bennett went through each indicator and gave us more of an understanding of each one and which ones would already apply to what we are doing here at Glenwood, which would be beneficial to our school right now. The team took individual notes to vote on which would be most beneficial.
      2. Select 4 Indicators for 2019-20 focus
         a) Review Notes Document
         b) Votes: a107, a204, a406, c201
   B. Create and Plan Tasks
      1. Work for November SIT Team

C. Monitor (see Actions Report)

XLVII. **Other Business- N/A**

Meeting Adjourned at - 8:30

Agenda

Meeting Date: September 12th

Time: 5:30 - 7:00

Location: Glenwood Media Center

XLVIII. **Attendance**

A. Team Members: Channing Bennett, Katie Caggia, Amanda Thorne, Bill Rathbun, Lindsey Britt, Shane Chinni, Linda Keller, Heather Craig, Stephanie Walter, Robin Franklin, Helen Mu, Tracy Bell, Sheryl Kirkey, Maggie Wu, Russetta Sauls

B. Guests: Traci Adams, Kari Hamel

XLIX. **Celebrate Recent Successes**

A. Circle Prompt - What was the best part of your day?

1. Prompt for next time? Robin Franklin will provide. Thank you, Robin!

L. **Review and respond to coaching comments**

LI. **Approval of last meeting's minutes: July 30, 2019**

A. Katie Caggia motioned and Amanda Thorne seconded approval of minutes.

LII. **Old Business**

A. Norm Setting

1. Stay Focused on clear student-centered goals
2. Be Respectful; Keep it positive by having a growth mindset
3. Listen & Speak from the heart
4. Actively Participate
5. Be Open to New Ideas, ensuring all voices are heard
6. The goal is consensus; if consensus is not reached then ⅔ majority of membership in attendance will decide

**The team agrees that norms can be re-visited and added to as needed.

B. Co-Chairs

1. Roles & Responsibilities
    a) Heather Craig and Tracy Bell will serve.
2. Parent Rep & Staff Rep

C. Standing Meeting Time

1. System and Structure for Teachers to have questions answered and how to collaborate around schedule, class lists, etc. Could be a reinstatement of minute questions Admin review. It could be a face to face 30-minute meeting prior to SIT.
2. 7:30-8:30 Whole SIT Meeting Time
3. 3:00-3:45 Teacher Check in
4. Dates: 10/2, 11/13, 12/4, 1/8, 2/5, 3/4, 4/1, 5/6

D. Committee Discussion

1. Current Structures- Parent and Staff Sharing. PTA leadership invited to share as applicable

2. Initial Work - Survey the community for needs. Have SIT mine the data.
    a) Want staff and parents to be invested
    b) Energy should be behind committee participation
    c) Staff can share ideas on 9/25 at staff meeting- Robin will help share with staff on 9/25.
    d) Would like to have parents and staff serve on committees together
    e) Input from parents- surveys. Volunteers for working on surveys: Cally Stanford and Helen Mu will work on this together. Gage family interest in committees, etc.
    f) The main things stay the main things.
    g) Start PBIS, MTSS, SIT, Magnet Implementation Team running
    h) Revisit this work in January

Next Steps-

For October and November- Decide in 3-4 Key Indicators and Actions
For October: 4th parent representative seat
Recap surveys and input

LIII. Indicators to Assess-Create Monitor- N/A

A. Assess Indicators
B. Create and Plan Tasks
C. Monitor (see Actions Report)

LIV. Other Business- N/A

Meeting Adjourned