SIT Meeting Minutes – September 15, 2022

Brenda, the SIT Chairperson, opened the meeting by requesting feedback from the meeting two weeks ago. Below is the agenda she and Barbie planned for the meeting and emailed to all SIT members.

* Representatives
* Setting Goals
* Professional Development
* Data and Evidence Collecting
* Accreditation

Brenda asked if anyone had recommendations for 2-3 parents and one community member who would be interested in joining the School Improvement Team. Mrs. Reed stated she had nine parents who responded to the ballots. She would give this a few more days and share those on Monday. Brenda asked if Dr. Handley had any ideas for community representation. Dr. Handley said someone had expressed an interest but did not say who. She also recommended posting a notice on the ENCSD Facebook page or school website. Dr. Handley asked team members to think about prospects and give Brenda their names.

Brenda stated that the purpose of this team is to analyze the survey Mrs. Reed provided, then develop goals to enhance student learning and improve teaching staff working conditions. Mrs. Reed recommended that the School Improvement Plan address the following areas: ASL classes for all employees, improve school morale, increase student enrollment, residential students living in dorms, and prepare students transitioning from high school.

Emphasis:

1. Signing
2. Student growth
3. Morale

The recommendations are based on Dr. Handley's Strategic Plan and the Corrective Action Plan.

To help boost school morale, Brenda shared that Cedrick suggested the school purchase an ENCSD school mascot uniform/costume for homecoming, sports, and other school events.

Brenda presented an image of a Mascot Makers hornet to the group Cedrick found online. She also said that Cedrick mentioned that the school used to have a mascot costume, but perhaps an ENCSD alumnus would be willing to purchase it for homecoming or sports events. Brenda said that since the primary focus of SIT (at this time) is on the goals for the School Improvement Plan, the team would consider but also more research was needed. Barbie said this was a great idea.

The team will be setting goals (an essential part of SIT) taken from the survey and ideas Mrs. Reed gave in the 1st meeting. The goals should align with State Standards: curriculum, instruction to support student success, especially in reading and math, transition and compliance, use of technology to support student learning, and achievements with certain strategies by specific results, resources, data, and personal responsibilities. Brenda will create a spreadsheet with goals, personal responsibilities, status, and deadlines.

Dr. Handley said as a reminder, the Strategic Plan will launch with new initiatives on a new 5-year cycle. The EC corrective action plan has minimum things to be done this year. She encouraged the team to consider the priority areas already identified in the other two plans and go deeper into them or add aspects not represented. Barbie said the SIP should include goals that coincide with professional development, teacher/classroom instruction, school safety, and student life. Still, the School Improvement Team does not have a copy of the EC corrective actions to consider priority areas. Dr. Handley said the EC corrective action audit was distributed to everyone and discussed during the August faculty meeting. However, Mrs. Reed collected the folders at the end of the meeting. Dr. Handley then recommended that the SIT consult with the strategic plan team (or the EC corrective action team members) Brenda, Rachel, Trish, and Mrs. Reed have the information from the strategic plan (or the EC corrective action team members). There is a priority area for staff morale, so the team should consider how to incorporate or expand it rather than develop a new topic. Barbie asked if there was a deadline for the School Improvement Plan to be submitted to DPI. Mrs. Reed said we must decide on goals first. The SIT team is a part of student achievement. The Strategic Plan is looking at what we have and what we need. Morale and achievement would be covered under corrective actions in the Strategic Plan.

Brenda stated each department is to develop goals and present them to Mrs. Reed for approval. For professional development, staff should have input based on needs. Mrs. Reed said professional development would include other departments as well. Trish, who provides online classes, was asked about professional development in her department. Tailoring staff professional development for all departments would be helpful. Brenda asks about sending another survey. Dr. Handley said this group needs to pick the priority areas, decide what they want to accomplish under that area, then determine how they want to collect that data. Next are the steps for improvement. Before going outside the committee, you need to pick your priority area.

This process should mirror the Strategic Plan meetings on a much quicker timeline. Trish stated that what Mrs. Reed handed out last week noted this would be a vote of 50% +1 to get the plan to carry. After that, it would go to staff, next to Mrs. Reed, then Dr. Handley, and be forwarded to DPI for approval.

Barbie stated that evidence-based practices should be evident in all classroom instruction. In addition, all teachers should use a similar format for teaching a lesson. (POSTED: date, goals/objectives, clear learning target, hook - class starter, instructional strategies, closure activity)

Rachel stated we have been trying to standardize everything with SOPs to go along with curriculum pieces, like creating steps for teacher evaluations, etc. Barbie is talking about the teaching standard in every classroom. Mrs. Reed said yes, each classroom would have standardized what they are teaching.

Dr. Handley said these are great examples. In the Strategic Plan, one priority identified was high-quality instruction. Part of that is choosing and implementing a curriculum. The other piece is research-based strategies. The Strategic Plan is the significant global piece, then down a level for a more specific and shorter timeline (within a year). If the committee feels curriculum and instruction should be a priority for the plan, how could SIT take it to the next level for the topic? Teachers must use research-based strategies, instructional organization, lesson objectives, a behavior management system, and materials that are not necessarily curriculum based on the more profound level. This would be an example of what we should do to go deeper in this area.

Strategic priorities from the Strategic Planning Team are:

1. Curriculum and instruction
2. Outreach (under that, parent engagement and involvement)
3. Recruit and retain qualified staff
4. Staff morale

Corrective Action Team priorities:

1. Student Scheduling
2. Curriculum and alignment with State Standards
3. IEP compliance pieces. Weak on transition.
4. Verify that research-based strategies are provided per the IEP

What area would you want to funnel down on with the student achievement piece out of these priorities? Barbie and Brenda will work together on this through data and evidence collection. Brenda asked about the data evidence collection. Is this test scores, attendance, corrective action plan, or for accreditation? Could you clarify this and what is supposed to be on there?

Dr. Handley – to clarify, we are up for accreditation review. Given the state of our IEP compliance and our vacancies, we might have work to do to pass accreditation. This will overlap with the strategic priorities from the Strategic Plan and the critical areas for improvement in the EC Audit Plan. That would very specifically pull us together. This work must happen whether this lives on a committee plan or not. Barbie asked when the deadline for the accreditation was. Mrs. Reed stated that the accreditation workbook must be completed and submitted by February 1. However, we must collect evidence and analyze data for the information before entering it online. This team will come to campus and visit for two days. This is different. Everyone will collect data for us to input into this, then access what is in the workbook. There is a training of about ten modules before this input. There is a primary workbook for loading that information into and then reviewed on February 1. Dr. Handley said this committee could become the accreditation; we will not likely get a pass on the first go. Things will have to be fixed and resubmitted. Mrs. Reed said we needed to get the goals first.

Mrs. Reed said the form for SIT should be created and then sent out to members on October 1 for them to input goals by the 1st Thursday. Everyone should write a goal and objective to submit and prepare to present at the October 6 meeting. Brenda wanted to clarify the SMART goals and ensure all the team members understood.

Dr. Handley explained SMART Goals:

**S**   Specific

**M** Measurable

**A**  Attainable

**R**  Relatable

**T**  Timely or time-bound

The next meeting is in the Massey Lounge on Thursday, October 6, 2022. Barbie mentioned that some team members stressed that they are overwhelmed and have hectic schedules. Would it be possible to meet only once a month as originally scheduled if the team could establish goals at the next meeting? Then, each department could work on these goals. Rachel said that we meet weekly on Strategic Plan for a few hours and does not feel once a month is enough for us to move forward promptly. Mrs. Reed asks that Brenda make the plan into a Google Doc to share for everyone's input. Brenda said she would be in touch through email. Meeting adjourned at 3:45 pm.