**School Improvement Team November 17, 2022**

Brenda Ulrich, Chairperson Barbara Coble, Vice Chairperson Shirley Reed, Advisor

Briana Brandon, Interpreter Lane Oliver, Interpreter Stephanie Slade Parent Rep

Michele Handley, Guest Chris Sivills, Educational Consultant Patricia Hart

Melissa Chatman Fallon DiBlasio Tafie Henson

Rachel Hanson – RLT Linda Harris, Secretary

Brenda Ulrich, the Chairperson, called the meeting to order at 3:10 p.m. Points of discussion are Community Representative and finalizing the group's norms using the norms the group submitted before today's meeting.

A former elementary teacher, Sue Weber, has been chosen as the community representative. Chris Sivills presented a PowerPoint to review the feedback from the previous meeting and determine norms as a group. The pluses are that members can share ideas, team expectations, and guidance from experience. Improvements include a need for a Spanish version of materials and an expansion of Cognia Key Characteristics.

**Review of Norms**: Mr. Sivils shared the norms SIT members submitted from the homework assignment. The norms most common among the group responses were communication (8), time (4), and open-mindedness (4). The group will choose two (2) additional norms for five (5).

**Communication:** all voices heard, total contribution and expectation, be honest, elaborate when needed, be positive, allow others to voice their concerns, and keep open lines of communication to ask questions.

**Time:**  be considerate of members by beginning and ending on time.

**Open-mindedness**: listen, know what to fix and help to get it done, respect overlaps, teams are stronger together, people are the most valuable resource, and try to understand instead of just agreeing or disagreeing.

**Two (2) additional categories:**

**Decision Making:** Group decision-making should be about decisions made by the principal, SIT purpose, agenda, meaningful conversation, group consensus, majority, understanding, figuring out how to handle disagreements, leading with concerns, discussing, and coming to a final decision.

**Confidentiality**. follow expectations set by the group by coming to the meeting prepared, remaining confidential about discussions, and respect other members.

**The group agreed upon the five (5) norms:** communication, time, open-mindedness, decision-making, and confidentiality.

Before the meeting concluded, the group discussed how the norms would help during the Cognia accreditation process. As a result, there is no homework for the December 1 meeting.

Brenda asked the group to provide feedback from this meeting to improve future meetings. What worked well? Working at a slower pace helped to clarify the team's understanding of the expectations for the group. What needs improvement? Spanish versions of materials.

Chairperson adjourned the meeting at 4:00.