

Committee Meeting Minutes

Date of Meeting: 7/24/19
Start Time: 2:45 pm
End Time: 3:41 pm
Location: Media Center

Members in attendance:

Member Name	Roles and Responsibilities	Member Name	Roles and Responsibilities
Karma Maples	SIT Chair	Jamie Sandrin	SDA
Graham Elmore	Principal	Laura Tanner	Parent Rep
Kim Horton	Assistant Principal		
Jenny Walters	Kindergarten Rep		
Angela Tait	First Grade Rep		
Christine Bianchi	Second Grade Rep		
Kristi Youmans	Third Grade Rep		
Catherine Blaylock	Fourth Grade Rep		
Meghan Bennett	Fifth Grade Rep		
Mary Tyndall	Specialists Rep		
Tammy Turley	Classified Rep		
Scott Deese	Student Support		
Debbie Southerland	Instructional Support		
Ileashea Seales	Media Specialist		

Not in Attendance: Eric Cleveland, Jamie Lanier, Khadija Tribie Reid, Matt Saggese, Lori Smith

NC Star Dimension(s): Mark All that Apply

X	A. Instructional Excellence and Alignment
X	B. Leadership Capacity
X	C. Professional Capacity
X	D. Planning and Operations Facilities/Technology
X	E. Families and Community

Agenda

1. Introduction of SIT Team
2. Review of NCStar and Meeting Format
3. Expectations of Committees and Data Collection
4. Review of Comprehensive Needs Assessment Data
5. Review of Upcoming Meeting Dates

Purpose of Meeting and NCStar Action(s): To review results from the May 2019 NCStar needs assessment and determine how committees will work with the SIT to develop action steps for our chosen indicators

Discussion/Decisions on NCStar Actions: Determined which indicators will be the focus of each committee and the expectations of SIT members for working with committees and reporting back to SIT on committee work.

Instruction/PD Committee - A2.04, A4.01, B2.03, A4.16, C2.01

Service / PBIS Committee - A1.07, C2.01, E1.06

Social / Wellness Committee - A4.06, A4.16, B3.03, C3.04, E1.06

MTAC Committee -

SIT - B1.01, B1.03

Administration - B3.03

Impact on Student Learning: Focus on A3, A4, and E2 by committees will provide quality instruction to meet the needs of all students

Questions Raised: What is the system or procedure for gathering documentation and evidences of full implementation of indicators? Who do the committees ask for guidance and permission for actions? What are we already doing to implement the key indicators?

Issues for SIT: (budget, scheduling, items needing more input) Parent member recruitment, data and artifact collection process, developing actions steps for indicators

Goals for Next Meeting and Person(s) Responsible:

Goals or To Dos	Person Responsible	Due Date
Parent membership recruitment	Mr. Elmore	August 21, 2019
Committees review their "assigned" indicators and generate actions steps for these indicators	SIT members who are committee chairs	December 11, 2019
Explain NCStar indicators and needs assessment to all classroom teachers	SIT grade level/team representatives	August 21, 2019
Reports to SIT on committee work	SIT members who are committee chairs	August 21, 2019

NCStar Process Manager - Request to Add Additional Action Steps to the Comprehensive Plan

Description of Action: Nothing at this time

Person Responsible:

Target Completion Date: