

Committee Meeting Minutes

Date of Meeting: August 21, 2019

Start Time: 2:45 pm

End Time: 4:20 pm

Location: Codington Media Center

Members in Attendance:

Member Name	Roles and Responsibilities
Mrs. Walters	Teacher
Ms. Tait	Teacher
Ms. Bianchi	Teacher
Mrs. Youmans	Teacher
Mrs. Baylock	Teacher
Mrs. Bennett	Teacher
Mrs. Tyndall	Teacher
Mrs. Sandrin	SDA
Mrs. Turley	Instructional Assistant
Mr. Deese	Student Support
Mrs. Southerland	Instructional Support
Ms. Seales	MTAC
Lori Smith	Parent
Mrs. Tanner	Parent
Lauren Sleesman	Parent
Jessica Smith	Parent
Hettie Carter	Parent
Jeremy Simmons	Parent
Mr. Elmore	Administration
Mrs. Horton	Administration
Mrs. Maples	Chair

Not in Attendance: Mrs. Tribie Reid, Mrs. Lanier, Mrs. Head, Mrs. Kowalski, Mr. Cleveland

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

Purpose of Meeting and NCStar Action(s):

1. Introduction of New SIT Team Members
2. Review of NC Star and Meeting Format
3. Review of three additional indicators
4. New information from committee chairs
5. Discussion of parent/community subcommittee focused on culturally responsive instruction
6. Play ground

Discussion/Decisions on NCStar Actions:

1. Introduction of New SIT members
 - a. All SIT members introduced themselves
 - b. New set of parents were voted on at last night's PTA meeting and will serve for 2 years
 - c. This will allow for a continual rotation of parents on the SIT
2. Review of NCStar and meeting format
 - a. NCStar is the school improvement plan platform
 - b. This new format allows us to be more effective and holds us accountable and can be viewed by everyone
 - c. All schools in NHCS are being required to use the NCStar system
 - d. The 12 Key indicators was recently increased to 15 Key indicators by NHCS
 - e. Goal is to focus on 3 of those 15 to work on each school year or school improvement plan
 - f. Last year's SIT did a needs assessment on what Key indicators will be our focus indicators
 - g. 12 Key indicators identified by the state and in the July 24, 2019 meeting indicators to committees to review in their July 31st meetings and the committees were to develop action steps in place and action steps that need to put in place for each of their assigned indicators
3. Review of 3 new additional indicators
 - a. A4.02 service providers meet together regularly
 - b. A2.16 units of instruction are aligned with AIG goals or ELL student progress
 - c. A4.22 Responsive to student cultural back grounds
4. New information from committee chairs
 - a. PBIS/Service
 - i. Looked at indicators that detailed any type of support for students
 - ii. Developed a list of the strengths in the indicators and also the weakness
 - iii. Biggest need – continual cutting of positions and loss of personnel that have provided support services in past years (ie two full time guidance counselors has been cut to one full time counselor)
 - iv. This committee needs to focus on the emotional aspect of A4
 - b. Social/ Wellness
 - i. Reviewed indicators
 - ii. This committee in the past has concentrated on teachers but now looking at students
 - iii. Calming app
 - iv. Social activities for the staff (C3.04)
 - v. Listed activities for each indicator (see committee minutes)
 - vi. Do we fit under the indicators that have been assigned to them
 - c. Instruction/PD
 - i. Looked at the indicators and listed what we are already doing and what needs to be done
 - ii. Read the list developed by the committee (see the PD committee minutes from July meeting)
 - iii. Needs seemed to come back to cross grade level planning, transition from Pre K to K and how to use data to help student growth
 - iv. PD ideas Data notebooks, On-line courses for teachers to complete on own time
 - v. Collecting input from Grade levels on parent night ideas for fall parent night doing math or STEM (asked the parents what they would like to have) STEM night was not boring maybe add more art and make it STEAM
 - vi. Budget issues
 - d. Technology /MTAC
 - i. Family code night in the spring – computer coding there will be three offered during the year
 - ii. Also looked at the indicators and found 7 or 8 that applied to this committee (shared those to the SIT – see committee minutes for a complete list)
 - iii. Committee members will attend county PD sessions to bring back to staff
 - iv. Committee will put on a PD session for staff members at least once a month
 - v. Will regularly Codington's technology plan and apps and programs and websites and send that information out to the whole community

vi. Does a yearly inventory of tech in the school building

5. Discussion of parent and community subcommittee

- a. A4.22 All teachers are responsive to students' cultural backgrounds and incorporate culturally relevant material in their classroom.
- b. The school will participate in the cultural fair this year
- c. We need to think outside the school building to create a plan and implement it
- d. How do we go about it in the right way? – separate from SIT (cultural fair, black history month, how do we integrate on a day to day basis)
- e. Welcoming committee at events to welcome everyone and help them feel a part of our community
- f. Mr. Elmore asked about creating a committee that is a branch of the SIT with a parent as a chair – sort of a PTA / SIT joint committee
- g. How to start and who to include on the committee? – start small and the let the issues guide adding members to the committee
- h. It was suggested that the committee be made of one parent rep per grade level with focus of having a diversity of representation of parents
- i. What can we do to make everyone feel included
- j. How do we seek members to fill the committee - applications or appointments?
- k. Do we look for reps from SIT first?
- l. Should teachers make recommendations for parents to be placed on the committee? No, the SIT decided to start with the parent members of the SIT to staff the committee
- m. Mr. Simmons agreed to chair this committee and will work with Mr. Elmore to get the committee started
- n. Mrs. Southerland wants to be on the committee so she will be able to help teachers implement the findings of the committee
- o. Mr. Elmore will create a poll for SIT parents to see how they want to help with this committee
- p. We need to remember about Codington's diversity and form the committee based on this diversity

6. Playground

- a. SDA playground been at Codington at least 20 years, when this playground was created it met student needs at the time, but now due to age and weather events the flooring is damaged and to replace it will cost \$33,000 dollars. In order to replace the flooring will mean that all of the play equipment currently in place will have to be removed but the company who created the equipment is no longer in operation and it will radically increase the cost of the playground renewal to replace the equipment and the flooring. In addition, the current playground isolates children and is not inclusive for all students.
- b. Mr. Elmore talked with PTA on Tuesday, August 20, 2019 about being able to use the \$33,000 to make a new foot print and improve current playgrounds and create a playground that all the students can use and not have certain populations be isolated
- c. Mr. Elmore is currently working on a plan to redesign playground and is looking at raising \$100,000 dollars to implement this plan and is looking into how to get the NHCS facilities office to find out our options about vendors, logistics, and how to proceed
- d. Winter break is the goal to have plan and start on construction
- e. May have to seek funds from outside organizations
- f. As Mr. Elmore gets more information on this project, he will keep the SIT and the PTA informed

Next meeting: September 18, 2019

Impact on Student Learning:

Questions Raised:

1. Is there a way to provide activities where parent and student are taught meditation and calming techniques (PTA thinking of this)?
2. Can we host a lecture series given by experts on parenting for parents only?
3. Where do committees need to put their energies?

Issues for SIT: (budget, scheduling, items needing more input)

1. Teachers need to make sure their teams understand about the playground plan
2. Next meeting committees will report on definite plans that the committees will implement
3. September 18, 2019 SIT meeting agenda will included looking at Codington's 18-29 EOG data and then using that data to help create specific school improvement goals with matching indicators

Goals for Next Meeting and Person(s) Responsible:

Goals or To Dos	Person Responsible	Due Date
Committee Chairs meet with their committees and create plans for the school year and report that plan to SIT at the September meeting	Committee Chairs	October 23, 2019
Mr. Elmore will create a poll of SIT parent members and develop a roster for the new parent and community SIT subcommittee	Mr. Elmore	October 23, 2019
Mr. Elmore and Mr. Simmons will create and meet at least once with the SIT subcommittee to begin developing a plan to help foster culturally responsive instruction	Mr. Elmore and Mr. Simmons	October 23, 2019
Develop a budget and plan for playground improvements that are more inclusive of the entire student body	Mr. Elmore	January 22, 2020
Inform teams about the playground improvement plan	SIT members	October 23, 2019

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

Description of Action:

Person Responsible:

Target Completion Date: