

**Snipes Academy of Arts & Design**  
**School Improvement Team Meeting Agenda and Minutes**  
**Monday at 3:00 pm**

**SIT Team Members**

Principal - Rachel Manning	Assistant Principal - Rachael Beckelhimer
Assistant Principal - Stephanie Willis	Instructional Coaches Maura O'Mahony k-2, Mandi Kausak 3-5
School Counselor -Cora Flottman	Kindergarten - Jennifer Goss
1st Grade - Mary Costello	2nd Grade - Lindsay King
3rd Grade - Victoria LaRusso	4th Grade -Laura Pawlowski
5th Grade - Jay Puig	EC Dept - Kelly Smith
Enhancement -Cassandra Kane	Paraeducator - Laura Rouse
Rotating Interventionists: Kristen Peterson, Jenny Cotten	Other:

**Staff Members Absent:**

**Parent Representatives Present:**

**Parent Representatives Absent:**

**Guests Present:**

Topics	Presenter
<b>Welcome/Celebrations</b> <ul style="list-style-type: none"> <li>Kelly Smith's daughters are doing big things!</li> <li>Jen Goss applied for the National Board Scholarship</li> </ul>	Kausak
<b>Summer Learning</b>  <a href="#">Summer Learning Information</a> <ul style="list-style-type: none"> <li>5th grade will attend here- their home school, unlike last year</li> <li>Only Snipes kids will be here</li> <li>Retesting/testing for all of K-5</li> <li>Invites will be sent home April 11th</li> <li>We will create the schedules based on who signs up</li> <li>13th and 14th are not mandatory days, so if you sign up to work, you could have those days off before starting on the 15th (mandatory workday for summer teaching)</li> </ul>	Manning
<b>NC star Indicator- A2.01- Instructional teams meet regularly twice a month or more for 45 mins to review implementation of effective practice</b> <i>(we started this indicator last year).</i>  <a href="https://www.indistar.org/app/WiseWays/5091.pdf">https://www.indistar.org/app/WiseWays/5091.pdf</a>	Team

<p><b><u>Here are our current actions and we want teacher input to add additional ones.</u></b></p> <ul style="list-style-type: none"> <li>• Create a schedule where teachers have planning for 50 mins daily</li> <li>• Grade levels share weekly and monthly PLC agendas (in advance) with administration and administration attends their weekly and monthly meetings.</li> <li>• Extra planning per grade level sessions with instructional coaches based on grade level needs and data.</li> <li>• Create a grade level PLC survey</li> <li>• Add the following questions at the bottom of each grade level's agenda after each UNIT for reflection-"What students did well? Where did students struggle? What can be done differently? Did one teacher have greater success than another? What did that teacher do that was different?"</li> </ul> <p><b><u>Current Survey Results:</u></b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSc2FJr31V-PTcwP0">https://docs.google.com/forms/d/e/1FAIpQLSc2FJr31V-PTcwP0</a></p> <p><a href="https://docs.google.com/spreadsheets/d/1invMxo1eDUSbLtG0fAropgL-CEXCg8Mn2PblwNAV3is/edit#gid=569943530">https://docs.google.com/spreadsheets/d/1invMxo1eDUSbLtG0fAropgL-CEXCg8Mn2PblwNAV3is/edit#gid=569943530</a></p> <p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Split into 2 groups: K-2 &amp; 3-5, remaining teachers split up between the 2 groups</li> <li>• Discuss the Wise Ways &amp; Survey Results</li> <li>• Where do we go from here? What actions can we create that will have a positive school wide impact?</li> </ul>	
<p><b><u>Pacing/Schedule</u></b></p> <p>Morning meetings are continually starting late which is impacting your entire schedule for the day. It needs to start at 7:45 without question. How can the SIT team help improve this area of concern?</p> <p>Do we need more Morning Meeting PD?</p> <p>Do we need time management PD?</p> <p><b><u>What do we need?</u></b></p> <ul style="list-style-type: none"> <li>• At one of our next 2 meetings- revisit using the cafeteria or classroom next year for breakfast</li> <li>• Talk to your teams about what is working and what is not and bring back ideas for next year</li> <li>• We all need to start morning meeting after Mrs. Manning makes the announcement</li> <li>• Continue with consistency enforcing uniform policy- we all can work together to address</li> <li>• Front office can help address tardy kids with uniforms as they come in</li> </ul>	Team
<p><b><u>EOG Testing</u></b></p> <ul style="list-style-type: none"> <li>• We have to test in this order (science, reading, math)</li> <li>• Look at <a href="#">proposed dates</a> and discuss</li> </ul> <p>The team agreed these are the testing dates- Mrs. Willis will push those out ASAP.</p> <p>We all need to work to get our kids here on their specific days! We don't want make-up testing when it's not necessary.</p>	Willis/Team
<p><b><u>Parent Input - N/A</u></b></p>	Team

<b>Next Steps-</b> <ul style="list-style-type: none"> <li>• Talk to your teams again about morning meeting expectations &amp; enforcing uniform policy</li> <li>• Bring back what is going well and ideas for improving morning meeting schoolwide- Core SEL next year</li> <li>• Discuss 2 new actions added today for A2.01 that can start this year- Including your para in your grade level planning at least once a month &amp; including the reflection questions in your grade level planning agendas</li> <li>• Next meeting focus- Vote and discuss the following indicators to see if we are in full implementation-then each group will help write justification of how. A1.07, A4.06, B3.03, E1.06.</li> <li>• Next meeting focus- How are we monitoring our progress with these indicators to be fully implemented?</li> </ul>	Team
<b>Plus/Delta</b> <ul style="list-style-type: none"> <li>• Good conversation</li> <li>• Snacks were good</li> </ul>	Team
<b>Next Meeting: 4/25/22</b> <ul style="list-style-type: none"> <li>• Kane will bring snacks</li> </ul>	

<b>NC STAR INDICATOR ASSESSMENT WORKSHEET: Draft for discussions</b>		
<b>Indicator Being Assessed: A2.01- Instructional teams meet regularly twice a month or more for 45 mins to review implementation of effective practice</b>		
<b>Current Level of Implementation:</b>		
No Development	<b>Limited</b>	Fully Implemented
<b>Priority Score:</b>		
<b>High: 1</b>	Medium:2	Low:3
<b>Opportunity Score:</b>		
<b>3: Easy to Address</b> <b>2: more difficult but can be obtained with current policy or budget</b> <b>1: Changes will be required to policy and/or budget</b>		
<b>What should this look like at our school once fully implemented? This needs to be a couple of paragraph</b>		
<b>Action/Tasks 1</b> What: Looking ahead at the calendar/PLC calendar to schedule 1 planning time per quarter  Who is responsible- Rachel Manning  Timeline: August 2022- June 2023		

Monitor task: **(progressing, completed)**

**Action/Task 2**

What: Teams/grade level chairs will add the reflection questions to grade level planning agendas for discussion

Who is responsible: Amanda Kausak

Timeline: March 2022- June 2023

Monitor task: **(progressing, completed)**

**Action/Task 3**

What: Paraprofessionals are included at least once a month for grade level planning

Who is responsible: Maura O'Mahony

Timeline: March 2022- June 2023

Monitor task: **(progressing, completed)**

**Action/Task 4**

What:

Who is responsible:

Timeline: October 2021-June 2022

Monitor task: **(progressing, completed)**

**Action/Task 5**

What:

Who is responsible:

Timeline: October 2021-June 2022

Monitor task: **(progressing, completed)**

**Action/Task 6**

What:

Who is responsible: Rachel Manning

Timeline: October 2021-June 2022

Monitor task: **(progressing, completed)**

