

# Mary E. Phillips High School

## SIP Team Meeting

Room 1213

October 17, 2013

1:00 – 2:15 pm

### Ground Rules:

- Be positive
- Respect All Colors
- Speak the truth in love
- No Sidebars/One at a Time
- Adhere to agenda
- Begin & end on time

### MEPHS Vision

Mary Phillips High School will be the highest performing high school in Wake County.

### MEPHS Mission:

Mary E. Phillips will significantly increase achievement for all students regardless of background or societal factors by developing a caring respectful environment and creating a culture of excellence through rigorous and relevant 21st century curricula that fosters relationships and produces responsible global citizens.

**Meeting Outcomes:** Upon completion of this meeting, participants will:

- Determine status of previous month's meeting actions (to-do's)
- Fully Implement Goal tracking document (Google Doc)
- Understand Quarterly Review intended purpose and process.

### Roles:

Facilitator: Diaz

Recorder: Diaz

Timekeeper: Baldwin

	WHAT	WHO	TIME
<b>START UPS</b>	Ground Rules One at a time Agenda Agreement <b>Meeting shortened to 45 minutes</b>	Team	3 min
<b>REVIEW</b>	<ul style="list-style-type: none"> <li>• Review previous SIP Team meeting minutes for fidelity and completion and,</li> <li>• Compare/Review SIP Doc changes.                             <ul style="list-style-type: none"> <li>○ Update online with team</li> </ul> </li> </ul>	Team	10 min
<b>GOAL TRACKING</b>	Review Google Goal Tracking Document	Team	10 min
<b>QUARTERLY REVIEW</b>	<ul style="list-style-type: none"> <li>• PowerPoint Presentation</li> </ul> <p><b>Request to present PPT at quarterly review for all staff.</b></p> <p><b>Request for PPT to be posted on MEPHS SIP Weebly site.</b></p> <ul style="list-style-type: none"> <li>• Videos (before, during, after)</li> <li>• Quarterly Review Process</li> <li>• Documents                             <ul style="list-style-type: none"> <li>○ Process</li> <li>○ Protocol</li> <li>○ Review</li> <li>○ Give One – Get One</li> </ul> </li> </ul>	Team	50 min
<b>MEETING (+/Δ)</b>	<p><b>+ Efficient</b> <b>Well-Prepared</b> <b>100% Attention</b></p> <p><b>Δ Meeting started late</b></p>	Team	2 min

*Quote of the Day – Give me six hours to chop down a tree and I will spend the first four sharpening the axe.~~Abraham Lincoln*