

Mary E. Phillips High School
SIP Team Meeting
Room 1213
September 17, 2013
2:45 – 3:45pm

<p><u>Ground Rules:</u></p> <ul style="list-style-type: none"> • Be positive • Respect All Colors • Speak the truth in love • No Sidebars • Adhere to agenda • Begin & end on time
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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:

- Vote on any necessary changes needed to be made to the SIP
- Establish the team’s meeting schedule for the school year.
- Understand each one’s role and responsibility as an SIP Team Member
- Establish monitoring systems for SIP implementation.
- Establish structures for SIP implementation.
- Establish/monitor/support process for committee/task force(s)

Roles:

Facilitator: Diaz

Recorder: Diaz

Timekeeper: Martin

	WHAT	WHO	TIME
START UPS	Ground Rules Agenda Agreement	Team	2 min
CHANGES	Changes to SIP – VOTE (KPM: Ms. Leavell) Mr. Pullen to be Key Process Manager for student achievement, replacing Ms. Leavell. CNA: parents/guardians change perception from 10 to 17% agree. (delete first bullet) Student Achievement: Measurable Process Check to be reworded by Mr. Harris to present for vote to team. (by Sep 24) Technology: Measurable Process Check II to be changed/amended because tied into student achievement changed MPC. Miller/Harris to develop and present to team for vote. (by Sep 24) Student Behavior: change all committee references (in key process and mpc) to be MTSS/I-Care Team. Add additional action step for implementation of attendance policy plan. (Aug 14)	Team	5 min
CALENDAR	Dates for monthly SIP Team Meeting	Team	5 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

	(Early Release: Oct 17, Nov 7, Feb 13, Mar 6, Apr 17. Other: Dec 8th, Jan 5th, May 4th, June 1st) Email Stacy dates to put on school calendar Meeting at 1 p.m. early release days. Meeting at 2:30 p.m. for Dec, Jan, May & June dates.		
ROLES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Team • SIP Chair • Goal Manager • Key Process Manager • Others 	Team	5 min
MONITORING	<ul style="list-style-type: none"> • SIP Implementation (Walk-thru's, Weebly Teacher Uploads) <ul style="list-style-type: none"> • Goals (Google Doc) <p>Observations: (Student Achievement) Administrators, Literacy Coaches, Department Chairs, Instructional Rounds</p> <p>Goal Teams to meet and discuss monitoring tools and present back to SIP Team. (Goal Mgrs to email MR. Diaz by Sep 24)</p> <p>Google Doc: Create & employ tracking document for use with respective goal. As a minimum the document must track the following information</p> <ul style="list-style-type: none"> - Goal - Track progress toward goal as data becomes available - Key Process - Track key process accordingly - Track measurable process checks - Track completion of action steps <p>Google tracking doc to be presented at next SIP Team meeting scheduled for Oct 17.</p>	Team	15min
STRUCTURES	<ul style="list-style-type: none"> • SIP Implementation (Literacy Coaches, Committees) <p>Goal Teams to meet and discuss monitoring tools and present back to SIP Team. (Goal Mgrs to email MR. Diaz by Sep 24)</p>	Team	15 min
COMMITTEE(S)	<ul style="list-style-type: none"> • Establish/Monitor/Support <p>Goal Managers to reach out to those who had previously volunteered in support of respective goal to determine continued interest etc.</p>	Team	5 min
MEETING (+/Δ)	<p>Good conversation.</p> <p>Not everyone here.</p> <p>Team Dynamics</p>	Team	2min

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