

Mary E. Phillips High School

SIP Team Meeting

Room 1213

September 27, 2016

2:30 – 3:45pm

Ground Rules:

Be positive

Respect All Colors

Speak the truth in love

No Sidebars

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 provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

SIP Team Mission:

The mission of the team is to directly support the school's overall mission. We will target goals and develop key processes to increase student achievement, augment the use of 21st century tools for more effective teaching and subsequent learning, while simultaneously promoting positive climate and positive student behaviors that are conducive to high levels of accomplishment.

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

- Team Picture
- Understand respective roles and responsibilities
- Each team will establish SIP monitoring systems

Roles:

Facilitator: Diaz

Recorder: Baldwin

Timekeeper: Martin Harris

	WHAT	WHO	TIME
START UPS	<ul style="list-style-type: none">• Ground Rules• Agenda Agreement<ul style="list-style-type: none">o all in agreement	Team	2 mins
SIP Team	<ul style="list-style-type: none">• Team Picture<ul style="list-style-type: none">o skipped due to low attendance• Revisions to SIP Team<ul style="list-style-type: none">o Thomas to take over Goal Manager for Climate, Baldwin will replace Whitlock as Key Process Manager for Climate Goalo This will need to go through the official channels including an informative email and voting• SIP Team Mission – Revise?<ul style="list-style-type: none">o Mission put up for consensus--Should it be altered/revise to further support the new school vision & mission?o No changes proposed; mission accepted as is	Team	15 mins
Regional Chair Meeting Share-out	<ul style="list-style-type: none">• Fidelity<ul style="list-style-type: none">o Diaz will continue to overview the SIP plan, but needs the GMs to take a more active role and align themselves to the roles/responsibilities	Diaz	5 mins 10 mins 10 mins

Quote of the Day – Blaming teachers for the problems in education is like blaming doctors for people getting sick.~~Author Unknown

	<ul style="list-style-type: none"> ● Roles and Responsibilities <ul style="list-style-type: none"> ○ Review the document in the Shared SIP Google Drive folder ○ Because we have been able to meet our goals in the past we were able to consolidate our goals into 2 goals with past goals as key processes within the goals, this allows us to continue work from years past as we move forward ○ Diaz will still support and facilitate, but requests that GMs and KPMs adhere to the roles & responsibilities so as to not overwork any one individual ● Resources <ul style="list-style-type: none"> ○ rubrics & PowerPoints for the 4Cs available no Materials page under the Strategic Plan section of the WCPSS website 		
Monitoring Systems (Google Docs)	<ul style="list-style-type: none"> ● Each Goal Manager/Team <ol style="list-style-type: none"> 1. Goal 2. Key Process 3. Measurable Process Checks 4. Data Analysis with adjustments as needed 5. Goal Meeting Schedule <ul style="list-style-type: none"> ● Each goal team please create a tracking document in GoogleDocs that includes the above information to help track progress of the goal ● Diaz does not need editing rights, but must be able to view the document ● SIP Chair <ol style="list-style-type: none"> 1. Quarterly Review Presentation 2. With Input from Goal Managers <ul style="list-style-type: none"> ● Diaz will share out from regional meetings ● Team will do analysis of goals after each goal team has already met in order to provide further feedback 	Diaz	15 mins
Meeting Structure	<ul style="list-style-type: none"> ● Regional Chair Meeting Share-Out ● Status of Goals (per monitoring systems) ● Data Analysis/adjustments accordingly ● Input/Feedback ● Presentations as needed 	Diaz	5 mins

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	<ul style="list-style-type: none"> o bring people as needed to present on topics that can assist us in achieving our goal 		
MEETING (+/Δ)	<ul style="list-style-type: none"> +Timely! Finished before time! +Team has been together for a few years and works well together +Incredible job Mr. Modest +Tracking our own goals +Central Office Rep <p>Delta: on time, no candy, snack for next time</p>	Team	2 mins

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