

Mary E. Phillips High School
SIP Team Meeting
Room 1213
January 31, 2017
2:30 – 3:55pm

<p><u>Ground Rules:</u> Be positive Respect All Colors Speak the truth in love No Sidebars Adhere to agenda Begin & end on time</p>

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:


- Year-to-Date Updates
- Year-to-Date Status

Roles:

Facilitator: Diaz

Recorder: Diaz

Timekeeper: Staples

	WHAT	WHO	TIME
START UPS	<ul style="list-style-type: none"> • Ground Rules • Agenda Agreement • Celebrations 	Team	5 mins
SIP Team Organizational Changes	<p>Organization Chart</p> <ul style="list-style-type: none"> • Ms. Miller - Leaving :(• Ms. Staples - KPM Student Achievement • Ms. Harris - Maternity Leave  • Ms. Gillis - GM Student Achievement 	Diaz	10 mins
Student Achievement Report Out	<p>By June 2018, Mary E. Phillips will increase student achievement by “meeting” growth expectations in 100% of EVAAS measured (EOC) testing courses.</p> <p>November’s Meeting</p> <p>Status of Action Steps (Aug) Walkthrough Expectations Done by administration Change in the format will be re-evaluated (having administrators fill out the forms) by 11/30/16 --administrators will continue to offer this data quarterly (Aug) Whole Child Consultant Scheduling To be determined by administration</p>	Harris	30 mins

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

Mrs. Harris will ask by 11/30/16 --**postponed until further notice**
 (Sep) Walkthrough instrument/rubric
 Done
 (Sep) Walkthrough Schedule
 Potentially amend to have administration collect and analyze --**administrators will continue to offer this data quarterly**
 (Ongoing) Walkthrough data collection etc.
 Done.11/29/16

Status of Progress toward Goal

- Most Recent Data Collected
 - Quarterly Celebration
 - 11/17/16
 - Report Card Grades
 - 11/29/16
 - Walkthroughs
 - Ongoing
- Goal Team Analyzed Data and Results:
 - strengths
 - RELIABLE AND UNIFORM DATA (REPORT CARDS)
 - MATH/SCIENCE LAB
 - concerns
 - 4Cs MONITORING IS CHALLENGING
 - FFs INTERFERE WITH ACCURATE PROGRESS MONITORING
 - root causes
 - FFs ARE A REFLECTION OF ATTENDANCE AND NOT GRADES
 - TOO MANY PEOPLE OBSERVING/LOOKING FOR SAME INFO
 - ADDITIONAL HELP FOR STUDENTS AND TEACHERS (math/science lab)
 - solutions
 - PERHAPS ADMIN CAN FILL OUT OBSERVATION FORMS, BASED ON THEIR SNAPSHOTS.
 - AMEND DATA COLLECTION DATES TO REFLECT BUY-BACK GRADE CHANGES
- Summary
 - Some things are pending due to a need to meet with administration in regards to 4cs data collection and Whole Child Consultant professional development. Data collection dates should be re-visited to reflect FFs changes.
 - **administrators will continue to offer this data quarterly**
- Next Steps
 - speak to administration about Whole Child Consultant -- **done. postponed until further notice**

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- o Potentially amend to have administration collect and analyze -- **administrators will continue to offer this data quarterly**

Year-To-Date

Status of Action Steps

1. Student Achievement Goal Team at the end of each quarter will:
 - a. analyze student grades
 - b. identify academic concerns
 - c. develop plan of remediation strategies

-- **will complete once grades are in and accurate. Will wait until report cards go out. FFs should be non-existent at this point**
 2. Support Staff will hold quarterly celebrations for high achieving students (A/B Honor Roll).

--**will happen after report cards go out**
 3. Student Achievement Goal Team will develop and conduct a "Student Rating of Instruction" student survey at the end of each semester.
 - a. The team will analyze results and determine next steps.

-- **has been developed on survey monkey and will be made available to students the week of Feb 6-10 through the school website**
 4. Student Achievement Goal Team will develop and conduct a "Self-Rating of Instruction" teacher survey at the end of each semester.
 - a. The team will analyze the data in order to align with professional development and next steps.

-- **has been developed on survey monkey and will be made available to teachers the week of Feb 6-10 through the school website**
- Status of Progress toward Goal
 1. Strengths
None reported at this time
 2. Concerns
None reported at this time
 3. Root Causes
None reported at this time
 4. Solutions
None reported at this time
 - Summary
None reported at this time
 - Next Steps
 - o **walkthrough information to be provided by administration**
 - o **surveys from students and teachers will take place the week of Feb 6 -10**

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	<ul style="list-style-type: none"> ○ Honor Roll celebrations after report cards are distributed ○ 		
School Climate Report Out	<p>By June 2018, we will have a "shared vision" as shown by the TWC, increasing from a previous 64.5% to a minimum of 75%.</p> <p>November's Meeting</p> <p>Status of Action Steps</p> <p>(Aug) PTSA membership expectations (Sep) PTSA baseline determined</p> <p>(Sep) PTSA meeting schedule & communicated 1st Thursday of every month (per Ms. Nelson's e-mail) (Sep) PTSA membership attendance tracking tool To be developed Developed as of today (Aug) Student attendance tracking tool Pending (Ongoing) Monthly student attendance tracking (Aug) Student Events/Activities Tracking Tool Pending (Oct) Student Engagement Survey Going out Feb 3, 2017 (Sep) Climate Survey Going out Feb 3, 2017</p> <p>Status of Progress toward Goal</p> <ul style="list-style-type: none"> ● Most Recent Data Collected <ul style="list-style-type: none"> ○ PTSA membership ○ Student Attendance ○ Climate Survey ● Goal Team Analyzed Data and Results: <ul style="list-style-type: none"> ○ strengths ○ concerns ○ root causes ○ solutions ● Summary ● Next Steps <p>Year-To-Date</p> <p>Status of Action Steps</p> <ol style="list-style-type: none"> 1. Key Process Manager will develop a student attendance tracking tool. <ol style="list-style-type: none"> a. give tool viewing access to SIP Team. Pending b. and on a monthly basis track student attendance. Pending 2. Key Process Manager will develop a student events/activities tracking tool. 	Thomas	30mins

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	<p>a. give tool viewing access to SIP Team. Pending</p> <p>b. and on a monthly basis track events/activities. Pending</p> <p>3. SGA & Climate Goal Team will develop</p> <p>a. and on a quarterly basis conduct a survey to measure the effectiveness of student engagement. (Nov.) Friday Feb 3</p> <p>4. Climate Goal Team will develop</p> <p>a. and on a quarterly basis conduct a climate survey for faculty & staff. (Nov) Friday Feb 3</p> <ul style="list-style-type: none"> Status of Progress toward Goal <ol style="list-style-type: none"> Strengths Opportunities for discussion, feedback. Awaiting data results from survey Concerns Developing a plan of action dictated by TWC results, and student engagement survey. Root Causes Miscommunications Misinterpretations Clarity of communications (specifically regarding testing and grading) Solutions Survey indicators, establish communication protocol Summary Clear understanding of climate by end of Feb. Next Steps Conducting survey Climate Committee meeting on Feb 17 		
Quarterly Review & Next Meeting	<p>Quarterly Review Meeting: February 22nd.</p> <p>Presentation Flow:</p> <ul style="list-style-type: none"> Diaz to intro Goal Mgr or representative to present respective goal Review Google Presentation <p>Next SIP Team Meeting: February 28th</p>	Diaz	5 mins
MEETING (+/Δ)	<ul style="list-style-type: none"> Keep on schedule good discussion focusing on solutions <p>better attendance?</p>	Team	2 mins

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