

**Metro School**  
**SIT meeting held via Zoom**  
**2/21/2023**  
**1:00pm-1:55pm**

- **Attendance:** Krystle Coles, Peets Guice, Cel St. Pierre, Evan Reissmann, Katrina Lawson, Murielle Casimir, Alphonso Thompson, N'Deeo Hicks, Julia Clapper, Diane Marshall, Hema Lalwani
  - Attendance Link: [Link](#)

- **SIT Norms - Peets**

- Review the suggested norms.
  1. Begin and End on Time.
  2. Honor the agenda.
  3. Solution Oriented.
  4. Use reaction button to raise hands and speak.
  5. Work Collaboratively.
  6. Share the vision

Feedback/discussion

Vote on norms: 100% from participants

- **Principal's Report- Ms. Coles will present in absence of Ms. Dyson**

- School [Updates](#)
  1. Teacher Leader Pathways (Coles)
    - This aids in the recruitment, and retainment of quality staff at Metro. We are in cohort one of this pathway and use multi-classroom leaders to help collaboration with all teaching staff.
  2. 90 Day SIP review (Lawson)
    - Discussed ways to measure student data consistently.
      - Implementing the ULS curriculum for benchmarking progress along with a content team to structure lesson plans for the students (Teachers will be able to adjust teaching style and will be involved in the forming of ULS curriculum lesson plans). To be determined on implementation and was suggested for this to be added to the Title 1 action steps for upcoming school year.
  3. Learning Community Walks (Lawson)
    - Allenbrook and Smithfield schools were visited by Ms. Lawson. She was impressed by the alternative structures of class seating and group activities throughout classes and hopes to implement some of those practices here at Metro
  4. [Metro Instructional Focus](#) (Coles)
    - Ms. Coles shared a flow chart to show the status of Metro's focus plan so far this year

5. [Insight Survey](#) (Held February 8, 2023)
  - Survey showed improvement across the board. Highest improvement was with Diversity, equity, and inclusion YAY!
  - Discussed on ways to continue the improvement of all these scores throughout the year

- **Assistant Principal's Report - Cel and Krystle**

- Title IX discussion
  - 1. Strategic recommendations for preventing sexual harassment in CMS and ensuring that students understand their right to be protected from sexual harassment
    - This discussion was open for all the SIT participants to give input about recommendations. No suggestions or feedback given by participants during this time.
  - 2. Strategies for ensuring students understand how to report possible sexual harassment and are aware of the school's obligation to promptly and effectively respond to sexual harassment complaint
    - This was done by adapting the teaching for the students for them to understand that if ANYONE has touched or hurt you tell an adult immediately.
    - Links are provided for parents of our Metro students to assist in reporting any sexual/bullying misconduct of their child (You can be anonymous) Any incidents reported are immediately addressed and investigated by designated staff.
    - Data is reported immediately and discussed and reviewed quarterly during SIT meetings.
- Cel will give Metro's report.
  - So far for the 2022-2023 school year Metro School has had zero incidents to report to Title IX
- Title I- We met Q2 compliance. Q3 is due March 24th.

- **PTO Report - Miss Bo (Guice)**

- Events
- PTO continue to support teachers through staff incentives.
- Metro administration organized a Valentine's Day treat for staff, funded by PTO.
- PTO also worked to fund the assembly performance for Black History Month, Motown and More
- We are working on an initiative with Brookstone School and taking hints from their literacy program to help our students; and in turn Brookstone gets exposure and experience with our wonderful students here at Metro

- **New Business**

- Upcoming Mid-year monitoring continuous Improvement Check- March 7th.

- **Old Business**

- **Work on artifacts** - continue to upload artifacts into your committee's [SIT Folder Artifacts](#)
- **Review Goals/Artifacts needed in detail**
  - Coles will discuss action items, due dates, and artifacts/evidence
  - Indicators to discuss:
    - A1.07- Action items met 2/1/23  
All teachers employee affective classroom mgt and reinforce class rules
      - Implemented BCBA staff and working with student services team to create a referral form for behavioral concerns. Data is collected and shared with collaborative team meetings weekly
      - CPI training for staff
    - A4.01- 1 action item partially met 2/2/23, the other in June.  
The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction allowing for the individual needs of each student.
      - Action item: Teams meeting weekly to analyze data and discuss students who need additional support and/or referral to our student service PLC
    - A4.06- Action item met 2/1/23  
All teachers are attentive to students' emotional states and guides students to manage their emotions and arrange for support or interventions
      - Virtual C3 lab
      - Behavioral data collection system to support target students.
      - VIP's crisis plans
      - Meet Bi-weekly formally and weekly informally with student service team
      - Teachers (Special areas, classroom teachers, administration, and front office) have a copy of the one pagers (students with crisis plans and frequent behavioral referrals)
    - B2.03- 1 action met on 2/1/23,  
The school has established a team structure among teachers with specific duties and time for instructional planning.
      - The two teams that have participated in the PLCs at Work conference have provided professional development for the staff. The staff worked to reset collaborative teams on January 25<sup>th</sup> Teacher workday.

- **Resources:**

- School Improvement
  1. [Title1 and TSI Indicators](#); Log in to "Set Direction" in [Indistar LTS7087](#), p5YR and review ["Our Goals"](#); [NCStar Key Indicators GUIDE](#) for artifacts (reviewed, revised)
  2. Currently 7 goals, which include indicators with the goals, and Title1 indicators were added (12 indicators)

3. How To Sign A Google Doc ([video](#) for members to sign)
4. [SIT/SLT Continuous Improvement Handbook](#)
5. [Metro SIT 2022-2023 Artifacts](#)(upload in folders here)

- **Next SIT Meeting(s):**
  - 3/21