

**Hornets Nest Elementary School
SIT Meeting Agenda/Minutes**

Date: 9/19/23

Start Time: 6:30 p.m.

[Powerpoint](#)

Welcome/Attendance

Attendance:

ashleyr.lyon@cms.k12.nc.us	Lyon, Ashley	Staff
deshay.everett@cms.k12.nc.us	Everett, DeShay	Staff
leshawn1.starling@cms.k12.nc.us	Starling, LeShawn	Staff
faith4ever6904@gmail.com	Norman Michelle	Parent
faith1.parker@cms.k12.nc.us	Parker, Faith	Staff
crystal1.gaymon@cms.k12.nc.us	Gaymon, Crystal	Staff
corajmcneil@yahoo.com	McNeil, Cora	Parent
Kelvind.Phillips@cms.k12.nc.us	Phillips, Kelvin	Staff
tm.grissett-rand@cms.k12.nc.us	Grissett, Tracie	Staff
jenniferf.foskey@cms.k12.nc.us	Foskey, Jennifer	Staff
nicole.milford@cms.k12.nc.us	Milford, nicole	Staff
cella_witherspoon@hotmail.com	Thrower, Marcella	Parent
vvanliew@gmail.com	Ormsby, Victoria	Parent
teresab.oshields@cms.k12.nc.us	OShields, Teresa	Staff

Approval of previous meeting: No previous meeting

Old Business: No old business

New Business/Agenda:

Membership Update: 7 staff members and 7 parents

Team Member	Email	Position
Victoria Ormsby 8/15/22	vvanliew@gmail.com	Chair
Antonatta Austin 8/15/22	antonatta.austin@icloud.com	Member
Cora McNeil 8/15/22	corajmcneil@yahoo.com	Member
DeShay Everett 8/15/22	deshay.everett@cms.k12.nc.us	Member
Jennifer Foskey 8/15/22	jenniferf.foskey@cms.k12.nc.us	Member
Kelvin Phillips 8/15/22	kelvind.phillips@cms.k12.nc.us	Member
Marcella Thrower 9/19/23	cella_witherspoon@hotmail.com	Member
Michelle Norman 9/19/23	faith4ever6904@gmail.com	Member
Ryan Ormsby 8/15/22	ryormsby@gmail.com	Member
Crystal Gaymon 6/1/23	crystal1.gaymon@cms.k12.nc.us	Principal
Ashley Lyon 9/19/23	ashleyr.lyon@cms.k12.nc.us	Recorder
Lynn OSheilds 8/15/22	teresab.oshields@cms.k12.nc.us	<u>Time Keeper</u>
Faith Parker 9/19/23	faith1.parker@cms.k12.nc.us	Member
Jordan Weber 9/19/23	weber.jordanmichelle@gmail.com	PTA President

Grade Level SIP Representatives

- McCalman-Kindergarten
- Starling- 3rd
- Virga- Pre-k
- Milford- First
- Orie- 4th
- Grissett-Rand- 5th

Roles and Responsibilities:

Chairperson

- Meets regularly with the principal to discuss school issues and develop a meeting agenda. Standing items on the agenda should include:
 - Reviews minutes from last meeting
 - Updates from any sub-committee meetings or assigned projects

- Reviews progress toward objectives set in SIP
- Requests agenda items for next meeting
- Reviews meeting schedule and confirms next meeting date
- Leads meetings and facilitates distribution of agenda to all team members of the School Improvement Team
- Keeps the team focused on the topic of discussion
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings

Co-Chairperson:

- Runs the meeting when the chairperson is absent
- Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete term

Recorder:

- Takes minutes at all meetings
- Sends copies of minutes within one week to all School Improvement Team members
- Posts minutes of each School Improvement Team meeting no later than 10 days after the meeting on school website
- Maintains copies of minutes and quarterly/annual reports, School Improvement Team Handbook, and other important documents

Timekeeper:

- Assists team in establishing the length of each meeting and/or the timeframe for each agenda item
- Monitors time throughout the meeting and reminds team of timeframe

Team Members:

- Attend meetings regularly
- Represent the interests of constituent group - not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by the School Improvement

Team

- Accurately communicate information from the School Improvement Team to their constituent group

Title IX

- No incidents for August/September

SB 49 updates-

- Parents Bill of Rights website
- 50% as of 9/19/2023, Curriculum night push for completing Parent SB49 for 100%
- PARENT INVOLVEMENT IN EDUCATION
- INSTRUCTIONAL AND LIBRARY MEDIA CENTER MATERIALS
- COMPREHENSIVE HEALTH EDUCATION PROGRAM
- STUDENT PHYSICAL AND MENTAL HEALTH

Parent Concerns

- No concerns were brought to the committees attention

SIP Updates

- Discussing of 2 documents;

[Full SIP - Draft](#)

[SIP Overview](#)

Highlights from Administration Team Discussion of Indicators

- Handbook- in Indistar, look at goals with District by February 28,
- Teachers create small group plans
- PLCs meet to unpack standards, drill down on small groups to differentiate
- MTSS - system of monitoring students and facilitating support, academics, attendance
- Leadership Team oversees the process- Admin

- Support team teaches the behavior matrix, use of educators handbook to record behavior and strategies , Caring Schools Curriculum, daily classroom meetings
- Observation schedule, walk through 2x a month, new teacher coach support-Mr. Booher, coaching by all administration
- E106- School communicates using parent square, Thursday folders, each grade level monthly newsletter, fall curriculum night-share expectations, goals and objectives and strategies
- Gym- atrium health- discussing information on urgent care at school, news letter sent home every sunday,
- Parent engagement person, translator at all events,
- 84.16- working with counselors and social workers- middle school transitioning night, Lottery for school of choice,
- A1017 the leadership team will provide strategies and interventions to help in the classroom, recognizes honor roll students, school culture committee will help have more opportunities for students to be recognize
- Relay- help improve inequities in instruction, coaching and resources, in relay training to help others, improving instruction and prioritizing instruction

B103- recruit parents on SIT Leadership team

- 2 month with support services team, create next steps to help support students
- Duties and instructional planning, unpacking standards, looking at dated and coaching to help students

C24.01 Take observations and rosters, analyze data BOy, Moy, EOY data

- Recruiting teachers and Retention -Booher and Everett help Sunshine committee, games in staff meeting to know each other, build others up, shout out, form for recognition across the building

Q&A

System for parents to fill out concerns to parents on SIT, how would you like to receive that information, google doc, email, etc?

Is there a way to show parents how to use QR Code?

Is there a place in Parent Square to pin folders for communication to be standardized for each grade?

Referring parents to link to report attendance show all teachers?

Title Nine form - laptop at PTA table?

Next Steps:

- SIP Plan is signed after Ms. Daughtery looks over then moves the draft to final, staff have to vote on the adopted plan, then parents will sign.
- Title IX forms signed
- Plan/protocol for allowing parents to give concerns to SIT

End Time: 7:30 p.m.

Next Meeting: October 19, 2023