



School Improvement Team (SIT) Minutes

Includes Agenda & Sign-In

School Name	Burns High School	School Year	2021-2022	Date	11/9/21
Appointed Secretary	Trent Marty	Meeting Location	Room 121	Time	3:15pm

[Google Sign In Sheet Link](#)

SIT Members	Position
Mickey Morehead	Principal
Roxanne Proctor	Assistant Principal
Lindsay Mays	Assistant Principal
Larry Gardner	Assistant Principal
Heather Cornwell	Freshman Academy Director
Nichole Hamrick	Career Development Coordinator
Trent Marty	Instructional Technology Facilitator
Natalie Brady	English
Leslie Mosteller	Math
Shannon Blanton	Science
Meredith Royster/Tom Centofanti	Social Studies
Brandy Leach	PE
Billy Norton	Fine Arts
Myra Douglass	CTE
Dylan Beaver	World Languages
Dustin Wilson	Exceptional Children
Amanda Davis	Social Worker
Sherry Key-Beam	Communities in Schools
Casey Harmon	Guidance
Shannon Mayhew	Front Office Staff
Lesley Bumgardner	Media Specialist
Melissa Bartlett	Parent

Opening Meeting

Actions	Comments
Celebrate recent successes	FFA - Competition in Indianapolis Money Raised for Students in Hospital Learning Center Success Newsletter Views Car Show Blood Drive Tennis - 3rd Round of the Playoffs Others?
Approval of last meeting's minutes	1st Casey Harmon 2nd Meredith Royster ... Approved
Old Business	<ul style="list-style-type: none"> ● Have passes been made for students from the nurse who are approved to return from quarantine? This has not happened yet. <ul style="list-style-type: none"> ○ These will now be headed by Shannon Mayhew <ul style="list-style-type: none"> ■ She will be making the passes to get to the nurse ● Advisory - Have been running a weekly schedule returning to each class and holding Advisory on Fridays. How does everyone feel about this? <ul style="list-style-type: none"> ○ Has been easier to find students ○ Has been a positive reaction by students during this time ○ Friday has seemed to work well ● Parent Rep (Melissa Bartlett) has agreed to remain on the SIT EDIT: When I emailed Ms. Bartlett about this meeting she said she has started a new job and that she is not going to be able to attend mid-afternoon meetings, so she would like to withdraw. <u>We need to find a new parent rep.</u>
Review and Respond to Coaching Comments	

Indicators to Assess-Create-Monitor

Indicators Addressed	Updates Made
A1.03 - The LEA/School promotes a school culture in which professional collaboration is valued and emphasized by all.	<ul style="list-style-type: none"> ● PLCs will be scheduled on a regular basis and meeting times will be shared on the Google Faculty & Staff Calendar. (Michael Morehead 06/01/2022) ● Roles and responsibilities will be defined within PLCs. A calendar template will be shared with PLC groups to assist the groups in planning and organizing minutes & agendas. (Heather Cornwell 06/01/2022)

	<ul style="list-style-type: none"> • Minutes will be recorded and shared with administrators on the Google Classroom monthly. Standard agenda/minutes template will be used. (Lindsay Mays 06/01/2022) • SIT representatives will share regularly with PLCs and vice versa. (Myra Douglass 06/01/2022)
<p>A1.07 - ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.</p>	<ul style="list-style-type: none"> • Each teacher will have a hall pass that is visible and has their name displayed on the pass. A google form will be created for teachers who need a hall pass that fits this criteria and passes will be provided to those teachers. (Meredith Royster 06/01/2022) • There will be a professional development on the discipline matrix and consistency of rules/ procedures and consequences for students to help support teachers. (Dylan Beaver 06/01/2022) • Bulldog Advisory will incorporate lessons on the behavior matrix so students will be familiar with expectations and consequences (Billy Norton 06/01/2022) <p>Brady has done a great job of sending out who has been talked to in the morning for dress code.</p>
<p>A4.06 - ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.</p>	<ul style="list-style-type: none"> • Create monthly check-ins on Google Forms for documentation for students to complete during advisory period (Casey Harmon 06/01/2022) <p>This has been made and will need to be rolled out next semester. We will finalize who is sending this and start the process in the new year.</p> <ul style="list-style-type: none"> • Provide students with a walk-through video for how to access self-referral forms for Student Services (Tracy Cline 06/01/2022) • Guidance Department will offer staff development on SEL topics once per semester (Casey Harmon 06/01/2022) <p>Staff Development on SEL has been created. We are waiting to determine the CEUs and set it up.</p>

Other Business

- **Heather attended a SIT/NCSTAR Training. Sharing of Info from Training for SIT. (Share copies of SIP)**
 - **Copies of documents from the meeting were shared with the group**
 - **Discussed the DPI SIT member best practices checklist**
 - **Talked about the aligning of how SIT is being run to address the School Improvement Plan better**
 - **Reminder that the SIP should be done in small steps and completed over the course of the year**
 - **The indicators that the county gives us are 12 of 130 that are on the actual document. The other indicators can act as “stepping stones” to get towards the end goal of the key indicators.**
- **English department was asking about exams - schedule, front loading EOCs, if classes without a state exam are giving a teacher made etc (Lindsay Mays - exam schedule)**
 - **All students must take an exam that will count for 20% of their final grade.**
 - **1st examples of the exam schedule were handed out.**
 - **A - Test each period on it’s own day**
 - **B - Front load EOCs and double up on the CTE exams the last two days**
 - **We are sending the two examples out to staff to decide which to go with**
- **The college kids need room - why can't they have a classroom? Room 109 or 110????**
 - **They will be using room 121**
- **The library needs to be able to be used by classes. That is impossible with the CCP and Testing Accom. needs currently.**
- **Testing Accommodations needs to be addressed. The library is not the best location to meet the needs of these students or their testing environment.**
 - **We will table this conversation for the next meeting. We talked about the number of TAs and how to address this issue.**
 - **We think that there may be a shortfall in the communication of the tests needing to be given.**
- **Bulldog Block during the week(s) after Thanksgiving. Do we want to return to schedule without Bulldog Block for exam review, or keep Bulldog Block to allow opportunity for individual help and tutoring?**
 - **Heather emailed the schedule change to the staff.**
- **Start back up the You’ve Been Dogged**

Agenda Items for Next Meeting



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Paste the link for these meeting minutes into NCSTAR

Entered on:	11/10/21	Person Responsible:	Heather Cornwell
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Date/Time/Location of Next Meeting:	12/14/21 3:15pm	Time Meeting Adjourned:	4:25
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