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#### Code of Cooperation

* Minimize sidebar conversations
* Start on-time and end on-time (try to arrive early)
* Cell phone s on vibrate – take calls outside
* Keep focus on the students – stick to the agenda and on the mission of the meeting
* Keep an open-mind

Team Leader: Davis and Bruce

Time Keeper: Greene

Note Taker: Curley

**Facilitator:**

**Recorder:**

**Time:**

**Desired Outcomes: By the end of the meeting, team members will have:**

* An opportunity to share celebrations.
* Set norms and get know group members
* Create a mission for the committee
* Set goals for your committee

**Groups Members in Attendance**:

SIP Committee



Media Center

August 22, 2014

8:00-8:45

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| **What (content)** | **WHO** | **Time** | **Minutes** |
| \*Welcome and Celebrations  \*Review Desired Outcomes and Agenda  \*Choose a note taker and time keeper | Nanette | 10  minutes | * Celebrations will be shared with committee chair members * Bulletin board is up and matches our SIP * Danielle Greene is here |
| SIP: Expectations  \*Location, Purpose, Meeting Dates, Public Access, etc. (Goal Managers and Key Processes) | Kristin/Jasamine  Co-Chairs | 5 minutes | * Expectations: * SIP information is on a bulletin board outside of the computer lab (school goal, team members, meeting dates) * Use ocesip.weebly.com for SIP updates (will be linked to website on August 29) * Goal manager for academic goal is Monica (Math, Science, Daily 5, enrichment, technology) * Goal manager for climate goal is Starrett (staff climate, PBIS) * Contact Davis or Bruce with any questions |
| Committee Reports~ Each team will report their progress from the last meeting for 2 minutes. | Team | 20  Minutes | * Team Time- Monica- calendar map for how team time will work. Designed ways to monitor and track * Daily 5/CAFÉ- survey to research who needs to have CAFÉ training and walk through to gather data on what aspects of CAFÉ needs to be addressed * Math- Looking at dream box after September 5 training and how to implement this program, possible bulletin board to engage students for a problem of the week. * Science- Word wall and/or color code science words * Data- looking at F & P to track student growth. What would be a appropriate percentage growth for the students * Enrichment- give a professional development to expand higher level thinking, possible walk through to check on how that professional development is implemented into the daily instruction * Technology- students will be able to use technology for level 4 projects * PBIS- Sail boats on floor, pep rally, passing out doubloons, collecting data on major and minor forms * Staff Climate- they will send out staff surveys to check on staff climate by having ice breakers each staff meeting, providing a safe environment for staff to voice concerns, also to provide new staff with a “buddy” on the grade level to walk them through OCE procedures. |
| Next Steps: As a team we want to celebrate the accomplishments of each committee throughout the school.  Closure | Kristin/Jasamine  Co-Chairs | 5 minutes | * SIP is a living document that can and will be updated as needed as goals are met. * September 19 will be our next SIP * All team members will report to committee chairs |

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| **WCPSS Core Beliefs:**   1. All children, regardless of socio-economic circumstances, can be high achieving students. 2. Academic achievement gaps can and will be eliminated by aggressively challenging students at all achievement levels. 3. Highly effective principals and teachers are the key to improving growth in student achievement. 4. The Board of Education and Central Services promote an environment of continuous improvement that results in a high performing organization and is 100% focused on student achievement. 5. Supportive and passionate parents, families, student mentors, and other members of the multi-cultural Wake County community are active participants in the education of our students. | **OCE School Improvement Plan Goals:**   1. 85% of all students demonstrating proficiency and high growth in math, reading and writing 2. 100% of all families view OCE as a safe, caring, healthy and orderly school |