



**THOMASVILLE MIDDLE SCHOOL
SCHOOL IMPROVEMENT TEAM - MEETING MINUTES**

Date:	September 21, 2015
Time:	3:15 pm
Location:	Room 107
Chairperson:	Yvette Washington
Secretary:	
Attendees:	Kevin Leake, Michelle Posley, Yvette Washington, Cheryl McCoy, Lauren Trivett, Amii Skriletz, Scott Morgan, Ruby Thornton, Stan Baranowski

AGENDA ITEMS:

Vote on Officers

- New members include Michelle Posley (Assistant Principal representative), Robin Hannah (Teacher Assistant representative), and Lauren Trivett (Office Staff representative); new members will serve 3 years
- Yvette Washington has served as SIT Chairperson for a few years. Mr. Leake asked for nominations for a new Chairperson, as well as a new Secretary.
 - A motion to nominate Amii Skriletz as Chairperson was made by Scott Morgan, seconded by Washington, and all present were in favor of the motion.
 - A motion to nominate Lauren Trivett as Secretary was made by Stan Baranowski, seconded by Washington, and all present were in favor of the motion.

Change Implementation

- Small groups (see below) will be formed within SIT to be more effective in services, in working towards being a leading school based on the CNA rubric (reference: Comprehensive Needs Assessment)
 1. Teaching & Learning
 2. Support for Student Achievement
 3. Leadership Capacity
 4. Professional Capacity
 5. Planning & Operational Effectiveness
 6. Families & Communities
- Each sub group will be given a Change Implementation Plan to ensure that we are implementing correctly and understanding why changes are being made
- Stages of Implementing Change:
 1. Understand (5 Whys Technique – page 2 of handout)
 2. Enlist

- core members of change team
- individuals important to change
- other stakeholders that have key role due to impact of the change
- 3. Envisage
 - describe in detail intended outcome prior to implementing change
 - identify top 2-3 gaps between current state and future goals
- 4. Motivate
 - help stakeholders understand process
 - find emotional attachment in addition to rational sense
 - think about customer satisfaction first
- 5. Communicate
 - paint picture of where we want to be and how we get there
 - other stakeholders that can be a positive part?
- 6. Act
 - last stage in implementing change
 - fixing one thing can cause additional things; is it worth it?
- 7. Consolidate
 - sustainability?
 - success of change

Notes

- Regarding stages
 - Baranowski suggests enlisting parents as stakeholders; given the change example
- At our next meeting (October 7) we will break into small groups
- Mr. Leake emailed copies of Comprehensive Needs Assessment rubric with the examples of what leading schools are doing

Future

- Summer Meeting – need 4 days (after July 4) that the majority of SIT members can come in to work on items
 - stipend will be provided
 - July 18-21 2016 was suggested and agreed upon by all present members
 - details will follow regarding time and pay (from Mr. Leake)

Meeting adjourned at 4:01 pm