**SIT**

 **Meeting**

**4-24-18 3:15**

**Administrative Conference Room**

|  |  |  |
| --- | --- | --- |
| **Members Present:** moreau, cobb, haskell, johnson, davis, kyles, blaich |  |  |
| FOCUS: | WHO(facilitator) | TIME(minutes) |
| **Start-ups*** Agenda: review additions, corrections
* Assign roles:
	+ Notes: Shannon Fields
	+ Facilitator: Libby Kyles
	+ Time Keeper: Brenda Moreau
	+ Chairperson: Steven Davis
	+ **Ground Rules/Norms**
* Keep a balance between respectful speaking and listening
* Listen to know, suspend judgement
* Seek to honor diversity and how it can enrich the group
* Be respectful of everyone’s time
* No sidebars
* Come informed and ready
 |  | 10 |
| **Team notes:**   |  |  |
| **Topic 1: Review SIP****CNA due May 15th** notes: --146 free, 18 reduced, 267 unapplied. We are at 32.67%. We need about 10 families to qualify in order to avoid being on a waiver.--teachers should put out a note in newsletters asking for parents to put in F and R lunch applications--”auxiliary services” tab on ACS website homepage maintains current stats on this. |  |  |
| **Topic 2: Class assignments, 4/30**notes: same form, coming soon.balanced classes, not developed for any specific teacher. questions: are we moving toward ICS non-tracking model? Should we group kids? no. don’t group AIG or EC students.  |  |  |
| **Topic 3: Feedback regarding Thursday 4/19** |  |  |
| **Topic 4:**  |  |  |
| **Topic 5:**  |  |  |
| **Topic 6:**  |  |  |
| **Stakeholder Concerns** |  |  |
| **Parents*** notes:
 | Nick |  |
| **Instructional Assistants:**  | Brenda |  |
| **K-1*** Instructional Assistants being pulled to cover other classrooms - Can we work together to come up with a plan so that it’s not always such a surprise? Are K assistants still pulled less frequently? There is a schedule that we follow which was shared with all assistants. See link: [assistant schedule](https://docs.google.com/spreadsheets/d/1eKZL-Pwi85KSd0YiGwfMucqIMwWk2TH0LkmfG_yMex0/edit#gid=0)
* notes: see the schedule that shows the rotation. There is not a way to give earlier notice to assistants because of when the report about absences and subs comes out to allison and admin.
* Is there a need to have assistants in 3rd-5th? Creative reallocations or funding possibilities? (We discussed this during our 3-Day ICS Intro in March 2017.) We are willing to discuss possibilities. We have limited funding, a recent 25% cut along with about ½ of the Title I money we previously had. The district requires us to have assistants k-2. In light of the ICS conversation, we will need to have discussions about pairing strong instructional assistants with the most needy cohort of students. IN this case 5th and 2nd grade.
* EVAAS rosters - How will Mary-Ann’s time be claimed?
* notes: Ms. Cobb and Brad will meet with EC to figure out these numbers and will put Mary-Ann’s numbers in the EVAAS system.
 | Leslie |  |
| **2-3:*** All happy with the plan we came up with for sub coverage with regards to specialists absences.
* Concerns with legality with EC coverage.Rumor of long term sub to cover her position? There is a long term sub starting on Wednesday that is a licensed teacher. What about Allison’s position? We are within the state requirements for caseload with the 2 EC resource teachers
* Some teachers need felt/curtains for their windows for lock downs. blinds/tension rods would be more aesthetically pleasing and purposeful.
* How can we ask for things we need currently instead of projecting everything for the next year. That time has passed. We have purchased supplies in March for the balance of this school year. Please check the supply closet.
* How many 3rd grade classes next year? 5 Specials every day? Specialists time should be protected planning time. I-ready. 5 third grades

notes: 2nd will go back to a rotating Friday without i-ready | Davis |  |
| **4-5*** If we are using iReady next year could it be as a teacher tool? There has been no official determination made. When the final decision is made, we can figure out what we would like to do.
* Better coverings for the windows in the event of a lockdown.

notes: brad will check with the superintendent to see if this would be feasible. * Your can’t hear announcements on the hill-would be a problem during a lockdown. We will put in a work order to see if we can have it amplified.
* Pothole in the teacher parking lot is taking out cars! Fix it please! There has been a maintenance request made, Don Sims has personally seen the hole. Please provide list of employees whose cars have been damaged.
 | Libby |  |
| **Specialists:*** microphones lost. now what?

notes: admin is working on it.* spanish specialist?

Notes: Do we want to create a schedule with 3 Spanish classes a week for certain grades? Change to a different special? Not being seen as effective and possibly causing kids to not choose Spanish in middle school. This was brought up by Shannon. Worried that this program is more damaging as it is now.There was a time when Spanish was twice a week for 3rd through 5th. When Spanish had to be delivered to all grades, that is when it got spread thin. | Shannon |  |
| **Administrative:*** **Schedule for next year**

notes: we need to look at who is doing this. maybe not 3,4,5 in lunch at same time. Check with divisions about loves/hates from this years schedule. 2nd and 5th get priority due to their cohorts. Bring EC in early on rather than an afterthought.\*Could we consider having a schedule that stays more consistent\*How can we figure out the schedule where our lunches and recesses were more strategic* [**Proctor Training**](https://goo.gl/forms/2fVA7h7PsgzTcPQu2)
 | Ruafika/Brad |  |
| **Total Time** | 2 hr 5 min |  |
| **Next Meeting:**  |  |  |