**SIT**

 **Meeting**

**3/27/18:15**

**Administrative Conference Room**

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| **Members Present: Leslie, Brad, Shannon, Davis** |  |  |
| **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:** Will be meeting this summer to start with the new system |  |  |
| **Topic 2: Unconference Feedback****There was good information and felt that there were many ideas due to the brainstorming. Sometimes folks missed out because there were other groups they wanted to be a part of. What happens to the information and ideas that were generated? What are the next steps? What happened to the notes? It was nice to have something different and to have choice.**  |  |  |
| **Topic 3: K/3 spending $200.00 per class**State Superintendent’s $200 allotment to each K-3 teacher.Cannot wait to spend the money - before Spring break K-3 teacher gets money per ADM allotmentDon’t use Amazon as a vendor for thisCharlotte will set up an account for each school with a total amount to be divided between K-3 teachersOrder can vary by grade level# of students K-3/201.5110.085.411.306- $3,188.00 or 796.50 per grade levelInput concerning the money given to K-3 teachers.NOTES: See amounts above. Money needs to be spent by March 29th - 5pm needs to be literacy focused.teachers can pool money to order as grade levels. Money needs to be spent by March 29 by 5pm. Can’t use amazon vendors. Maybe classroom libraries--diverse authors and diverse content. Or technology. By noon on Friday get requisitions to Brad. Leslie will get together with K, Brad with 1st, Stephen with 2nd and 3rd. Budget code is: 1.5110.085.411.306  |  |  |
| **Topic 4:**  |  |  |
| **Topic 5:**  |  |  |
| **Topic 6:**  |  |  |
| **Stakeholder Concerns** |  |  |
| **Parents** | **Nick** |  |
| **Instructional Assistants:** * **No concerns as sub issue has already been addressed as well as sub bus driving..**
 | **Brenda** | **0** |
| **K-1*** **None**
* **K Feedback on: What to do when Specialists are out**

**-Specialists leave sub plans (as all teachers are expected to do) and I.A.’s cover. May had a specific idea; we would defer to I.A.’s for their thoughts/ideas****notes:** K assistant covers their class + 3rd grade, 1st assistant covers their class and 4th grade. 2nd assistant covers their class and 5th. **Fields will make a graphic that will clear this up for Brad, Cobb, Amy and Allison.** | **Leslie** |  |
| **2-3:*** **-When will we hear about budget requests I presented budget to ACS leadership, it was well received. I am not sure what the turnaround for approval is or if there is an approval process. We will begin to spend the funds after July 1**
* **-Pull assistants for specialist coverage when specialists are absent. Statement. Checked with my people and they said that is what they would rather do.**
* **Sub shortage**
	+ **-There is no sub shortage in Buncombe. I would be interested to see what schools are not experiencing this. Claxton, HF, Vance, and Dickson are experiencing this shortage**
	+ **-preferred sub list for our school? Is the question, is there a preferred list? yes**
	+ **Do we make calls to try and find subs if subs do not show up the day of to late fill? We have in the past with our frequent subs ie; Marilyn, Gwen**
* **iReady**
	+ **-can the 45 minutes be optional if we do move to diagnostic only. I am not sure what the plans are for next year as the idea of doing only the diagnostic was just presented. Are there other options for diagnostics that could help Marti place students. Not to my knowledge**
* **Hall doors locked all the time? Why? A safety audit was completed and the directive was that all interior doors need to be locked. I think we can think of many instances where this would be beneficial and problematic**

**notes:** Brad will create a survey for subs so that we can see how subs feel about working here and see if we can do things to make our sub jobs more attractive. | **Davis** |  |
| **4-5***
 | **Libby** |  |
| **Specialists:** | **Shannon** |  |
| **Administrative:** | **Ruafika/Brad** |  |
| **Total Time** | **40 minutes** |  |
| **Next Meeting:**  | **4-24-18** |  |