**SIT**

 **Meeting**

**2-27-18 3:00**

**Administrative Conference Room**

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| **Members Present:** Leslie Blaich, Brenda Moreau, Steven Davis, Ruafika Cobb, Brad Johnson, Shannon Fields |  |  |
| 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**notes: Title 1 state audit: went well. Pleased with our work and magnet theme. felt we were spending money in a way that serves the kids.  |  |  |
| **Topic 2: Spend last of 17-18 allotment**notes: * Professional development: $1750 for 10 people to attend mindfulness training (mindful schools online courses), $312 remaining toward PD.
* Instructional supplies: History Alive student online subscriptions for 5th grade: up to $1400 (waiting on requisition from Libby)
* Capital outlay: $822 for microphones for aud, carpet $320 for Leslie, adjustable table $262 and writing center $330 for Nikki
 |  |  |
| **Topic 3: Title 1:** Next year we get a waiver, a little over $70,000 which will provide one position, no tutors. We’ll decide how to use this one  |  |  |
| **Topic 4:**  |  |  |
| **Topic 5:**  |  |  |
| **Topic 6:**  |  |  |
| **Stakeholder Concerns** |  |  |
| **Parents** | Nick |  |
| **Instructional Assistants:** concern: assistants subing a lot for classrooms and buses.There is a substitute shortage district wide. We have no choice but to call on others when a classroom teacher is needed.Sub pay for full day substituting? See Allisonreps, ask your stakeholders: Is there merit in having assistants stay with their classrooms instead of filling in for specialists? * IF the need exist, it is really important for classroom teachers to have planning. Much of planning is hijacked by other people and obligations.
 | Brenda |  |
| **K-1*** None
 | Leslie |  |
| **2-3:*** Budget: Who is the 25% mandate coming from? State, local, or federal. District mandated
	+ Is this 25% for each school? For every department
	+ Can we pick and choose consumables?(ex. Parts of fundations) No, that is part of the core curriculum, like guided reading and Investigations.
* Is iReady going away? There is conversation about not using the instructional part, but keeping the diagnostics
* Strawbridge “Journey’s” fundraiser:
	+ Sending kids home with packets and saying send us money or return it is not cool.
	+ How much do we make? They just picked up the money Friday, we don’t know yet.
	+ Can we just have two picture dates? Fall for individual/class and than spring individual? Not three dates We have a current contract that goes throughout the rest of this year. When contracting with LifeTouch we can negotiate for what teachers would like.
* Lock Down Procedures:
	+ Citizen Times have different info than we actually implement. (kids in middle of room and practice 4 times a year)
	+ 2/3 hall needs automatic locking outside locks. We walked through the school last week with the safety officer. We did not mention your doors, please elaborate so that we can recommend changes. Classroom outside doors whole ⅔ wing and this side of ⅘ hall
	+ Some common room doors do not close all the way(Thought this had moved over to just discuss with administration?) Please provide the location of those entries and we will put in a maintenance request to have them fixed. Common room doors must be forced close sometimes. Most of them on the ⅔ hall
	+ What are the updated federal best practices?

notes: Ms. Cobb and Mr. Johnson will check out the exterior doors on the ⅔ and ⅘ hall to see if they lock automatically or not. * Walkout Day on April 20:
	+ What are we doing about this? Can we spin it and make it a protest for safety and make it a field trip that all students are involved with? It is the expectation that students are on campus unless a curricularly link field trip request has been submitted. Perhaps there is something we can do on our campus?
	+ notes: for now, let’s just wait and see how this develops. Maybe teachers can talk about it with students in their classrooms. Admin will give a heads up in the previous week’s weeks end.
 | Davis |  |
| **4-5*** Libby said everything was great.
 | Libby |  |
| **Specialists:** | Shannon |  |
| **Administrative:*** **Cell phone usage by staff.**

notes: teachers are on their phones often--classrooms, recess.Cobb will take pictures and e-mail them to the staff member on the phone and put their picture on the wall of shame! * **Guided reading happening daily**

notes: guided reading should be happening every day.  | Ruafika/Brad |  |
| **Total Time** | 1 hr 15 minutes |  |
| **Next Meeting:**  | 3-27-18 |  |

**5th grade concerns and questions**-

* Are we having an evacuation drill
* Are we still using the red, green cards
* Do we call 911 in a lockdown
* Is there a clear plan for lockdown
* Has another lockdown be scheduled

**End of the year stuff**

* Are there schoolwide things that are happening that we need to start preparing for.

We are concerned that April H. is not going to be here after Spring Break. Please consider how this will impact all of the students that she works with. She has a large 4th grade caseload and we need consistency for our students. Now that we have such a hectic and spread out EC schedule, we really need to be more thoughtful about taking away resources. After spring break we will all begin our push toward EOGs. We don’t believe that that is the time when we can have blowups in our classroom community with no resources.