**SIT**

 **Meeting**

**11/28/17 3:15**

**Administrative Conference Room**

|  |  |  |
| --- | --- | --- |
| **Members Present:** Cobb, Shannon Fields, Kyles, Davis, Haskell, Brenda Moreau |  |  |
| 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: GOAL 3: WHOLE CHILD: NCStar is a tool that schools can use to help create and review School Improvement Plans. For example, when you choose a goal, it gives you possible action steps to address that goal. Develop “power plans” for students so they know the strategies to take to work through any issues. We need a school wide effort.Responses to behaviors, not punitive, mindfulness, meditation room--Fields will bring together some resources from his friend’s school in Kansas City. --Leslie will bring research |  |  |
| **Topic 2:** |  |  |
| **Topic 3: Budgeting what are our needs? 80% of supplies and material and capital outlay must be spent by mid December. What process?** **NOTES:**  Grade levels need to spend their 2,000 (or 500 per teacher) by Mid-December. This is a new procedure that was put into place. Reps will solicit budget requests from stakeholders. Let’s have team members just always complete a requisition to have on file. Reps will inform their teams and tell them that they’ll need to check with allison on their $500 balance if they are unsure. There may be some additional money so if they want to spend more, they can prepare a requisition and we will consider it if there are remaining funds. Also, if teachers have capital outlay needs, write a requisition and rank requisitions within your grade level. Brad will have Allison email teachers about their $500 account balance, and Brad will email teachers with capital outlay balance and instructional materials balance. The team will come back together before break.  | Brad | 10 |
| **Topic 4: Boy Scouts?**NOTES: Boyscouts exclude atheists. Maybe we’re not in the business to promote outside organizations. Outside groups: maybe they need to communicate with parents through Peachtree. Fields will talk to penny. | Brad | 5 |
| **Topic 5: SIP planning, who can assist?** | Brad | 5 |
| **Topic 6: School Dismissal** [**https://www.schooldismissalmanager.com/**](https://www.schooldismissalmanager.com/)Notes: How do teachers get notified?What are teachers’ experiences?How does it affect the workload of office staff?How much does it cost/year?How do Amy and Allison feel about it?what is the concern? Kids ending up at the wrong places. Teachers’ phones are on voicemail Is central office okay with it?Fields will check on these and get back |  |  |
| **Stakeholder Concerns** |  |  |
| **Parents*** How are we improving the school to address the educational needs of all of the kids? what are our assets and what are our weaknesses? What are the top 3 areas we need to improve on?

NOTES: NC star might help us develop these priorities. | Nick |  |
| **Instructional Assistants:** * 2017-18 Calendar Pluses: Liked OWD at beginning of year for classroom preparation; Liked three bonus days given this year. Deltas: none
* 2018-19 Calendar Suggestions: (1) Schools should have more decision on how to use PD days; we realize ICS is priority. (2) Can IAs have more PD geared toward assistants with more options for classes.
 | Brenda |  |
| **K-1*** Mrs. Cobb requested that SIT reps gather feedback on the proposed calendar. K-1 Feedback: Parent-Teacher conference date should be after 1st Quarter report card.
 | Leslie |  |
| **2-3:*** Proposed calendar feedback
	+ 1st a last week not full weeks
	+ 2 full Mon-Fri weeks for winter break
	+ Cont. spring break with Easter Sunday as the first sunday of the break
	+ Keep Thanksgiving W-F off
	+ PTC 1.5 days
	+ Planning days are more useful than PD days
	+ Work day after Thanksgiving, Winter and Spring break
	+ Do not take report card planning days away for weather events
 | Davis |  |
| **4-5*** Parent Teacher Conferences should be later in the year. That is a fine idea, I would share that with the calendar committee representative Ruafika and ?
* Please have open house later in the year (midway through October) This is certainly something that we can do. The school improvement team creates the school based calendar
* EC Teachers absent - can they get subs In the past, this has not been practice. We can certainly make a request to the EC department though general education teachers are having difficulty getting substitute coverage.
* Safety in the classroom-how EC has changed the separate setting classroom and services with no communication from school administration or central office. Moving students from all day service to pushing out all day is too much! What does it mean for Dickson when the BII room is emptied out and students from other schools fill the space and then they become Dickson. Let’s discuss this. We have modified only 2 IEP’s, DW and AR. We were out of compliance with the way that the current IEP’s were written. Students were not in classrooms though their IEP’s said they would. The first step is being compliant with the IEP, then making decisions as a team about what LRE is most suitable.

NOTES: Were 13 students in total, now 11 since two were exited. There is a lot of work going into how to make this program work better. * We need to have that Friday specialist times as computer time for 5th grade. We are incredibly stressed and don’t feel like we have enough time in the day to cover our curriculum.

notes: 5th grade will schedule a meeting to discuss with admin. | Libby |  |
| **Specialists:*** Fields wants to share about the Hill Street art project and PTO grant

Notes: $20,000 grant for the stairs to the cob oven, roof, shade structure and a shed. -Pictorial History: to be done during art with an artist in residence.4 panels outside of the cafeteria and content will be determined by listening session on Dec. 18 from 5:30-7:00Invite all teachers as well so they can incorporate some work in their classrooms. Christopher Holt was chosen because of his work with TAPAs, ACSF and DicksonHow are we soliciting our black community to be a part of this conversation?* Playground discussion

Notes: Seth’s playground not meeting the vision it was meant for. We need more information on what is needed to support.  | Shannon |  |
| **Administrative:*** **Classroom management hand book to be shared out in January. Please give feedback on how to share it out.**
 | Ruafika/Brad |  |
| **Total Time** | 3:00-5:43 | 2 hr. 43 |
| **Next Meeting: Dec. 16 for budget, then Jan. 30** |  |  |