**SIT**

 **Meeting**

**10/24/17 3:15**

**Administrative Conference Room**

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| **Members Present:** Leslie Blaich (k teacher), Steven Davis (multi-age ⅔ teacher), Brad Johnson (principal), Ruafika Cobb (assistant principal), Joan Pinegar (garden coordinator), Shannon Fields (Spanish teacher), Brenda Moreau (k assistant), and Libby Kyles (5th grade teacher), Nick Haskell (parent)  |  |  |
| 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: Joan with Volunteer coordinator position and Leaf Drive.** Americorps Project Conserve as a possibility: cost $13,000. They are splitting a position, part time--$7,000, 900 hours for the year. Joan’s idea: We could interview for this position. Have them be based at the front and funnel all of the volunteer coordination through there. This person can do direct service notes: we need to see if our needs match the needs of this position. we have a funding issue. Joan will reach out to penny and will look into the details of the program. If SIT members have questions they can talk to Joan.leaf drive: people bring leaves to school. we would move them to the places they would go. Joan will manage the leaves to compost in order to create soil for the gardens. Joan will send a blurb to teachers, there will be a poster. notes: we will try it for a week. Brad and Joan can figure out where leaves are dumped.   |  | 5 |
| **Topic 2: Review SIP**Hot spots: this should be addressed at MTAC. Do we have them available? |  |  |
| **Topic 3:**  |  |  |
| **Topic 4:** |  |  |
| **.**  |  |  |
| **Stakeholder Concerns** |  |  |
| **Parents*** achievement gap. PTO meeting. We are regressing with regard to the achievement gap. Nick is very concerned.

notes:  | Nick |  |
| **Instructional Assistants:** * Bus drivers for field trips are having an issue with classes returning to school on time. Some teachers are not being mindful of the time it takes to get back to school, possible traffic issues, the time it takes to return a borrowed bus, and to get their bus route bus and students ready for dismissal. This has been an issue in the past. Can Admin. please reiterate time constraints to teachers because drivers feel like some teachers aren't being cooperative.
	+ Classes NEED to return from field trips by 2:00 pm! Please plan accordingly
 | Brenda | 3 |
| **K-1*** Can we plan ahead as a school about communications that need to be sent out to all families? Can these be added to Week’s End (in a new, “Communications to be Added to Newsletters” section) so that: we’re all on the same page, we’re not getting blurbs emailed to us all throughout the week, and we know the blurbs have been approved by admin? There is so much great stuff going on, we’re just trying to make sure we/our families don’t miss anything in the mix.

notes: We will create a “School Announcements Doc” that will be shared. Teachers can check that to see what has been approved to go in the newsletters. * Dismissal/Coverage in the gym/auditorium - Can there be someone or a couple of people (not classroom teachers) there at 2:30 or just before? Seems like there are plenty of people in the gym by the end of dismissal, but not enough in the gym or auditorium as children start to trickle/pour in at the beginning. What is the plan for when multiple people are out?

notes: Cobb will go and check it out. * Can we get a consistent morning/daily email letting us know of staff absences?

notes: yes * Field trips: We recognize that the process is feeling smoother and we’re grateful that our requests are getting approved. K-1 Teachers feel there is value in kids going on the ‘same’ field trip in multiple years. First grade says they were told to stop going to Sky Top two years ago (and they haven’t gone since).
* Is there an update on Nov 2 quarterly planning?

notes: Yes, November 2, happening, working out a schedule  | Leslie  | 15 |
| **2-3:*** With the Working Conditions study coming up teachers need to know who is really making decisions? SIT, Admin or Central Office? Patterson made it out at PTO that principals and Teaching and learning team are in charge of making decisions and the SIT notes read as Admin is making a lot of the decisions. It just seems like we are not getting any reasoning behind the decisions that are being made and changes are not considered because it is how it has been done.

notes: teachers have a lot of voice. Few decisions are made by Cobb and Brad alone. Cobb and Brad will try to share with teachers where decisions are coming from. * Not 100% on newsletters getting back to teachers within 24 hours. Some have never got a response. Others have had to send a reminder email to get a response.

notes: it may be longer than 24 hours. Please be flexible and have understanding. subject line, please: “Needs to be approved”* Division says to call our rooms over the intercoms to let us know if a child is going home a different way.
* How do we request the instructional funds($500). Requisition or check request?

notes: requisition. see allison* RAZ kids requisition was put in by Patti at the beginning of the year and she says the company says they are waiting on the funds.

notes: taken care of* Something changed for next year so that teachers do not have meetings during the day and after school.

notes: Steven created a document to park needs for scheduling and next year.* Are weekly newsletters required? Cobb mentioned this at one point in time, but have never heard this is protocol. A lot of people do a monthly newsletter and then have reminders and what not they send home when the need arises. Do reminders that were on previous newsletters need to be approved?

notes: it would be helpful, not required, timely communication is required. * There needs to be an understanding that planning time is prep time and that it is still being taken over by way too many meetings. We talk about PLCs and 3rd Thursdays being sacred times, but what about teachers sacred planning/prep time. More and more is getting taken away.

notes: Brad is hearing us. He spoke with other principals and some of them are saying they are experiencing this. Talk to Daniel Withrow the teacher association representative. Via the teachers association, they can share with school board and superintendent. * Holiday program is scheduled on the 1st night of Hanukkah. .

Notes: This was an accidental oversight. This date was approved by SIT. No one intended to schedule the event during a holiday. SIT will try to do a better job double-checking dates.. * Holiday program: What do the families that have a K-1 and 4-5 student do during the ⅔ performance and what time is the program beginning?
* Can we use the activity bus to shuttle families from the Montford campus and/or the chamber for the holiday program? Families were shuttled on it for the anti-bullying rally Is the same policy in place for parents on field trips? Families were not shuttled. We can not use the activity bus to shuttle families

notes: Jennifer can think through these details with her team to come up with ways to make things work as smoothly as possible. * Either need more coverage in gym after school. Davis has 2nd load alone, no one is with CW Avery and there are 6 people checking out walkers.(Some of the walker check out people intervene and redirect CW Avery when needed)
 | Davis | 20 |
| **4-5*** STEAM has been put on the back burner because of ICS

notes: grant provided with ½ day subs. team needs to find alternative dates if they haven’t already. * What is our contractual obligation to the district. We are required to stay for staff meetings and other Tuesday meetings. When does our expected workday end? How obligated are we contractually to stay for all the extra meetings, like math PD? There seems to be a lack of respect of our personal rights. My suggestion would be to reach out to your school based ACAE representative.
 | Libby |  |
| **Specialists:*** it seems that there might be a handful of teachers who are overloaded with committees and others that are under-committed. Do we have a list of who is on what committee? Maybe it’s just a perception and things are fine as they are, but it’s possible that next year a few committee changes could move us in the direction of: 1) developing the leadership potential of more untapped staff members; and 2) avoiding the burn-out of others.

notes: brad and Ms. Cobb will look at that. Ms. Cobb will send out a google survey asking who is on what committee. * Any way that lunch duty folks can get a walky talky for instances when they are in there alone?

notes: Ms. Cobb will check into this and will try to place one in the cafeteria. * for safety team: what is the role of cafeteria staff during a fire drill?
 | Shannon |  |
| **Administrative:**let’s consider the structure of SIT. Is there a way to address concerns without SIT intervening? Can SIT address SIP concerns rather than logistical concerns?notes: let’s shift toward asking teachers to address issues directly with Ms. Cobb and Brad. SIT reps can accompany, or in some cases can share the concern for a team members. This way we can move our meetings toward talking about important school growth issues.requisition for safety team $279.75. notes: Team approves it. PBIS: wants to purchase incentives t-shirts, water bottles, bracelets and lanyards. notes: As long as it is under $500, team agrees to move forward with purchasing them. field trip safety bags: what should go in it?notes: activity bus:notes: as long as a parent is on the chaperone list, they can ride on the activity bus (not level 1 volunteers) | Ruafika/Brad |  |
| **Total Time** | 2 hours |  |
| **Next Meeting:**  | Nov. 28, 2017 |  |