**SIT**

 **Meeting**

**9/26/17 3:00**

**Administrative Conference Room**

|  |  |  |
| --- | --- | --- |
| **Members Present:** Johnson, Kyles, Haskell, Cobb, Fields, Davis, Blaich, 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 and team members tenure status** (tenure is 3 year)* Kyles - year 3 **(will need new rep for next year)**
* Haskell - year 2
* Davis - year 2
* Blaich - year 2.5
* Fields - year 3 **(will need new rep for next year**
* Moreau - year 3 **(will need new rep for next year)**
 |  | 10 |
| **Topic 2: Purchase of 20 chromebooks, ideas? From 069 money? BI contribution? PTO contribution? See requisition**notes: We currently have the fewest number of devices and the largest student population. We will get k-2 devices. 3-5: Going to get 77 chromebooks. intention to buy chromebooks for 2nd grade for iready. If so, 2nd grade ipads will go to lower grades. We are buying charging stations.  | Brad | 5 |
| **Topic 3: Boy Scouts?** Classrooms, cafeteria, none at al?notes: fields will research new policies to see if the Boy Scouts are exclusive. Also, Ms. Cobb is checking on district policies regarding outside groups.  | Brad | 5 |
| **Topic 4. May C. conference request**notes: May is asking about the ACEs southeastern Summit. Got approval from Hedt. Asking SIT for $ for she and leslie to attend. $299 Leslie for whole conference$200 May part of conference. We currently have $6,600.We agree to contribute $700 (including $200 sub pay).Team agrees that Brad can make a judgement on time-sensitive professional development requests under $500. | May | 5 |
| **Topic 5: if teachers still prefer to be emailed about student communication until 2, after which time we transfer calls/call the room? Last year the expectation was that teachers would check email regularly for messages until 2, but with the earlier release time I'm not sure if that is still reasonable, and I don't want kids to miss transportation change email**notes: Ms. Cobb will call jones to learn about a system that they use for this communication In the meantime, let’s bump the time back to 1:30. #04 to take phone off of do not disturb | From AmyQuestion from Cobb: can we please consider the program Jones is using for this?? | 5 |
| **Field Trip procedures and reasonable number per grade level. How many are appropriate See 3320-P (copies)**notes: District Field trip policy hadn’t been revise since 2002, has now been revised. 1. New field trips (non-annual), talk with Ms. Cobb or Brad about the trip before making a request
2. Request form 4 weeks in advance (Jesse is working on an online request form so there is no paper). Overnight field trips 6 months in advance.
3. In the past we have allowed use of private vehicles. Now there is none (except parent or guardian) side note: only social workers are fully insured to transport kids at all
4. All chaperones need a background check, except if a parent is accompanying their child and is not supervising other children. In this case they can check in in the office. The 1:10 ratio needs to be maintained with vetted (background checked) parents.

--ideas: let’s talk as a school about what each grade-level does.action: cobb will put together an organizational tool to look at what field trips were taken. Divisions will discuss. Through the lens of protecting instructional time: 1) is this valuable and why? 2) is it curriculum-connected? 3) is there overlap with another grade level?  | Brad | 5 |
| **Stakeholder Concerns** |  |  |
| **Parents** | Nick |  |
| **Instructional Assistants:** * Can Kindergarten assistants be the last choice to be pulled for subbing? Kindergarten students require the most ‘hands on’. Admin: Yes, they are. This was the case on Friday when an IA was pulled.
* One-on-one substitute role and wheelchair lift training-This will be addressed in a different venue.
* Concern that some lower income students may not be able to attend field trips due to lack of funds with the new procedure, I.e., parents asked during same week to pay for several approved trips...no funds left to possibly contribute to a scholarship. Admin: Hopefully the process will become more streamlined where we receive approval earlier. In case of emergency., we have funds that can be accessed. The best guidance is to submit the forms to Ms Cobb as early as possible (at least 4 weeks in advance) so we can be way out in front of any potential issue.Students can not be excluded from field trips for financial reasons. There always has to be a plan in place for students who can not pay; therefore, the new procedures should not cause any student to be excluded from a trip.
* Is it possible to change the time of ICS on PD days so that bus drivers are able to attend from the beginning of the session? Yes, we can. Our school-based team recognized this during our last ½ day PD session.
* The IA morning duty position in K-1 hallway is where two classroom teachers are already positioned outside their rooms. Seems this person could be used in a spot where there is less coverage Admin: Yes, ,the car line in the morning. ?
* We can look to put that assistant somewhere else if carline is full (Safety Patrol starts soon)
* Shannon will stay where she was originally located until 7:40 am at which time teachers are on duty at their door.
 | Brenda | 20 |
| **K-1*** When will additional Reading and Writing Workshop resources arrive? Admin: We are not sure. They order was approved and has been submitted to the company. They may be on the way.
* Update on instructional funds ($500/class) and class accounts . Admin: Allison has a running record of what teachers have spent out of their accounts - We are asking specifically about the $500/classroom acct notes: the funds for supplies and materials are already available but it is in a different account from classroom account. Allison can let teachers know what is available Teachers should specify the account: “Instructional Supply Money 2017-18.”
* Update on quarterly planning plan Admin: We will need to determine coverage, dates are already established. 11/2 is the 1st quarterly planning day
* What is admin’s view of changes in procedures, especially parent communications and field trip and professional development requests? Are teachers supported in their efforts (emails, phone calls, meetings)? These things are taking a toll on us. We are carefully asking ourselves if we are resistant to change and/or if these changes are in the best interest of children and acting accordingly. How are we being supported? Admin: Hopefully, the expectation to have class newsletters reviewed is not too much of an encumbrance. As building administrators we should know what is being communicated to parents. In general, we have been able to approve within 24 hours.
* Admin: PD approval makes sense after a conversation with Ms Hedt. In a meeting she stated that there was little oversight in the past about what was spent and who attended PD. Since taxpayer dollars are used to fund pd we have a responsibility to ensure that the expenditures align with district strategic plan and initiatives. The district must be responsible stewards of taxpayer money
* Idea - grade levels can decide to shift their PLC day if the week starts on a day other than Monday. Is this an option? notes: keep things as is because ancillary participants have a hard time modifying plans
* RAZ kids - We need 2 accounts for K and 3 accounts for 1 Admin: When the budget was created and approved ($600.00), we decided that 1 classroom account was enough per grade level. That is what we had planned, for flexibility upper grade levels can donated their grade level accounts
* notes: K needs 2 accounts, 1st grade needs 3 accounts. action item: 2-3 should check with stakeholders about whether they want it. K should write requisition for 2 accounts, 1st grade should write a requisition for 3 accounts.
* We want to be proactive in ensuring that our fundraisers are not perpetuating inequities or adding more work to teachers’ plates. Admin: Ok? Were there instances in the past? Examples? - Jump Rope for Heart was the example (though we want to be respectful of Penny), and there are questions/concerns about changes to the HC10/5K

notes: Fields will check in with Penny about JRFH to see if we might be able to not participate this year as long as Penny gets an additional $500 for equipment on top of the $500 that specialists are already getting from the budget this year. | Leslie | 20 |
| **2-3:*** Fridges in classrooms? Work room fridges become extremely full and it would be more efficient for providing snack to our classes when we do not have assistance to cover the class. Admin: There can only be commercial grade appliances in the classrooms. I would suggest a bi-weekly decluttering of the refrigerators as often items are left of weeks or months in the refrigerators.
* - Can we make sure our long BOY staff meeting doesn't happen on a holiday weekend/Tuesday that feels like a Monday. Admin: That can be considered next year. Part of what happens is we are limited on the days to do certain things because days get limited (Meet the teacher, District PD, etc.)
* - On that note, can we get permission to move our PLC to Wednesday on weeks with no-school Mondays?
* - Maybe we can try to find some funding/childcare solutions when we have mandatory staff meetings that go past contracted hours? It is clearly an issue for several of our teachers. notes: teachers should make arrangements for those days
* - Maybe we can delay the beginning of PLCs until after our testing window, as we are using a lot of time searching for last year's data, when this year's would be more useful. We also have SO MANY meetings at the beginning of the year, and having planning time to focus on our own classrooms would certainly alleviate some of that stress Admin: We can delay the creation of the Grade Level Improvement Plans. Though there is much to be done in creating norms, roles, BOY Common formative assessments.
* - Can we please reconsider having staff meetings and PLC on the same day? That gives teachers 40 optimistic minutes of personal planning time all day long.
* notes: Let’s keep this as is this year. This would be a change for next year.
* 2nd grade: Need a fifth special and not iReady so that teachers can monitor iReady. Davis And Sizemore have already problem solved with Marti. Chromebooks are not available during specials time.

notes: we don’t have staff for this. guidance and media are not available for more instruction.* More parents dropping off in staff parking and taking staff spaces and parents are using low efficiency spaces to drop kids off and keeping low efficiency cars from using them.
* Open House needs to be later in the year. All we are doing is assessing right now. Admin: This schedule was created by our SIT after input from teachers last year. We can certainly look to a later date next year.
* As teachers how can we help to streamline the new systems that are in place?fieldtrips, newsletters, any new things we need to know about? Admin: The only new item for newsletters is allowing admin to see it first. We have been able to approve/not approve within 24 hours, normally within the day that it was submitted. This is normal operating procedure in schools. As far as field trips: the district’s policy is being enforced. We share info with you as soon as we know.
* Why are IA’s being called to drive/ride along for high school routes? What systems are in place at the high to ensure they have substitute bus drivers? Can administration advocate for our IA’s to not be pulled to other schools? Admin: This is not new. We have been doing this for the past few years. IAs know this and the schedule is posted so they are aware of the schedule. This is a district procedure.
* Is instructional money going to be dispersed earlier in the year (when it is most useful)? I feel like waiting until the end of the year is stressful and we are not able to put as much thought into it. I also do not feel the money is always equitably shared Teachers have money available now
 | Davis | 20 |
| **4-5*** Concern that the Garden is taking over spaces that limit the amount of space for children to play
	+ It isn’t appropriate for the committee to vote on items of that magnitude without consulting stakeholders

notes: garden efforts and ideas should be vetted through the garden committee and brought back to stakeholders before decisions are made. * Could we reposition the soccer goals so that half of the field is used for soccer and the other half is for play. notes: We agree to do this.
* Concern about math meeting one Wednesday a month for people who have Bright Ideas-Is it possible for those to happen during planning times so that we are not being kept everyday for meetings. Admin: Elective work (Bright Ideas) should not interfere with work responsibilities.
* We are all stressed out- too many things going on and we need to reign it in with clear communication. Admin: We agree
* Preapproved emails is making it difficult to communicate effectively with parents. Things are irrelevant by the time it’s approved. Admin: How long is approval taking, please give specific examples. When teachers submit to us, communication is being approved quickly. Perhaps we need to talk more about when the communication should be due to admin in order for a certain turn around time
* We are overly micromanaged---tell us what to do without asking us to make a plan and then criticizing every aspect of the plan. Tell us that you don’t us to do field trips vs having us go back and forth repeatedly! Admin: This is out of our control. I believe the oversight is to protect instructional time and to insure field trips align with the standards.
* We need more people on the social committee
* Open House comes at the most inconvenient time. Is it possible to not have it until October so that we aren’t scrambling for stuff to show and we may be able to remind parents at our parent teacher conference Admin: It can be scheduled whenever teachers would like. The current date was selected and approved last year by SIT (teachers) and their stakeholders.

  | Libby | 20 |
| **Specialists:*** second step order for maggie--is there funding for her to order? I have a requisition for $448.33

notes: yes, * lunch duty concern: in future years, it might be good to consider that there are different kinds of specialists doing lunch duty: those whose lunch duty does not affect students, and those who have to cancel groups/time with students to serve as a lunch monitor
* Would it be possible to have a meeting with lunch monitors so that we can set consistent expectations and all be on the same page regarding composting, noise, procedures, as well as what to do in case of lock down and other emergency situations? Admin: safety team will meet soon. We will put safety items on the agenda. PBIS has a handbook that still needs some additional work. We hope to publish it really soon!
* The Hot Chocolate 10K has put a student pledge drive in the works--penny is concerned about how this will jive with her Jump Rope for Heart pledge drive--should we do both?
* When will school funds be distributed to teacher accounts?PTO? Or school funds? response: school funds.
* The PTO has set aside $3,000 for artists in residency. We used to have an arts committee which managed the dets of residencies. Can we put together a committee? Yes, if teachers are interested in this
* Does anyone know what happens next with the black fence out front that was run down? Are we responsible for fixing it? The black fence was hit by a car. The insurance company was contacted as was maintenance. THe replacement fence was ordered according to the Maintenance Department. Because it is a special order it takes more time and will be installed when received according to the maintenance department
* FYI: The holiday program will be Tuesday, Dec12. It will consist of three half-hour shows, with a half-hour break between each--k-1, 2-3, 4-5. All pieces will revolve around winter and will reflect the curricular skills kids are learning in music class.
 | Shannon | 20 |
| **Administrative:*** **3rd Thursday for Tech PD**
* Money for PBIS

notes:pbis will meet and develop a budget, then come for approval.* Money for Safety Team

notes: safety team will meet and develop a budget, then come for approval* Money for a new die cut machine for the school

notes: Cobb will research cost, where it will stay, and who will use it * Food Pantry

notes: idea: replace manna with a school food pantry. families could pick what they want. fresher, more desirable food managed by social worker, counselor. * Field Trip Policy

Paper consumption- how do we address? 6K+/year. Counter? 2 cases per semester?Admin: we have looked at this in the past and the amount per child per day is minimal compared to looking at the lump sum.Budget deadline January 1st | Ruafika/Brad | 20 |
| **Total Time** |  | 3 hrs |
| **Next Meeting: 10-24-17 3:00 pm** |  |  |