

## December 2019 AMS SIT PUBLIC Agenda/Minutes/Tasks

<b>Date:</b> <b>Location:</b> Media Center <b>Chair:</b> Biggar <b>Notetaker:</b> Qualls & Pitt <b>Timekeeper:</b> Qualls	<b>Members Present:</b> Jesse Pitt, Hilary Biggar, April Dockery, Sybil Jefferson, Rob Hagaman, Nelida Lopez, Andy Weatherly, Janet Jennings, Blair Johnston, Rob Ulmer, Amy Sheeler	<b>Not Represented:</b> United Way rep, Parent rep.	<ul style="list-style-type: none"> <li>● We are positive.</li> <li>● Be on time.</li> <li>● Be prepared.</li> <li>● Stay focused.</li> <li>● Review agenda sent out prior to meeting.</li> </ul>
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Topics to be discussed	Time (mins)	Discussion Notes/Minutes	ACTIONS	Status
<b>NCStar (action steps &amp; roles for committees)</b>	<b>10min</b>	Information was entered into NC Star. We will discuss committees and how to log in. It is very time-consuming to add information into NCStar, so we must check it and be sure it is correct and clarify any questions people may have. We need a scheduled SIT work day for NC Star.	Login and review NC Star information that has been entered in.  HB will send email to SIT with login information and a poll for a SIT work day date.  Respond to poll regarding the best day for a SIT work retreat.	C
<b>Committee Monitoring /Oversight</b>	<b>10min</b>	There is a division between what is happening in committees and what is communicated to SIT. What is the best way to share committee work with SIT to ensure that we are accounting for our work in NC Star? During committee meetings, discuss (on agendas) NCStar.  Prompt committee with indicator related questions for their meeting agenda. Ulmer suggested creating	Add indicator and action steps to each committee's agenda.  Create google form for each committee to complete.	C

Status: C - fully covered and clarified; N- needed to be discussed again; 0 - not covered at all.

		a Google Form. HB suggested adding action steps. Encourage people in the committees and state that all of your voices are valid. HB- Whoever is in charge of that committee needs to state this in the agenda. Committees would need to appoint someone to fill out this google form after or during each meeting.		
<b>ISS Status and Communication</b>	<b>10min</b>	AD said this is an admin issue and we are working with Central Office to staff and revamp the way ISS is structured at AMS. Discipline rubric was suggested by AS to improve consistency of ISS being a consequence. More consistency among referrals among grade levels is needed, because there currently is a level of inconsistency with gender, who gets ISS and why? SJ said the program Ripples is supposed to be used.	Consider making ISS paper-based and no laptops. Blair Johnston will ask about the posting.	C
<b>AIG Communication</b>	<b>10min</b>	We are working to hire another teacher. We are making some adjustments and working with the AIG director. There is a meeting on Friday about this. Please direct any conversations or questions about AIG to administration.	If parents ask questions or have concerns about AIG services direct them to administration.	C
<b>Elective Transitions</b>	<b>10min</b>	Concerns around seventh-grade transitions coming back from electives.  The first floor of the elective building does not have bells. Some students arrive early.  Elective staff need more support for transitions in the hallways. Support looks like an admin being present during transitions, more adults in the hallway supervising, and all elective staff escorting	Can we fix bells for the first floor?  Add an advisory conversation about expectations during electives  Communicate the 6th-grade lunch detention plan to electives and other grade levels	C

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		<p>their students back to the 7th grade hallway across the bridge.</p> <p>Instead of silent lunches, 6th grade staff have been giving lunch detentions in which students leave the cafeteria and eat lunch in the media center's back room (where green screen is). 6th grade teachers alternate who supervises the lunch detention and teachers are mindful as to which students are serving lunch detentions on the same day.</p>	<p>Post grade level staff on the mezzanine for transitions back to 7th grade (will be decided upon by admin)</p> <p>AS and GQ will work on discussion questions for advisory lesson.</p>	
<b>Fundraisers</b>	<b>10min</b>	<p>PBIS fundraiser on Friday about students pay a dollar to wear holiday pjs. Receipting \$? Collecting money? One person from each team receipts \$ or PBIS receipts money at the entrance. What would the money be used for? (The Cougar Cart, Teacher shout out box, field trip scholarships, etc.)</p>	<p>This fundraiser is approved for future use -- must have a clear plan on how money will be receipted, and give at least a week's notice.</p>	C
<b>Advisory Pullout Groups</b>		<p>Student gov. currently meets 1st and 3rd Fridays. Other groups meet on the 2nd and 4th. NJHS? Move all subgroup meetings to 2x per week.</p>	<p>Yes vote. All pullout groups except for NJHS will meet on the same two days of the month beginning the second semester. NJHS will meet once a month on Tuesdays.</p>	C

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