

## SIT Agenda

### July 28th, 2017

#### Members:

<b>Principal:</b> Angie Jackson <b>Assistant Principal:</b> Jamie Slagle	<b>Kindergarten:</b> Caitlin Sullivan <b>First:</b> Tammy Harris <b>Second:</b> Jennifer Gortney - Sub Gail McEntire	<b>Third:</b> Allison Livingston* <b>Fourth:</b> Katie Manley <b>Fifth:</b> Jennifer Tatum*
<b>Instructional Support:</b> Ann Denton (not present) <b>Specialists:</b> Greg Cheatham <b>Curriculum:</b> Christen Davidson*	<b>Counselor:</b> Katie Wohlford <b>Media:</b> Karen Yutzzy <b>Title 1:</b> Debbie Wood <b>SPED:</b> Lynne Getty	<b>Parents:</b> Robbie Brown Christi Brunner (not present) Kenya Hoffart Claire Najim
<b>*Chair:</b> Allison Livingston <b>Co-Chair:</b> Not yet elected <b>Secretary:</b> Jennifer Tatum <b>Timekeeper:</b> Christen Davidson		

#### Good News:

- Title 1 budget is higher than expected
- Video for Open House is ready

Agenda (item and time)	Relevant data, information, discussion	Outcome and Action
<b>8:30</b> <b>Training SIT</b> <b>Reps by Anna</b> <b>Austin</b>	-Thoughts from Anna: Chairperson- agenda items collector, meets with principal to determine the agenda for the meetings, Co-chair- we need to be careful with language and we need to decide how they work Secretary- one person or multiple, minutes approved by staff and then published, define the times for minutes to be published, final outcomes are recorded Time Keeper- monitor time and flow of meeting Staff- agenda items to your grade level rep - so grade can discuss before turning into the chairperson, items- does this affect the whole school? -As a team we reach consensus. After we reach consensus then we stand united as a team. -Monthly scheduled meeting and additional meetings can be called -PTA- have an elected board, give the parents an avenue to communicate with the board, PTA meets with admin team monthly, then some items may be a School Improvement Team and go to the chai -Parent Rep- consider having your contact information on the website for parents to use with concerns	<b>Outcome(s):</b> By-Laws have been updated to reflect clearly defined roles for all participants. Parent representatives section will be updated when we receive more information from Anna Austin.
<b>9:30</b> <b>Updating By</b> <b>Laws</b>		<b>Action(s) Required:</b> No action required by SIT members

<p><b>10:30 PD Focus for 2017-2018</b></p>	<ul style="list-style-type: none"> <li>• DEN Ambassadors for Discovery Ed (3- 90 minute sessions)</li> <li>• Continued PD on 90 Minute Literacy Block (1-2 hours within school)</li> <li>• Kathy Richardson Training for 3-5 (2-3 sessions)</li> <li>• Long Range Math and Literacy Planning Days (summer planning days, planning days during school year)</li> <li>• Moby Max Tutorial and webinar (complete one online - offered every Tuesday 8:30-9:30 and Thursday 4:00-5:00)</li> <li>• Half Day PBIS and Community Resiliency Model (August 22nd- required, makeup will be available if cannot attend) Training for staff on parents being equals (1hr)</li> <li>• Request from Debbie Wood for optional PD on Gamification (optional training for staff lead by Debbie)</li> </ul>	<p><b>Outcome(s):</b></p> <p>Times added to each item. More information will come as we schedule these trainings.</p>
<p><b>11:00 Meet the Teacher</b></p>	<p>-Reps: Let your teams know of the importance of the free and reduced lunch form and teachers will need to communicate this with parents. Each teacher will need student name and parent signature for meet the teacher.</p> <p>-Teachers will collect \$ for folders/planners in classrooms.</p> <p>-Packets: will have all the sheets to go home with parents to be returned within a week, this is not filled out during Meet the Teacher (due on Sept. 1st) Michelle will print labels for our large brown envelopes.</p> <p>-Bus drivers, YMCA, Debbie helping with free and reduced lunch forms, Bricks 4 Kidz, PTA and Car Tags in the cafeteria</p> <p>-Connect team will meet and greet and help with the flow and finding classrooms.</p>	<p><b>Outcome(s):</b></p> <p>Event has been organized</p>
<p><b>11:10</b></p>	<p>-Proposal: Continue Fall Curriculum Night and request math and literacy team to meet together during their first meeting in September to determine the focus. Report back to SIT at</p>	<p><b>Outcome(s):</b></p>

<p><b>Proposal</b></p>	<p>September 28th. Discontinue Spring Curriculum and EOG night due to low attendance and the other nights we invite parents in: 2nd grade musical and arts night.</p> <p><b>-Open House and Math Night Together</b>  -Tatum and Gortney will get with math team  In classroom for 20 minutes (Title 1 Video, PTA Raffle Basket AD for baskets), transition to a math class (2 offered by each grade level), Book Fair  (Example: 5:30 - 5:50 In Classroom, 5:50-6:00 Transition, 6:00-6:20 Math Session, 6:20-6:30 Transition, 6:30-6:50 Math Session)  -Childcare provided for parents</p> <p><b>-Curriculum Night (Nov. 7th) Integration Night</b>  -Coach will organize  -Connect will meet with a grade level representative to plan and organize</p>	<p>Open House and Math Night will be combined in September- math team will get information out</p> <p>Curriculum Night in November will now be an Integration night with our specialist teacher. Each grade level will be paired with a specialist and prepare something for the kids to share with their parents on this night.</p> <p>Spring events will be discussed on a later date</p>
<p><b>Action(s) Required:</b></p> <p>Tatum/Gortney and Cheatham will get with teams soon with information</p>		
<p><b>New Business</b></p>		
<p>New information on Christen</p>	<p>-Christen will be at FES Tuesday, Wednesday, Thursday through December. In January she will return to FES 5 days a week</p>	<p><b>Outcome(s):</b> N/A</p> <p><b>Action(s) Required:</b></p> <p>No action required by SIT team</p>
<p><b>11:20 Spending Title One</b></p>		
<p>11:20 Spending Title One</p>	<p>Allotment- \$213,599</p>	<p><b>Outcome(s):</b></p>

	<ul style="list-style-type: none"> <li>● Current Staffing approximately <del>\$138,000</del> (Trade out teacher, Davidson, four 4.5 hr title one assistants) Approximately \$10,000 less</li> <li>● Parental Involvement must be \$3,655</li> </ul> <p>Proposals based on grade level surveys: (all can happen with new budget)</p> <ul style="list-style-type: none"> <li>● Hiring a 4.5hour TA for a total of 5 TAs from title one during LAUNCH- \$13, 416</li> <li>● Planning Days Increase from 2 to 4 total days- \$110 teachers (39 Teachers) \$4,290 (per day) x 4 (2 lit and 2 math, flexible) total of \$17,160. Increase II to 2 full planning days (previously 2 half days) and resource to 4 full days (previously 2 full days) total of 2,640</li> <li>● Connect team requested for 2 planning days (one during PLC day to plan Integration Night and another day for long term curriculum planning)</li> <li>● Half day data digs. Subs for 3 resource and title I teacher to attend data digs during PLCs- \$2145, Debbie may participate at another time</li> <li>● Needs based class sets and other literacy needs (2nd grade Foundations notebooks, read alouds, classroom libraries, battle of books in 6 packs etc) \$10,000</li> <li>● Digital Text classroom use or Lab- Storia, Big Universe, Brainpop (2400), Pebble Go any other recommendations to Christen by school start? 4000</li> <li>● Classroom Libraries for new K and 1st grade classroom - \$2000</li> <li>● New Classroom Center support for Kindergarten classroom based on KEA- \$1000</li> <li>● Tutors- identify needs and then hire tutors to work with groups of students</li> <li>● Voted NO, not best use of Title 1 funds: Composition Books- do grade levels need these to be purchased from title one for launch or were they on supply lists</li> <li>● Scholastic News-Any grade levels not get scholastic news that wanted it through, ALL grade</li> </ul>	<p>Voted no to \$ used for composition books and to Smore accounts</p> <p>Voted yes to update budget for others</p>
		<p><b>Action(s) Required:</b></p> <p>No action required by SIT team</p>

	<p>levels and II requested to have a paper copy funded by Title 1</p> <ul style="list-style-type: none"> <li>• Smores Accounts- \$1500- too expensive- find other avenues to communicate with parents - No because of cost</li> <li>• Parental Involvement: We need to spend approximately \$900. Ideas? We don't have money set aside for any summer activities, one book. Email ideas to Curriculum Leadership Team by September the 1st.</li> </ul> <p>Motioned and voted to update the Title 1 budget.</p>	
<p><b>11:45</b> Requests from Debbie Wood</p>	<p>Subs to be paid for NCCAT workshop- 4 days/\$108 per day for subs (\$1296 total) 3 teachers accepted (Wood, Clausen, Bennett) Motioned and voted to send a team that will share back with staff</p> <p>Minecraft Subscriptions 26.99 for teacher subscription and \$5 per kid Voted yes to allow Debbie to explore and pilot for a small group</p> <p>Rezzly Subscriptions- do not need to vote- Barry Pace is helping with this</p> <p>Mclass Subscriptions for 4th and 5th graders Will gather more information and move forward as the county moves forward</p>	<p><b>Outcome(s):</b> Noted in purple to the left</p> <hr/> <p><b>Action(s) Required:</b> No action required by SIT team</p>

**Agenda items for next meeting:**

- Elect Official Roles
- Complete parent role in bylaws
- Form for requesting workshop attendance or sub

**Adjournment:** Motioned to adjourn and seconded