

SIT Meeting – August 3, 2015

Members present: Sandra Smith, Casey Conard, Mandy Williamson, Ann Trader, Carol Clarke, Wendy Rogers, Kathleen Morgan, Rosemary Rogers, and Sarah Souderes.

Items of Discussion:

School Improvement Plan

- We had no items to discuss in relation to our School Improvement Plan.

Staff and Student Handbook

- We updated both of these handbooks. Once they are finalized, please make sure that you read both of them to know the changes that have been implemented. Both of these handbooks will be online (Student – on our HZL website and on the Moodle; Staff – on the Moodle only). We will also go over the Staff Handbook on our opening day, August 17th.

Planning for the School Year

- ❖ Planbook has been purchased for all staff for lesson planning (planbook.com). All staff will be required to complete their lesson plans using this website. Along with your lessons, classroom teachers should also upload guided reading lessons there. Lesson plans should be in place on Monday.
- ❖ Every grade level will have two radios that can be used for custodian assistance.
- ❖ Ann Trader's old room will be used as a conference/meeting room for grade level, PLC, Team, IEP, etc. meetings. Ann's office is now across the hall from her old room.
- ❖ Scheduling of IEP Meetings: follow same procedure using Google invite to all respective staff.
- ❖ Classroom teachers will be advised at the beginning of the school year if a student has a restricted pickup status (ie: Mom can't pick up child).
- ❖ Coding student absences: Make sure to use Google Chrome when accessing Powerschools to adjust their excused/unexcused absences. Follow same procedure as last year. If a student takes an extended trip, see Mrs. Rogers for an "Educational Opportunity" form so the student can complete an educational project while away. This will be additional proof in order to code this as an excused absence.
- ❖ Attendance and lunch roles on Leadership Celebration day should be placed outside your room by 8:45. All other days 8:30.

- ❖ Keys: the goal is for everyone to have a key to the front door or four main doors.
- ❖ No classes on the playground after 2:20. Transportation changes will be on a Google Doc which will be managed and updated all day by Donna and Teresa. It will not change after 2:30. Bus drivers will have a print out of this document every day.
- ❖ On a day you are not going to be in the building (sick, staff development, etc.), text or call Mrs. Rogers on that morning to let her know that you are going to be absent that day.
- ❖ PAC has been merged into SIT. If you have an issue or need to talk to Mrs. Rogers about, please feel free to see her to discuss. SIT will have a representative from each area and grade level (Our staff will need to vote in staff members for the grade levels without representation).
- ❖ Staff cannot charge in the cafeteria; keep an account just like your students.
- ❖ Breakfast will run the same; still free.
- ❖ Parent conferences: all teachers should make contact with each parent by mid-year either with a formal conference or a note to offer a conference. The more contact the better – positive, encouraging, and student needs that have to be addressed. Remind 101 would be an option as well to keep an open line of communication for a class as a whole.
- ❖ Cum records will now be kept in Teresa's office in the file cabinets. These must be kept locked up at night (please place back in there by 4:00pm if you use them).
- ❖ New Award to encourage attendance, leadership, and achievement. This will replace the PAWS and Principal's Award (more details to follow).
- ❖ "Monday Memo": this will be emailed to everyone Monday morning. If you have anything you would like to include (announcement, thank you to a grade level/teacher, encouragement, etc.) send an email to Mrs. Rogers by Friday afternoon.
- ❖ Leadership Celebrations will still be every other Friday.
- ❖ Red "I am a Leader" t-shirts. We would like all students to have these, but are looking into what to do with students who have outgrown their shirts and those students who don't have one.
- ❖ Purple Tuesday – we will no longer have this day on Tuesday, but will incorporate lessons on Fridays – once a month on the Morning News and once a month during Friday's Plott Time. More information to follow.

Master Schedule 2015-2016

We continued to finalize this schedule, but still have a few outstanding details to put into place.

UPCOMING DATES:

· **Day of Caring:** THIS SATURDAY - August 8th starting at 8:00am – 12:00pm. Please come help make our school even more beautiful.

- **The Leader in Me - Empowerment Date** – August 14th – for all staff – **8:30-3:30**

Hazelwood Library

- **Meet and Greet**, Tuesday, August 18th from 5-6. Kindergarten and Pre-K will be in the morning. Be in your room by 4:45.

Submitted by Carol A. Clarke