

# SIT Meeting — February 4, 2016

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

## **Items of Discussion:**

### Yearbooks

- Ken Faulkner, from Strawbridge Studios, came to talk to the SIT about school pictures and yearbook options for next year. We will continue to research this option.

### Morning Meeting

- One of the responses in the staff survey sent out by Mrs. Rogers recently suggested holding a Morning Meeting. This would happen every morning where we would say pledges, make announcements, recognize birthdays, etc. This would replace the Morning News.
- We talked about this possibility and shared out thoughts.
- SIT members will also get thoughts from their grade level and report back by the March SIT meeting

### Lost and Found Rack

- We discussed moving the Lost and Found rack out of the Lobby where it is becoming a bit of an eye sore. We decided to move this rack into the Clothes Closet in Mrs. Atwood's room. It will be rolled out by some responsible students during dismissal time on Monday, Wednesday, and Friday.
- If a child needs to look for an item, have them come look as they leave school on those days. Because Teresa and Donna can't leave the office to take students to the Closet and we don't want to interrupt Mrs. Atwood's classes, please make sure to have your students come on those days.

- Be proactive in reminding your students to check the playground before they leave for sweatshirts and jackets. Also, if needed, please have students leave their coats in their classroom instead of bringing them to Specials.

### Scheduling IEP Meetings

- We discussed issues about finding coverage during early morning IEP meetings. This usually becomes a team effort.
- Most important: make sure your students are not left unsupervised.
- Let Mrs. Rogers know if you have concerns.

### Agenda Books

- We have been contacted by someone who could do a TLIM agenda book. SIT members are going to research agenda books and see if there are other options and get samples sent. If you have an idea, let your SIT rep know. We will synergize with the Student Lighthouse Team to make a decision in the Spring.

### STEM Night      March 29, 2016

- All grade levels have decided what they are doing for STEM Night.
- No dinner for \$1, but a snack will be provided that will be sent home.
- Door prizes will be given out.
- Next meeting: 2/29 meeting

### External Review Meeting with CO Administrators

- Twice a year the SIT meets with CO Administrators for our External Review. We met in the Fall, but instead of a formal meeting the CO Administration (team of 8) will be coming to visit our school unannounced. They will be looking for relevance, rigor, Common Core connections, lesson plans, resources used during instruction, etc. They might ask your students questions while in your classroom as well. They will visit classrooms all around the school. Classroom Teachers: Please have your daily schedules (updated if needed) posted outside your door.

## Bus Behavior Clipboard - ***New Procedure; starting next week 2/8***

- We talked about having a running notebook detailing behavior on each bus (one for each bus). This will help new staff riders to be aware of student behavior, issues on the bus, and areas where they can help and bring more awareness.
- An entry in this notebook will be filled out by the staff rider after their ride is done (nothing to long). Bring to the office when you return.
- These will be housed in the office and will be put back on the bus before the next afternoon by Mrs. Revis.
- **EXPECTATIONS: Students should sit 2-3 to a seat. Some students have assigned seats (noted in the bus notebook). Students should remain seated while the bus is in motion. When the driver comes to a stop, remain seated until the bus stops completely. No standing or knees in the seat. Bodies are BACK to BACK and BOTTOM to BOTTOM (of the seat). No moving or switching seats. Voices should be at a whisper or low level so as not to distract the driver.**
- Mrs. Revis/Mrs. Rogers will look at them too so to be aware of problems/issues.
- We will explain more and review effectiveness at an upcoming faculty meeting.

## Technology Priorities

- *Mrs Rogers, Mrs. Revis, Mrs. Trader, and Mrs. Clarke met in January to look at the Technology Priorities each grade level listed on the Technology Priorities Google Spreadsheet. Based on the needs/wants and money available these decisions were made:*
- 5 existing new desktops went to: Souderes, Williamson, Dixon, Wilson, Library circulation computer
- The computers in the Computer Lab will remain. These are the newest desktop computers in the school. Because we need another working lab to meet the researching needs of students and testing requirements, the desktop computers in the Library Lab will be replaced with new desktops with Textbook Money. (Note: we did not receive funding from the County for a new desktops in the Computer Lab this year because of budget cuts). We might be able to get a few new computers for the Computer Lab as well with State/Local money.
- On the Google Spreadsheet, 1st, 2nd, 3rd, and 4th grades requested laptops for student use (most requested 1-2 more computers). The Library Lab computers will be placed in classrooms who would like one of these for their classroom

(Google doc sent out to sign up for one of these). These will be delivered once new computers have been received in the Library Lab. Mrs. Rogers is working with the ITC to get these ordered.

- More student use computers will be bought for classrooms (K - 5th) We are trying to order at least one more for each classroom (possibly more depending on funding). These will be new Chromebooks (small laptop) which will allow students to access the Internet for research and/or instructional games and all Google tools such as Google docs and Google Sheets.
- Order 2 laptops (not Chromebooks) for teacher use in EC.
- Document Camera - 3 -4 for Kindergarten; Because we don't want to have a surplus of document cameras, a decision will be made about purchasing these after we know if Central Elementary's technology will be coming into our school.
- Smartboard - Title I and Gym; same issue as Document Cameras above. A decision will be made once we know about Central Elementary.
- iPads Tubs (roving school-wide use) - PTO will be purchasing 15 more iPads to be split between three tubs. This will make 7 iPad tubs with a total of 35 iPads. Another iPad tub could come from Central.
- Swivl Collaboration Tool - Ann to look into the cost of this resource with Carla Melton. Once we know the cost, we will most likely use AV/Media money to purchase.
- Additional computer headphones have been purchased and are housed in the Computer Lab (box on the counter). Please use as needed.

Next Meeting: March 3, 2016

Notes submitted by: Carol A. Clarke