

# SIT Meeting — January 7, 2016

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

## **Items of Discussion:**

### School Report Card

- Discussion was had to see if any grade level had questions about the school report card. No questions were asked.

### Leadership Notebooks

- We talked about guidelines for our student Leadership Notebooks. Here are the titles for each tab:
  - Academic Goal
  - Personal Goal
  - Data Tracking
  - Victories
  - Classroom Mission Statement - in the front as you open notebook
- Make sure to put these notebooks in a separate place in your classroom (don't have students keep them in their desk).
- Students will keep their notebook as they move from grade to grade, but their name on notebook shouldn't be permanent. This will help reuse the notebook if the student moves.
- Students should not take these notebooks home.
- They should be used by students during student-led conferences.

### Fundraiser book

- We decided as a SIT to sell these books.
- We can potentially earn \$5-8,000 by selling this book.
- Cost is: \$20

- More details will be finalized and sent out following our school-wide meeting with Mr. Hoffman on Jan. 21.

#### Plott Hound Pack trip

- We discussed ideas for the next reward trip. Art project, basketball game, bowling, and skating were some of the ideas given. If you have an idea, tell your SIT rep. You should review the Plott Hound Pack google doc and begin marking out the names of the students who should not be included on Plott Hound Pack.

#### Awards Program

- This awards program will be held on Thursday, January 28th at 1:30 for grades 3rd - 5th.
- Ann will send out an Alert Now and put on the school calendar.

#### Data Wall

- This wall will be placed in the hallway of the office soon.
- This wall will chart the math and reading goals for each grade level.
- Please bring your data to Mrs. Rogers asap.

#### Hallway Displays

- Please make sure that the walls outside your classroom door are kept up to date with student work. Ideas: Art, writing samples, math, 7 Habit connections, or any kind of work you believe highlights the hard work of your students.
- Check the Prime Real Estate for your grade level and see if it needs to be updated.
- Make sure that your “.....is reading” poster outside your door is changed on a consistent basis. This provides a great opportunity for you to talk with students about reading and helps them realize that you have a reading life as well.

#### Yearbook

- Mandy Williamson will be heading up our yearbook this year (thank you, thank you!). It is due February 2nd. If you would like to help, touch base with Mandy asap.
- One way we can all help: take pictures of your class, field trips you have taken, special projects, etc. and place them on the Shared folder titled “Yearbook 2015-2016”
- Reminder: there are two cameras in the Library to check out for taking pictures. (phone pictures don’t work as the quality is not good)

### Buses

- If you have student/parent issues with the new routes of the buses, please let Mrs. Rogers or Mrs. Revis know.
- The bus riding schedule won't be changing, so if you are assigned on Bus 175 - the bus that was eliminated - lucky you! However, the list of these people on Bus 175 will be considered subs or alternates for people needing a sub. So, if you need a sub for a bus you are riding, please go to the people on Bus 175 list first.

### Transportation Changes - email

- **Mandatory:** Please check the transportation email after 2:40 every day. If there is a change after 2:40, you will be contacted directly.
- **Good strategies:**
  - Open the transportation changes email when it is sent to you every day. Keep it open and refresh it throughout the day to get quick access to this document.
  - Work together as a grade level to look for changes for your grade level so you can all help each other with your specific students.
  - Take your phone or iPad out with you to the car line for quick access as well.

### Emails to Mrs. Rogers

Mrs. Rogers is trying to be proactive about answering the emails she receives from us each day (and many other places). If she has not responded to your email by the time you need a response, please do not hesitate to text, call, or see her face to face to ask her about your email.

### Styrofoam in the Lunch Room

- There is a concern that we are using too many environmentally unfriendly products in the cafeteria - plastic forks and styrofoam. This came about after a class was reading a *Scholastic News* article about the amount of styrofoam that is piling up in landfills. Students realized that the products we use in the cafeteria are part of this problem.
- Unfortunately, at the school level, we don't have any control over what is used.
- Could we as a staff advocate for dishes, real silverware, etc? A suggestion was made to have our own students write letters to Allison Francis to express our desire for change. Or maybe to a higher level.....? If you choose to have your students write letters, make sure they go through the classroom teacher and then through Mrs. Rogers before mailing.

- One of the reasons that is used to justify using these products is that it is apparently “cheaper” to use styrofoam than hire someone to wash the dishes, maintain a workable dishwasher, and pay for the water to wash the dishes.

### Technology Priorities

- **By Friday January 15th**, each grade level must fill out the Technology Priority form shared with your grade level chair (it is a Google Sheets file).
- Make sure your wishes have specific details (for example, do you want a desktop or laptop? will this be used for students or for teachers? how many?)
- Mrs. Revis, Mrs. Rogers, Mrs. Trader, and Mrs. Clarke will go over the form on Tuesday, January 19th and determine how to fund the technology needs of our school.

*Notes submitted by Carol A. Clarke*

NEXT MEETING: February 4, 2016