

SIT Agenda and Notes

Date: Monday, January 7, 2019

Start Time: 3:15

End Time:

Location: Media Conference Room

Members Present: Shelia Tew, Jamie Horner, Stephanie Adams, Cindy Davidson, Jane Hager-Sibley, Shane Timmons, Emily Stevenson, Craig Smith, David Cornwall, Michelle Cable, Anna Kelly, Poppy Cox, Faith Lowery, Jill Hays, Gwen Cox, Sarah Davis, Dennis Hamilton

Agenda:

| Person Responsible | Agenda Item | Notes (Recorded by J. Horner) |
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| Dennis Hamilton | Opening the meeting Sharing updates Testing expectations and teacher expectations during exams Contact parents early of any student at risk of failing | <ul style="list-style-type: none"> ● Grades must be turned in on time, they are due: January 11 for Quarter 2. ● The number one question you will get on the registration night is: what is the difference between standard and honors or honors and AP? Example of the handout was provided that reflected the History department. Think through your course of studies and provide a handout for such pathway. ● We have talked about some areas that will hold a larger number of people for each grade level. (Blue building, media center, gym, theatre). 6-6:30 would be grade level presentations. Set up a table in each grade |
| Shane Timmons | Expectations for handouts from departments for registration night and sample | |
| Jill Hays | Plans for Registration Night Asking for volunteers to serve on planning committee/What is in place and what still needs to be planned? <ul style="list-style-type: none"> ● Plans for teacher/staff meal preceding the event ● Do we want an opening meeting or meetings to provide directions to parents for how things will go/Location of opening parent meeting(s) (whole group?, by grade level?) ● Schedule for the evening/Timing ● Location for displays/meet the teachers (by department?, by | |

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| | <p>grade level?)</p> <ul style="list-style-type: none"> • Location and organization of registration form pick up • How can we showcase student work, presentations, etc. to draw in more parents • How to advertise the event • Parking--Do we need JROTC to organize parking and direct traffic? • Do we need Beta Club and Key Club to help with anything? <p>*Misty West will be here along with some other RCC reps, and Roxanne Taylor is confirmed to attend.</p> | <p>level' area and then hand out registration forms then have the teacher spread out in each department after that. Registration form before teacher discussion or teacher discussion before registration form. Potentially have tables set up with displays of student work so parents can see what is going on in the classrooms. We would advertise for the event through: sandwich board in the carpool line, banner at the road, flyers (carpool line, local businesses), ask a few parents to advertise on their facebook, twitter. ROTC kids will direct traffic and be used for parking, busing people over from the middle school. Incentives to bring parents in.</p> <ul style="list-style-type: none"> • Evidences- unit plan emailed to Ms. Walker by March 4th, 2019. • <i>Data Manager</i>: Sent the email out when grades are due: Q2- Jan 14 @ 3:30, Teacher made- Jan 18 @ 3:30, all other courses- Jan 23 @ 3:30. EVASS is open Jan 7-18 for roster verification. <i>Anna Kelly</i> |
| Emily Stevenson | <p>Evidences needed from each department of unit planning/planning leading up to a major task or assignment Work on this in PLTs and email an exemplary unit plan from each course within the department by _____ (determine date) to c1walker@randolph.k12.nc.us to use as evidence</p> | |
| Emily Stevenson | Data expectations for spring semester | |
| Round Table | Call for any comments and concerns | |
| Dennis Hamilton | Updating calendars | |
| Dennis Hamilton | Call to close the meeting | |

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| | | <p><i>(Media)</i>: If 1st block hasn't taken the Speak Up survey, let her know. <i>Faith Lowery</i></p> <p><i>(Math)</i>: None. <i>Poppy Cox & Stephanie Adams</i></p> <p><i>(CTE)</i>: If you know of anyone who would be interested in Apprenticeship Randolph, there is an interest meeting Feb 1. If you know any juniors that could benefit from a job shadowing opportunity, let her know. Prom is April 27 @ Pinewood Country Club. <i>Mitchelle Cable</i></p> <p><i>(Foreign Language)</i>: None. <i>David Cornwall</i></p> <p><i>(Counselor)</i>: None. <i>Craig Smith</i></p> <p><i>(Sports)</i>: None. Shane Timmons</p> <p><i>(Admin)</i>: Fire Drill on Friday. <i>Jane Hager</i></p> <p><i>(Cultural Arts)</i>: All spring performances will be upcoming and very busy. <i>Cindy Davidson</i></p> <p><i>(Science)</i>: None. <i>Jamie Horner</i></p> <p><i>(EC)</i>: Please turn in all of your IEP binders. Binder pick up will be January 22 or 23. <i>Sarah Davis</i></p> <p><i>(English)</i>: None.</p> <ul style="list-style-type: none">● Recognition of Cindy Davidson's retirement.● January 8- ACCESS parent night. Remediation 1st block. Test Training. |
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| | | <ul style="list-style-type: none">● January 9- Roxanne Taylor will be here. Students should know if they are apart of that.● January 10- Fire Drill● January 11- PDPs Due● January 12- Saturday School and EOC Academies● January 14- Q2 Grades Due. Data Team Meeting at 3:15. Teacher Made Exams.● January 15- 1st Block Exams● January 16- 2nd Block Exams● January 17- 3rd Block Exams● January 18- 4th Block Exams● January 21- Holiday, No School● January 22- Teacher Workday● January 23- Make Up Exams● January 25- Final Grades Due● January 31- Report Cards |
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