

SIT Minutes

Date: August 23, 2018

Members Present:

Dennis Hamilton, Principal
Emily Stevenson, Assistant Principal
Shane Timmons, Assistant Principal
Poppy Cox, Parent Representative
Jill Hays, Guidance
David Cornwall, MTSS, 504, OLWEUS, and Guidance
Craig Smith, Athletics
Drew Creech, Cultural Arts
Anne Shirk, Cultural Arts
Cindy Davidson, Science
Mitchelle Cable, World Languages
Faith Lowery, Math
Sarah Davis, English
Sheila Tew, Social Studies
Josh Bowers, Communities in Schools
Anna Kelly, Media
Jamie Horner, EC
Courtney Walker, Lead Teacher

Members Absent:

Stephanie Adams, CTE and JROTC Representative
Gwen Cox, Data Manager and Classified Employees Representative
Ryan Dobias, PE Department Representative

Notes:

- Norms- the meeting will be solution based; some problems will be referred to Faculty Senate once it is established
- Administrative Roles: Mr. Timmons will be over maintenance requests, books, and buses; Mrs. Stevenson will be over testing
- Open House on August 22 was a big success; only 21 freshmen did not pick up their schedules; most upperclassmen schedules have been picked up as well
- Homeroom will be held the first three days of school (Monday, August 27 8:00-8:30, Tuesday, August 28 8:00-8:25, and Wednesday, August 29 8:00-8:20); collect fees and go over the Big 5 School Procedures or guidelines that will be placed in teacher boxes; pass out schedules the first day. Ask students to review their schedules and to make sure they have not taken and passed the classes previously. The schedule change days are as follows:
 - Monday, August 27- Seniors
 - Tuesday, August 28- Juniors
 - Wednesday, August 29- Sophomores
 - Thursday, August 30- Freshmen
 - Friday, August 31- Last Day of Schedule Changes
- Schedule Change Forms will be on Mrs. Headen's desk; do not just send students to guidance or to the office with schedule changes. Have students complete the schedule change form, turn it in, and wait to be called up to the office. There will be no schedule changes after Friday, August 31, allowing for five days of changes.
- The remediation schedule will be forthcoming. SIT representatives need to meet with their departments to determine whether individuals want to hold remediation daily or every other week. The time for remediation

will be between first block and second block. We also need to increase the number of clubs and activities offered so that students have choices of places to go other than the gym or cafeteria.

- Standard Operating Procedures: Please remember to have the following posted daily on your board:
 - Bell Ringer
 - Focus Objective/Standard
 - Learning Target(s) (should be posted and referred to during the lesson so that students know the skill, knowledge, and product they will be responsible for that day)
 - Key Lesson Vocabulary
 - Agenda
 - Exit Ticket
 - Have a place designated in the classroom with Early Finisher Activities for students who complete assignments early
- Mrs. Stevenson announced that the PSAT date is set for October 17; she is trying to see if she can schedule the PreACT for October 17 as well to see if both tests can be done the same day; the ACT is scheduled for juniors on February 20
- All math, English, and science teachers should plan timed ACT practice regularly if they teach freshmen, sophomores, or juniors; we have plenty of ACT resources in the media center in addition to practice that can be pulled from various online sites
- Remember 20/20 Rule- Keep students in class the first 20 minutes and the last 20 minutes; do not let them leave at those times
- Mrs. Cable mentioned that at her August 20 PD session, it was mentioned that higher level Spanish would be encouraged as an NCVPS class in the future
- Mr. Bowers is establishing a Student Ambassadors program to develop student leaders and also plans to incorporate student tutoring within this program; he will be sending out additional information; he also has established a “student store” or supply closet in the back of the front office. Please see him if you know that a student is in need.
- Jamie Horner volunteered to be Secretary and to take and send out the School Improvement Team Minutes after each meeting.
- SIT will meet once a month on Mondays and as needed.
- Courtney Walker was elected to chair the School Improvement Team and to serve as the teacher representative/leader.
- Mr. Hamilton emphasized that ALL teachers should have a daily lesson available in his/her classroom on his/her desk or in a specific location. RCSS is looking for these daily lesson plans when individuals visit/observe from the county office.

School Improvement Plan Update:

- The SIP will be sent out for review and voting soon.
- The team created a plan for the 12 Key Indicators and one additional goal involving Growth Mindset.

Next Meeting: Monday, September 10