

# SIT Meeting Agenda

**Date:** Monday, October 8, 2018 at 3:15 PM

**Location:** Media Conference Room

**Members in Attendance:** Sarah Davis, Michelle Cable, Anna Kelly, Craig Smith, David Cornwall, Emily Stevenson, Faith Lowery, Gwen Cox, Stephanie Adams, Anne Shirk, Jill Hayes, Courtney Walker, Shane Timmons,

**Members Absent:** Poppy Cox, Scott Allison, Sheila Tew, Jamie Horner

Person Responsible	Agenda Item	Meeting Notes
SIT Chair- Courtney Walker	<i>Call meeting to order</i>	NCSTAR Updates: <ul style="list-style-type: none"> <li>● 21 action steps complete for the year thus far. 42 action steps completed overall. 80-100 action steps to be completed by the end of the year.</li> <li>● Growth Mindset training coming up Thursday during planning block meetings. Full PD agenda. Please read the article sent by Ms. Walker in preparation for PD. Ms. Smith from the county office will be coming in the future to provide further PD. Three Growth Mindset posters forthcoming.</li> <li>● MTSS: Gearing up to meet as a committee. Future plans to establish team and procedures. Planning block trainings and meetings will be announced.</li> <li>● Student Ambassadors: Going well. Students are working well with each other and working towards tutoring goals. Tutoring process starting off slow but growing. Keep encouraging students to attend. This tutoring takes place every day before</li> </ul>
Various SIT Leaders	<i>NCSTAR Progress Monitoring:</i> <ul style="list-style-type: none"> <li>● A1.08 Growth Mindset Updates- C. Walker</li> <li>● A4.01 MTSS Updates- D. Cornwall and J. Horner</li> <li>● A4.06 Students' Emotional Supports- D. Cornwall: Trainings and J. Bowers: Student Ambassadors</li> <li>● C1.02 Shout-outs and Go-and-Sees Update- C. Walker</li> <li>● C1.06 BT Program Update- P. Cox (C. Walker in Mrs. Cox's place)</li> <li>● C2.01 Data Team Update- E. Stevenson</li> </ul>	
Department Reps	<i>Update on status of PLT meetings, Data Trackers, and Student Reflection Instruments:</i> CTE- Adams and Cox JROTC- Adams Cultural Arts- Shirk English- S. Davis History- Tew (C. Walker in place of Mrs. Tew) Math- Lowery Science- Davidson PE- Smith World Languages- Cable	

Guidance Counselors	<i>Update on plans for Registration Night on March 4</i>	<p>school and after school in the media center.</p> <ul style="list-style-type: none"> <li>Go and Sees and Shoutouts: Media Helpers have created a shoutout board in the workroom. This board is for teachers to shoutout awesome things taking place in their classrooms or things they see that they really like in other classrooms. Go and Sees had positive feedback. Some feedback indicated wanting to see teachers longer, so there may be progress towards this change for our next Go and See.</li> <li>BT Program: Regular meetings taking place covering topics such as classroom management, organization, etc. Overall, beginning teachers are doing well. Please continue to encourage them and be there as a helpful hand.</li> <li>Data Team: Meeting next Monday. Should have contacted departments to discuss data tracker and departmental plans for student reflection instruments. Data continuing to be collected in regards to this and last year's data being analyzed. Target goal based on data from last year: increase levels in EC and ESL groups.</li> </ul> <p>Reports from Department Reps:</p> <ul style="list-style-type: none"> <li>CTE: Still working on getting examples of data</li> </ul>
Stevenson	<i>Update on Remediation:</i> <ul style="list-style-type: none"> <li>Criteria/Qualifications</li> <li>Study Halls</li> <li>Clubs</li> <li>Informing students</li> <li>Holding students the entire time</li> </ul>	
C. Walker	<i>Discussion of Use of Teacher Drive for evidence or continue with Google Drive/Faculty Handbook</i> <i>How do we want to utilize ACT Elements?</i>	
C. Walker	<i>Do we need to add any action steps? What needs to be our focus for the interval of time between meetings? What data to get to Mrs. Walker?</i> <ul style="list-style-type: none"> <li>Email evidence of Student Ambassadors</li> <li>Email evidence of anti-bullying and other training PowerPoints and sign-in rosters</li> <li>Will upload remediation, Data Team, SIT, BT meeting, and planning block calendars from 18-19 Faculty Handbook on Google Drive</li> <li>Each teacher needs a Teacher Data Form uploaded to his/her folder in the data folder in the 18-19 Faculty Handbook in Google Drive by October 15</li> <li>Each teacher needs a sample of an in progress or completed Student Reflection uploaded to his/her folder in the data folder in the 18-19 Faculty Handbook in Google Drive by October 15</li> <li>By the end of the semester, each course will need to upload a unit and an exemplary lesson plan designed in his/her PLT</li> </ul>	
D. Hamilton	<i>Calendar Updates</i>	

	<i>Open Forum- Does anyone have any other concerns?</i>	trackers and student samples.
C. Walker	<i>Call to close the meeting/Recognize motion and second</i>	<ul style="list-style-type: none"> <li>● Cultural Arts: Discussion of data trackers not taking place currently, but have been dealing with other items within curriculum.</li> <li>● English: All data trackers in place and meetings are moving as planned.</li> <li>● History: Keeping track of data through PowerSchool. Student reflections are happening in different manners: after projects, after test, after teaching, etc. Also, using Google Classroom and Forms.</li> <li>● Math: Keeping up with CFAs with Google Form from the past. Different student reflections being used throughout the department.</li> <li>● Science: Still in the process of establishing tracking forms. PLTs are touch and go due to very different subjects being taught.</li> <li>● PE: Utilizing Google Sheets to</li> </ul>

		<p>keep track of student data. Tracking student gains in various activities. Still looking at ways of producing feedback.</p> <ul style="list-style-type: none"><li>● World Languages: Tracking student reflections by interims. Data will be tracked based on student progress.</li></ul> <p>Registration Night:</p> <ul style="list-style-type: none"><li>● Dates set for middle school meetings</li><li>● March 4th<ul style="list-style-type: none"><li>○ 5:00-5:30</li><li>○ Teachers fed</li><li>○ 5:30-6:00</li><li>○ Welcome Parents</li><li>○ 6:10- 6:40</li><li>○ Breakout Sessions for various grade levels.</li></ul></li><li>● Meet and Greets in the gym for parents to meet with teachers, etc.</li><li>● Everything wrapped up around 7:30</li><li>● Department Responsibilities:<ul style="list-style-type: none"><li>○ Create information sheets about class requirements (pathway sheets)</li><li>○ Provide recommendations for upper level classes</li></ul></li></ul> <p>Remediation:</p>
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		<p>All departments are encouraged to use this tool within their classrooms. English, Math, and Science are asked to complete a timed section of ACT practice. Students need more practice experiencing timed testing in order to prepare them for the actual ACT.</p> <p>Action Steps:</p> <ul style="list-style-type: none"> <li>● Sample unit plan and PLT needed from each course.</li> <li>● New action steps not needed at this time.</li> </ul> <p>Mr. Hamilton:</p> <ul style="list-style-type: none"> <li>● Thank you to those working to make remediation successful.</li> <li>● Please continue to hold students accountable for remediation</li> <li>● Faculty Senate: Department reps are needed outside of SIT reps.</li> <li>● Workout Group: Tuesday and Thursday 4:30-5:00. Any teacher who would like to work out, Mr. Hamilton and Mr. Timmons are conducting a workout program for all teachers interested.</li> </ul>
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**Indicators in Action:**

A1.08- Growth Mindset

A2.04- Instructional Planning of Standards-aligned units in PLTs

A3.01- Data Analysis in PLTs and to provide remediation

A3.03- Principal reports classroom observations, aggregate areas of concern, and areas of strengths and weaknesses

A4.01- MTSS

A4.06- Student supports and emotional states

A4.12- Content and credit recovery opportunities

A4.16- Student transitions between levels and grades/Scheduling

B1.03- SIT

B2.03- PLTs are planning and meeting for instructional purposes

B3.03- Curriculum clips, observations, and go-and-sees

C1.02- Staff shout-outs and Go-and-Sees

C1.06- BT Program and Supports

C2.01- Data Team to analyze and report back on data trends and protocols

E1.06 Communication with Parents to inform them on how to support students' academic potential