

SIT Meeting- November 5, 2018

Those Present: Mr. Creech, Ms. Lowry, Ms. P. Cox, Ms. Tew, Ms. Davidson, Mr. Bowers, Ms. Walker, Ms. Hays, Mr. Cornwall, Ms. Cable, Ms. Kelly, Ms. Davis, Ms. Horner, Mr. Hamilton

Those Absent:

Agenda and Notes:

Person(s) Responsible	Agenda Item	Meeting Notes
Mrs. Walker	Calling the meeting to order	
Mr. Hamilton	Business matters (remediation next semester), calendar updates, celebrations, and concerns from the group	<p>Make sure you are keeping students located within the classroom for bell to bell instruction.</p> <p>Make sure you are maintaining tardy policies within your classroom.</p> <p>Potential to have remediation in the morning. Awaiting on answer to question: Can we have remediation in the mornings everyday--freshman/sophomore mandatory junior/senior invite Only.</p> <p>Data team meeting next week. If you have hard copies of assessments and various sources of data trackers in progress. Also bring a student reflection piece.</p> <p>Accepting the award for Signature School on December 14. Mr. Hamilton is accepting the award in our honor.</p>
Mr. Timmons	<ul style="list-style-type: none"> -Status of PLTs (Make sure 3 notes forms are recorded each month) -Teacher data trackers -Student reflective pieces ****Department representatives, please bring one hard copy of an in-progress teacher data tracker from your 	

	department and one hard copy example of a student reflective piece (completed or in progress) from your department.	
Mrs. Walker	Discuss 54321 Data Review Instrument- Add your thoughts and ideas to the Google Doc so that we can determine what we would like to include in each section. Mrs. Walker will complete the professional development portion.	Review the data review--can take anything out and add stuff in if needed. ACT continues to be an area that we need to work on.
Mrs. Walker	Elect team leader/point person for March 4 Registration/Curriculum Night -Progress on planning -Next steps -Department responsibilities	Roxanne Taylor, Nancy Cross, Misty West + 5 people from RCC will be guests providing additional support. Expectations for point person: sending emails, advertiser, meeting with admin, sharing with teachers what's going on in the planning process-- Jill Hays volunteers to be the point person. As you are meeting as a department, there needs to be some sort of hand out that shows the course progression that can be given to parents. There should also be a summary of what each level looks like (AP, Honors, Standard).
Mr. Bowers, Mr. Cornwall, and Mrs. Hays	Update on and evidences that can be provided for the Student Social/Emotional Goal	Student Ambassadors: tutoring is progressing slowly. Students are not coming willingly, trying not to make it mandatory but encouraging parents to encourage their students to stay in the mornings and afternoons. Tutors are showing up consistently. Ambassadors that don't have club meetings or remediations, they can go into the classrooms and help teachers with remediation and tutoring in the classroom. Ms. Walker thinks we should target the freshman because if they are used to using it, they will be more willing to use it as their courses get more intense.

Mr. Cornwall and Mrs. Horner	Update on and evidences that can be provided for MTSS goal	This Thursday MTSS will be presenting to planning blocks on what MTSS looks like and what to expect.
Mr. Timmons and Mr. Cornwall	Update on Tiger Weekly and progress in Freshmen Academy	Tiger Weekly continues to be going out consistently. Students are as much as involved as they usually are. Timmons has a lot of energy that plays well into the freshman academy. Parents are staying very informed.
Mrs. P. Cox	Update on BT program	Continues to meet every month with 5 teachers. They all seem happy and challenged. The common thing Poppy continues to hear from them is that the other teachers are very nice and helpful. Will be talking about lesson planning and evaluation questions that you should follow up with after an evaluation.
Mrs. Walker	Other action steps to address in the future/Do we need to add any action steps -Sample exemplary unit plan, lesson plan, and formative assessment needed from each course -Set a deadline	Progress continues. Working in PLCs to give examples of what an exemplary lesson plan would look like.
Mrs. Walker	Call to close the meeting	Hays: If your department is going to add something to your program of studies or want a new course added, a course description will need to be submitted to Mr. Hamilton. Football team finished with 11-0. People need to sign up for gate duty for the play-off games and then for winter sporting events. Dr. Gainey was very complimentary of the staff at RHS.