

SIT Agenda- April 1, 2019

Those in attendance: Mr. Hamilton, Drew Creech, Poppy Cox, Jill Hays, Courtney Walker, Mrs. Stevenson, Sarah Davis, Anna Kelly, Stephanie Adams, Tamara Holderfield, Craig Smith, Sheila Tew, Josh Bowers, Mr. Timmons, David Cornwall, Kerry Mitchell, Faith Lowery

Evidences Needed from Each Department:

- 2-3 quality formative assessments that were used this year (SIT Rep/Dept. Chair gather samples and email to Mrs. Walker)
- 1-2 exemplary unit plans or long term lesson plans (SIT Rep/Dept. Chair gather samples and email to Mrs. Walker)
- Data Trackers (Have teachers in each department upload them to their Teacher Folders in 18-19 Faculty Handbook under Teacher Data)
- 2-3 completed student reflection pieces (Have teachers in each department upload them to their Teacher Folders in 18-19 Faculty Handbook under Teacher Data)

Please have evidences uploaded by Friday, April 5, 2019.

RHS County Office Data Review Date: April 10, 2019

Agenda Item	Person(s) Responsible	Notes
Opening the meeting	Mr. Hamilton	<p>Department Concerns: Arts: No concerns Math: No Concerns Guidance: No Concerns Mrs. Stevenson: ACT Work Keys Testing on Wednesday English: No Concerns Media: No Concerns Athletics: Remember that weather does bring the chance for alternate game dates. If this happens, please be available or find someone to cover your duty. History: Interested in numbers for classes to determine teachers teaching classes. Mr. Bowers: Lost and found is now located in Mr. Bower's office. Remediation note taking for the media center is working well for now. Mr. Timmons: Thank you for helping with attendance sweeps. It seems to be making a difference. Language: No Concerns Mr. Cornwall: All registration stuff is in the system. No Concerns</p>
Update on the SIT Plan Progress Do we need to add any action steps or is there anything we are currently doing that we can add as a completed	Mrs. Walker	<ul style="list-style-type: none"> • We have accomplished everything under growth mindset. • We need an exemplar unit from each department, or

action step?

we can push this to the 2020 deadline. As a team, SIT decided to bump this due date to 5/29/2020.

- **Data Trackers:** Teachers are not submitting data as frequently. Please review required evidences in the folders and submit data relevant to your department/subject teaching. All teachers should have a data tracker of their choice for spring semester in their teacher data folder in the 18-19 Faculty Handbook and 1-2 student reflection samples by April 5, 2019. We are also in need of a couple of in-progress student reflections per teacher. This pull by administration will take place late Friday afternoon into Monday to prepare for Mr. Hamilton's Data Review on April 10.
- **Classroom Curriculum Clips:** New form has been created. Clips will begin to be done by location/area of campus so that observer can clip a few classes back to back.
- **Student Support Services:** Goals have been met for this year, but this has been marked continuing due to lack of knowledge of county requirements.
- **Student Emotional States:** Student advocate and student ambassador program set in motion, and all goals have been met. This will be continuing for the benefit of students.
- **Content and Credit Recovery:** APEX offered, student tutoring offered, summer sessions offered. Remediation will be a continual goal with looking at ways to better the beginning of the day

		<p>remediation plan and what to do with Flex Fridays to best serve students and to allow teachers to PLT during this time.</p> <ul style="list-style-type: none">• Student Transitions: Registration night was a huge success. There was very positive interaction with faculty and parents, great attendance, an awesome dinner, etc. Some cons: parking, getting registration forms back from students, etc. This goal will remain open and ongoing in order to iron out details. 371 forms were picked up, and all departments were represented in the academic fair.• PLTs: Most months teachers are meeting at least three times monthly, but they are not consistently documenting these meetings on the Google Forms or not always being detailed/specific in what they document. There is still some refining to do as far as documentation is concerned and in our PLT processes. We need to work on consistency and focusing on common course unit planning and pacing and coming up with common practices by department so that we have procedures, activities, expectations, etc. that flow from year to year. Having PLTs during remediation time on Fridays may help with this. This goal needs to continue.• Go and Sees: This has been a successful process. We have one Go and See left. This will be categorized as a volunteer/optional Go and See. Teachers have the option to choose if and
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		<p>where they would like to observe. If teachers complete the final observation, they will get extra renewal credit.</p> <ul style="list-style-type: none"> • Teacher Strengths: Star Teacher, teachers leading PD, etc. Everything has been met well here. This goal has been met. • BT Program: Monthly meetings occurring. This goal is being closed out as well as this is an established process. • Data Team: Types of forms have been freed up and autonomy has been given to each department. Most teachers completed data forms last year and uploaded reflection samples. As we have moved to more individualized forms, consistency has fallen off. Folder checks show that numerous teachers have not uploaded spring 2019 data forms or student reflection samples. These need to be in place by April 5 to be pulled for RCSS Data Review on April 10. Please also upload 1-2 samples of a formative assessment. • Parent Communication: School messenger, Registration Night, Twitter, remind, Senior Lowdown, etc. We are making good contact; this goal will be closed out unless needed in the future. • Goals continuing will be PLTs and Unit Planning/Common Planning.
Update and Reflection on the Success of Registration Night (See Above)	Jill Hays and Shane Timmons	See above.
Directions for SIT Representative Elections for 2019-2020 and Closing (due by May 6)	Mr. Hamilton	Ballots and nominations of new department chairs/SIT team leader need to take place. Meeting for old and new May 6 in media center at

		<p>3:15 after school. There will be food and socializing as the team transitions to new members. SIT will meet and greet in July and hold a work session in August.</p> <p>The remediation survey showed that 89.3% of faculty are pleased with remediation being at the beginning of the day. 84% like it but suggested modifications. It will continue as is for now. What to do with Flex Fridays was a major point of discussion? We will be working on this time to make it beneficial for students and to try to make it work as a PLT time for common courses and departments to meet together.</p>
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