SIT Meeting Agenda- November 18, 2019

Agenda	Notes

1. Sarah Davis- Calling the Meeting to Order
2. Jill Hays and David Cornwall- Registration Plans, Dates, and Procedures
    ● Rising 9th Grade Registration Night- February 25 (with 8th grade tours February 20-21 and forms due February 26)
    ● Rising 10th, 11th, and 12th Grade Registration Night-
    ● Volunteers for the Planning Committee-
3. School Improvement Plan Business to Address:
    ● Importance of Formative Assessments and CFAs
    ● Need artifacts- Formative Assessments, Exemplar Units, and Lesson Plans
    ● MTSS Monitoring Lists- Please check these in your department/PLT meetings. Make sure your team members are updating the lists.
    ● Notify administration and support staff of PLT meeting dates, times, and locations
    ● Volunteer or Nominations to make the SchoolMessenger Announcements- open floor for nominations or volunteers
    ● Permission to add Learning Stations PD as a completed action step to Indicator A4.01 (MTSS)
    ● Go over Evidences Needed Section
4. Department Round Table Concerns
	1. Calling meeting to order
	2. -- Need people to volunteer to be committee members for Registration night. Contact Hays if you are interested
	-- Week of Feb 3rd is class registration presentations
	-- Feb 12th registration forms due
	-- Meeting with students one on one beginning of march
	-- Feb 20-21 8th grade tours
	-- Feb 25th 8th grade registration night
	
	3. -- Make sure you are using FA and CFA's to determine if students need to come to remediation
	-- Each department needs artifacts of FA, Units and Lesson Plans uploaded
	-- Update the MTSS monitoring lists
	-- If you meet for PLT in addition to Friday mornings, please let admin know when and where so they can attend
	--Anyone who would like to make the phone call announcements or know who would do a good job, please volunteer or nominate
	
	4. Concerns
	Timmons-- keep doing SOP and enforcing school rules
	C. Smith-- we still need people to run gate for football playoffs
	J. Bowers-- Watch PBS tuesday night at 8 for a documentary "Biology of stress, Science of hope"
	-- November 26th Wendy's night from 5-8
	Science-- If a student has a life changing event please keep teachers informed, either taken off role or something that will cause class performance
	Arts-- communicate when students are in ISS/OSS so we can prepare for them to the best of our ability
	-- Attendance by day or block? For each class it is by block but for the school's daily average it is counted by 8-12:30 days.
	Math-- Remediation for Thanksgiving

	week? As of right now it is 1st and 2nd block. Upcoming Dates: EXAMS-- Jan 13-16 with 17 as makeup ACT-- Feb 25th

Evidences Needed and Person(s) Responsible:
- All Department Reps:
  - Exemplar unit plans or major assignment plans, lesson plans, and formative assessments
  - PLT/Department Meeting Notes
- Josh Bowers- A4.14- Can we add an action step about Reality Store being offered through Career Management Classes twice a year and get evidence?
- Stephanie Adams- A4.14-
  - Evidence of publicizing Apprenticeship Randolph, Randolph Works, CCP, etc.
  - Evidence from the Career Coach (Misty West as well)
  - Evidence from Career Management courses of Interest Inventories, Career Development Plans, and other activities
- Sarah Davis- A4.14- Evidences of SOARED from English IV classes
- Courtney Walker- B2.03- Pull PLT/department notes as evidence and the PLT Fridays calendars
- Emily Stevenson- C2.01- Upload ACT plan, samples of data tracking tools or processes, upload 54321 Data Review from November—work on attendance committee goal
- Shane Timmons- E1.06- samples of Tiger Tales, get examples of social media presence from Jeff LaRue; A4.06- examples of SOAR lessons that deal with character education and helping students with their emotional and social needs
- Anna Kelly- A1.08- create Growth Mindset informational PowerPoint for parents and upload to web site in parent information section; volunteers to help with PowerPoint