

**SIT Minutes
November 6, 2017**

Those Present:

Dennis Hamilton- Administration
John Shelton- Administration
Emily Stevenson- Administration
Gwen Cox- Attendance/ Data Office
Jamie Horner- EC
Tamara Holderfield- Science Department
David Cornwall: Guidance/MTSS
Jill Hayes- Guidance
Stephanie Adams- CTE Department
Sarah Davis- English Department
Anna Kelly- Media and Technology
Courtney Walker- Lead Teacher
Steve Smith- JROTC
Shelia Tew- Social Studies

Departmental Concerns:

Math Department: No concerns

Media-

- **Speak up Survey is on the county website; teachers should begin to complete. Students will be assigned a day in the media center for 2nd block. (look for email from Ms. Kelly).**

Arts- No concerns

Lead Teacher:

- **Program of Studies meeting will be on Wednesday. Begin discussing within your departments about course offerings.**

English Department: No concerns

Guidance:

- **College Application Day is November 15th. Please be flexible for students to attend.**

Social Studies: No concerns

CTE Department: No concerns

EC Department: No concerns

Physical Education Department: No concerns

Science Department:

- Often subs will ask to switch with other subs to have a specific teacher, if you call ahead, to speak with a sub about plans, ask them not to switch classes.

Nuts and Bolts:

- See google form from Mrs. Horner for messenger sent out on Sunday evenings. All announcements should be submitted by Friday morning.
- Academic Night—February 13th, 5:00- 7:00, be thinking of ideas to advertise and refer to Ms. Jill Hayes.
- Reminder to begin your go and see's- you should do 3 for the whole year. Be sure to fill out the form when you go.
- Seniors can have 1-minute early release for lunches.
- Will dismiss student drivers at 3:04- they each should have a card
- Gate duties should be 2 per season, good job on helping out!
- See google calendar for school events
- Be sure you are targeting skills within your content to help determine who should be in remediation.
- **NON-NEGOTIABLES:** increase student and teacher content specific vocabulary, limit to no mods given on Thursdays (these are planning block meeting days and makes it more difficult to assign mods), Question/Answer strategies: select a child to answer, not whole group and give ample time to answer.
- **BE PROFESSIONAL-** show up for your duties, watch what you say to students, attend meetings, etc.
- Update grades WEEKLY.
- Be sure you have updated your data folder with the form you use. It should include CFA's and students targeted to attend remediation.
- EVAAS scores are ready.
- Midterm/Benchmark's should be completed by November 10th. Should use this data to target struggling students.
- Veteran's Day Celebration on Thursday, November 9.

Remediation Next week!!

Planning Block Chairs

- 1st Block: Akines
- 2nd Block: C. Smith

- 3rd Block: Allred and Ellison
- 4th Block: J.Larue/S. Davis/ Hinshaw

Mr. Hamilton: 336-953-1065

Ms. Headen: 336-991-2181

Ms. White: 336-318-1804