

SIT Minutes: August 19, 2016

Members Present

Admin - Lisa Sigmon, Mike Mobley

TF - Amanda Chavis

Media - Jennifer Roberson

Literacy - Tara Velardi

Title 1 - Debbie Efird

TA - Susan Carter

K - Laura Turpin

1st - Hannah Clark

2nd - Brandi Bell

3rd - Donna Rymer

4th - Amy Vedeikis

5th - Sherry Hubbard

Items Discussed:

1. Working Conditions Survey:

Results of the Working Conditions survey were discussed and there were few areas of concern. Of those areas most have already been addressed, adjusted, or corrected.

2. Please share with grade levels the following:

a. Remember Mrs. Sigmon has an open door policy and if there are any concerns or problems please feel free to approach/speak to her about the issues.

b. SIT representatives are the voice for all staff members. Please share with any SIT member items that need to be addressed at SIT.

c. We are aware that TA's are lacking some technology training. Please let Mrs. Chavis know of any training that is needed and she will work with you on an individual basis.

d. Be aware that our early release dates are on Fridays throughout the year which will effect the media/guidance schedule.

3. Collaborative Planning:

If funds are available this year, teachers would like to have one day (probably ½ day) per quarter for collaborative planning with media and tech. This is something that will be determined later depending on funds.

4. End of Year Suggestions:

We looked over items that were turned in to Mrs. Sigmon at the end of the year and changes were made where merited.

5. Robotics Club:

Amy Vedeikis would like to begin a robotics club at BES. It was approved for her to move forward; therefore she is going to write a grant for the Dot and Dash equipment. The goal is to meet monthly and several staff members have agreed to assist.

6. Progress Reports:

K-2 will continue to send home progress reports. 3-5 will continue to send a written notification to parents with a signature requirement in order to verify they looked at grades via the parent portal.

7. Laminating:

Please be mindful of the current laminating situation. Due to Horizons no longer helping with laminating, Mrs. Sigmon has asked to only request laminating for instructional items that will be used repeatedly throughout the year(s). Laminating will take place on Tuesdays and Thursdays. *We are currently having machine issues.

8. Title 1:

Please remember to send schedules to the Title 1 department. Also, keep in mind items that are needed for compliance crate.

Respectfully submitted by: Sherry Hubbard, SIT Chair