

SIT Meeting Agenda and Minutes
Date: Wednesday, December 5, 2018
Sardis Elementary

Title	Name	Title	Name
Principal	Kevin Beals (present)	Kindergarten Rep	Nicole Skeen (absent)
Assistant Principal	Kelly Marks (absent - IEP Meeting)	1st Grade Rep	Lee Hutchinson (present)
Counselor	Misty Gordon (present)	2nd Grade Rep	Dee Cochran (present)
MTSS Coordinator	Cynthia Efird (present)	3rd Grade Rep/Chair	Lori Stalcup (present)
Instructional Coach	Natalie Brucia (present)	4th Grade Rep	Lee Noles (present)
Related Arts/Recorder	Blair Austin (present)	5th Grade Rep	Erica Koch (present)
EC/PK	Jennifer Cooper (present)	Instructional Assistant	Jen Myers (present)
Support Staff		PTO	Jennifer Taylor (absent)

Agenda:

Staff/Grade Level	Agenda Items	Notes
4th grade	Private printing on computers	There are issues within the printing system. A list of directions for what to do when accounts get knocked off of private printing is being developed. Staff will continue to troubleshoot the issue.
4th grade	Whiteboard cleaner	Whiteboard cleaner has been removed from classrooms due to health regulations. Approved cleaners can be locked up. Teachers should have a space in every classroom for locked items.
General	Lockable cabinets in the classrooms	Every class should have some means of locking away items that need to be out of reach from students. Check with the office staff first. Work orders to the locksmith may need to be submitted for classrooms that don't have access or keys.
3rd grade	Phone calls to classrooms	Calling for students during instruction by phone should only happen when there is absolute necessity. Situations such as eye-checks, early dismissal, leaving for

		appointments, etc. should be handled in writing in advance, if possible.
3rd grade	Interventionists schedules and distractions	<p>Increased numbers of students served in the MTSS process has resulted in complications in the scheduling and structure of intervention services. Push-in instruction from interventionists is preferred. Push-in is more difficult due to larger number of students needing support. Pull-out is resulting when students in different classes need to be grouped to meet similar needs. Students coming and going cause interruptions during workshop time. Space and time are limitations for intervention.</p> <p>The interventionists and the LLI teacher are working on better communication with the teachers.</p> <p>Mrs. Herring's return as an interventionist will bring more support.</p> <p>Getting keys to interventionists may help with distractions. Have contacted locksmith regarding the possibility of getting additional indoor master keys.</p>
Third Grade	Possibility of a new basketball court	This is most likely cost prohibitive for a full court. Concrete, excavation, and safety standards must be considered.
Third Grade	Walking at recess	Mandating walking during recess as a disciplinary method is now prohibited under a directive from Central Services. PBIS procedures and expectations need to be revisited to determine the best way to address behaviors. The possibility of a "store" as part of the reward system may be explored. Consistency and expectations need to be re-visited school-wide.
EC/preschool	Slow Internet within the building	This may be an issue with individual computers or wireless ports.
5th grade	Back parking lot (beyond bus lot)	Administration will look at the possibility of putting up a sign to deter public parking in this lot.
5th grade	After school clubs calendar	A master calendar for clubs will be integrated into the teacher's master

		calendar (given out each month). Student rosters also should be provided for teachers.
5th grade	Personal items in the staff restrooms	The health inspector has determined that items such as lotions, toothpaste, air freshners, aerosols, etc. can not be housed in the staff restrooms as these doors are not locked all day. Potentially, locks may be put on the doors and/or cabinets in the staff restrooms so these items can be stored. Locksmith has been notified.
Teacher Assistants	Car rider line substitutes	Administration will put together a list of staff available at dismissal to use as substitutes. Teachers with afternoon duty will put directions in their substitute teacher lesson plans for the sub covering that day to go out to the car rider line to assist.
Administration	New furniture in the media center	Selections for new tables and chairs have been made. The order will be presented to the PTO board. The order should be submitted before the end of December.
Administration	School Performance	Sardis is ranked 8th out of 29 elementary schools based on school performance results from 2017-2018. The school's ranking is a "B" as determined by the state and is highest among all the UCPS Title 1 schools. All stakeholders should celebrate this great news.

Next Meeting: Wednesday, January 9, 2019