

**SIT Meeting Agenda and Minutes**  
**Date: 11/7/2018**  
**Sardis Elementary**

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

**Agenda:**

Staff/Grade Level	Agenda Items	Notes
Related Arts	Hour of Code <a href="https://hourofcode.com/us/">https://hourofcode.com/us/</a>	<p style="text-align: center;"><b>Computer Science Education Week</b>  December 3-7, 2018</p> <p>The “hour of code” is now during part of UCPS’s Computer Science Education Week. This aligns with the annual campaign sponsored by the website code.org to promote computer science/coding activities worldwide. Our school has participated for the last several years and is signed up as a whole school to participate once again. Individual teachers do not have to sign up on the Code.org website. The special area teachers will all be doing activities related to coding/computer science during specials that week. Grade levels may want to also plan activities related to coding. The link shared has many resources for all levels of coding. If grade levels would like to have activities spotlighted on social media or perhaps our web page, please let Mrs. Austin know. Teachers will also be getting a link to computer science resources provided by Ms. Rimmer in an email later this week.</p>
Fourth Grade		1. Additional reflectors will be added.

	<ol style="list-style-type: none"> <li>1. Teachers would like to find out about getting better/additional reflectors by the entrance of the staff parking lot. It's difficult to see the entrance early in the morning before the sun comes up.</li> <li>2. Staff members should remember to print using the PRIVATE print option. This is to avoid the possibility of confidential papers getting misplaced.</li> <li>3. The cafeteria noise rule isn't consistently being enforced when the music is playing in the cafeteria. Noise has also been an issue in the bathrooms near classrooms.</li> <li>4. There have been conflicts with printing availability during fourth grade's planning time when these teachers have been in need of the printer.</li> <li>5. Voting Day Security. Sardis is open to the public on election day. This poses possible safety threats.</li> </ol>	<ol style="list-style-type: none"> <li>2. Mrs. Hadley sent an email outlining the steps to setup the printers appropriately. Staff members having difficulty with printing should seek assistance if necessary.</li> <li>3. Consistent enforcement is the key to this. All classes should be considerate of classes in session while in the hallways.</li> <li>4. Grade level teachers and other staff members should try to use the printers during their own grade level planning times if possible.</li> <li>5. Mr. Beals will contact Mr. McCraw to ask if law enforcement might be provided on our campus during elections. This is an issue to take to PAC. More signage is needed to direct voters away from the school traffic and from the front door.</li> </ol>
Kindergarten	<ol style="list-style-type: none"> <li>1. Music in the cafeteria timing is too long when Kindergarten comes in. Children don't have much time to talk at all.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adjustments to the timing of the music will be investigated.</li> </ol>
Pre K/EC	<ol style="list-style-type: none"> <li>1. There is a lack of food choices in the cafeteria for classes coming to lunch at the end of the day.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. Beals will talk to Ms. Thompson about possibilities of more choices for classes eating later in the day.</li> <li>2. Staff members with custodial or maintenance needs should ask a custodian first. If he or she can handle the need then</li> </ol>

	2. Procedures for who to contact regarding needs to be addressed by custodians versus maintenance.	it can be taken care of there. If not, he or she can enter the work order or communicate with office staff to put in a work order.
Administration	Turkey Trot	Team members are asked to please promote the Turkey Trot at their respective grade levels. The PTO voted to combine this year's funds with those from last year to refurbish the furnishings in the media center.

**Next Time:**

**Next Meeting: Wednesday, December 5th**