

**SIT Minutes  
October 9, 2017**

**Those Present:**

Emily Stevenson- Administration  
Gwen Cox- Attendance/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  
Michelle Cable- Languages.  
Courtney Walker- Lead Teacher  
Steve Smith- JROTC  
Shelia Tew- Social Studies

**Departmental Concerns:**

**Math Department: No concerns**

**Arts- No concerns**

**Lead Teacher: No Concerns**

**English Department: No concerns**

**Guidance: No concerns**

**Social Studies:**

- Bell is being rang earlier due to the volume of students in the cafeteria and gym. To limit incidences in these areas we let them go earlier. Try and be outside your classrooms earlier. Will look into ringing it a couple minutes later.

**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 13<sup>th</sup>, 5:00- 7:00, be thinking of ideas to advertise and refer to Ms. Jill Hayes.**
- **Reminder to begin your go and see's- we are now going to ask you do 3 per year versus 4. 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)**
- **BE PROFESSIONAL- show up for your duties, watch what you say to students, attend meetings, etc.**
- **If you are interested in Data Team please see Ms. Stevenson.**
- **Red Ribbon Week of October 23: There will be a brief video and bellringer for you to show and instructions given out to state the theme for each day. They will also receive a key to remind them to stay drug free.**

### **Remediation Next week as well!!**

#### **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

