

Lincolnton Middle School



“Success for all”

SIT Minutes: March 22, 2023

Agenda Item	Details				
SIP	<ul style="list-style-type: none"> ● Review of action items due <ul style="list-style-type: none"> ○ Report shared via email on 3/21 				
	C3.04	10/23/22	Locally offered development sessions based on needs from observation practice	Administrative Team	03/15/2023
	B2.04	10/21/22	Complete 6 instructional rounds/coaching sessions per week	Administrative Team	03/01/2023
	B2.06	10/10/22	Establish a set of standing teams and assign tasks to them appropriately	Administrative Team	03/05/2023
	B2.06	10/10/22	Create a list of teams and their duties	Administrative Team	03/05/2023
	<ul style="list-style-type: none"> ● Any additions/changes needing to be made? <ul style="list-style-type: none"> ○ Please be thinking of needs to start adding for next year, tweaks to existing items and anything to scrap ○ A reminder that the plan can be viewed at any time. ○ Looking at future PD as well as Leadership Teams which will be evenly distributed to staff members. A PowerPoint was shared through email and will be discussed more in depth at a later date. ● If you have a document that could be used as evidence of completion, please submit them to be added to the online folder ● You can use the leadership login to review plan anytime or the guest login of UN: Guest\$16661 PW: Guest\$16661 				

SIT Advisory
Items

- Brainstorm ways to limit chaos on days with interest meetings.
 - Suggestion was made to have a video to share during homebase highlighting the event/sport/team etc. prior to meeting with students. It was also recommended that students complete a Google form to assess interest and eligibility in order to attend the follow-up meeting in person. This should minimize the chaos of all students attending the meeting to skip Homebase or class time.
- Current round of W.I.N. time ends on April 6th and then that time will be used for EOG Review - plan by team.
 - Current plans are as follows:
 - **6th Grade:** Stay by homebase ELA - 2 days/Math 2 days
 - **7th Grade:** Some ability groupings. Math - M/T & ELA - W/TR with Friday being used for Homebase where students can catch up on missing assignments.
 - **8th Grade:** Students will have a rotation based on their class schedule. Monday - students go to their 1st period class, Tuesday - 2nd period, Wednesday - 3rd period and Thursday - 4th period. Every group would have a topic, for example - McClain would use Social Studies materials and focus on ELA strategies.
 - Elective teachers will be used either as a pull-out destination **OR** as a “push in” with an established group. More information will be available as this plan is worked out and needs assessed.
- Posted tutoring position
 - Skills Lab being utilized to assist students with missing assignments. Documents have been emailed to the staff with the ability to register students for this opportunity.
- Front Desk Notifications of Trips/Events/Etc.
 - In order for office staff to locate students more efficiently on days where the routines have changed, please remember to include them in an email about special events.
- Substitute Quality/Training
 - Positive note: No teacher was pulled to cover on Monday or Tuesday when colleagues were out because there were subs available!
 - Student safety is imperative. Concrete documentation must be in place if there is an issue with a substitute and you feel the sub should not be asked to return to LMS.

	<ul style="list-style-type: none"> ○ Some students have emailed their teachers to inform them of substitute actions that do not follow LMS expectations. Admin has addressed issues that they have been made aware of. Documentation is essential. ○ When possible, contact preferred subs in advance of absence. ● Classes with subs are still not getting covered from 7:30-7:45 until the substitute arrives <ul style="list-style-type: none"> ○ All elective teachers are on duty and there has been an issue of “overcrowding” in designated classrooms when subs are not yet in the building. ○ Call the office if there is an issue, it seems to be a problem only when multiple teachers are out of the building. ○ Suggestion: Adjust clock-in/clock-out time for subs. Currently subs are here 7:45-3:15 with some arriving early. Recommendation: Subs arrive at 7:30 and depart at 3:00. Can this be a school decision or does it come from the County Office?
Professional Development	<ul style="list-style-type: none"> ● Schoolnet/Benchmark Tests (Creating, Administering) - Who is an expert around here? <ul style="list-style-type: none"> ○ Some teachers would like to create their own resources. Training is needed and a reliable “expert” to troubleshoot when issues arise would be appreciated. ● Other needs? <ul style="list-style-type: none"> ○ Training to use Active Floor resources.
Family Nights	<ul style="list-style-type: none"> ● See you next year <ul style="list-style-type: none"> ○ Another highly successful event at LMS! ○ 243 tickets were handed out and everyone had positive remarks regarding the availability of vendors and staff interactions. ○ Considerations for next year: Invite the rising 6th graders and their parents to attend and have one designated meeting time to introduce them to LMS rather than holding a separate meeting. The slideshow that was presented at the 6th grade meeting could be made available during this time as well. Perhaps a few band members could provide a little musical showcase while families are eating in the cafeteria.
Title I Updates	<ul style="list-style-type: none"> ● Tiffany Mejia’s mother has agreed to attend the District Title One event in April to support LMS. Meeting will be held on April 25th. <ul style="list-style-type: none"> ○ More information will be available as the event draws near.

Open Floor Items	<ul style="list-style-type: none">● Change in SIT leadership: Representatives completing their terms this year include McGill (EC), Arrowood (8th) and Newton (8th). New members will be voted on before the end of the year.● Chromebook collection process - 1 or 2 weeks prior to EOG testing. This will be determined and plans will be shared as soon as possible to enable teachers to plan accordingly.● No summer school for middle school students.● Request End-of-Year schedule as events are being planned after testing.<ul style="list-style-type: none">○ 8th Grade picnic?○ Award Day schedule? Will this be combined with the last PBIS celebration?
Closing	<ul style="list-style-type: none">● Next Meeting April 26, 2023