

SIT Meeting Agenda and Minutes**Date: February 6****Sardis Elementary**

Title	Name	Title	Name
Principal	Kevin Beals	Kindergarten Rep	Nicole Skeen
Assistant Principal	Kelly Marks	1st Grade Rep	Lee Hutchinson
Counselor	Breanne Villas	2nd Grade Rep	Dee Cochran
MTSS Coordinator	Cynthia Efird	3rd Grade Rep/Chair	Lori Stalcup
Instructional Coach	Natalie Brucia (absent)	4th Grade Rep	Lee Noles
Related Arts/Recorder	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
Administration	Testing Field Day	NC Check-ins were this week. Pre-End-of-Grades (PEOGs) will be February 18th and 19th. The Pep Rally for grades 3-5 will be February 15th. The reward movie will be February 21st for 4th and 5th grades in the gym; The movie for 3rd grade will be shown in two classrooms (TBA). This is done in the afternoon during 3-5 special area classes. Field Day is set for April 18. The rain date will be April 16.
1st grade	Playground Drainage Problems	A work order has been placed to address the drainage problems on the playgrounds. We are currently waiting on the maintenance team to come out and address it. We can reach out to maintenance about reseeding inside the track as well; however, the field would have to be closed down and watering may be an issue.

3rd grade	Announcements on Rainy Days at Dismissal	Grade levels should use common sense measures to make the determination as to which path to take. Since buses are on time, we can do away with making the announcements. Keep the students as dry as possible.
	Broken Lock on Staff Restroom	The lock for the broken door has been ordered and a work order has been placed to fix it.
	Locks for Cabinets in Staff Restroom	The locks for the cabinets in two of the staff bathrooms have been purchased and the work order for them to be installed has been placed. These will be combination locks.
	Master Keys for Interventionists	Master Keys have arrived and lanyards are being purchased. Marie will keep these keys in her office tagged for use by the support people that go in and out of the classrooms.
4th grade	Music in the Cafeteria	This process is being addressed by the maintenance department. A CD player is being purchased that will allow music to play through the PA system. Once this is purchased, maintenance will update and install it.
5th grade	Communication through Tuesday Folders	Other than time sensitive materials from the district, an attempt will be made to get handouts to teachers on one common day. Getting things throughout the week makes it challenging to keep track of it all. Items to go home on Tuesday should be in boxes no later than Monday afternoon.

Next Time:

Next Meeting: March 6th