

**SIT
Meeting
9/25/18:15**

Administrative Conference Room

Members Present: Jesse, Nick, Tima, Keena, Steven, Brad (virtually), Kyles (virtually)		
FOCUS:	WHO (facilitator)	TIME (minutes)
<p>Start-ups</p> <ul style="list-style-type: none"> ● Agenda: review additions, corrections ● Assign roles: <ul style="list-style-type: none"> ○ Notes: Tima Williams ○ Facilitator: Libby Kyles ○ Time Keeper: Keena Proctor ○ Chairperson: Steven Davis ○ Ground Rules/Norms ● Keep a balance between respectful speaking and listening ● Listen to know, suspend judgement ● Seek to honor diversity and how it can enrich the group ● Be respectful of everyone's time ● No sidebars ● Come informed and ready 		10
Team notes:		
<p>Topic 1:IA bus driving training update There is obviously an issue with sub drivers. We had a TSA training and we sent 5 IA's. We then had 4 going to bus training, but there were 2 that retired from Buncombe county. Due to that none of Asheville City were able to get into that class. Tima has been in contact with Sue Tripp almost daily and contacting other districts. No one can help. We have someone that needs to be trained to be a trainer and that is the next step. Bus driving is a condition of employment for certain IA's. Can we not change it to professional driver's and move IA's to not be required. This is a school based decision with regards if IA's are required to be bus drivers. All people interviewed for IA positions are required to drive the bus and this is explained to all</p>	Tima	

<p>potential employees. In our case, after they are hired and have agreed to drive, circumstances have changed prohibiting them from driving, mostly for medical reasons.</p> <p>We can hire outside driver's for field trips. Can we move to hiring outside driver's for field trips? This will relieve IA's from this extra duty at least.</p> <p>And who would do this? AP at the school would do this, but it will cost considerably more. Then if a professional driver could not be found then it would fall to IA's to drive or else the trip would not be approved. Teachers would have to factor in additional cost to pay for professional driver.</p> <p>Would it fall on teachers?</p> <p>Could Buncombe county just be in charge of busses completely, since we have to follow all of their rules and use their busses anyways. PTO is being notified and will be urged to get with other PTO's from other school's and NCAE reps(Daniel Withrow) get in touch with each other about this issue. Depending on the contract it says if your position is IA or IA/Bus driver. If it is just IA you do not have to drive, if it is both then you must be licensed, unless for medical reasons.</p> <p>Davis will talk to Withrow to get NCAE in the loop.</p> <p>Nick will talk with PTO.</p> <p>If another grade's assistant is driving for a trip that is not their grade then other assistant's that do not drive could possibly be pulled to support the classroom that the assistant is pulled from.</p> <p>Could be a coverage team of 3. See Tima for explanation</p>		
<p>Topic 2: Set Quarterly plan dates, experience Dickson dates:</p> <p>2nd Quarter: Week of Oct. 15 and Oct. 22</p> <p>3rd Quarter: Week of Jan. 6th</p> <p>4th Quarter: Week of March 11</p> <p>Experience Dickson: April 2. No Staff meeting 5:30-7:00</p> <p>k/2: 5:30-6:15</p> <p>3/5 : 6:15-7:00</p>	Steven	
<p>Topic 3: Budgeting, 350.00 per teacher should be spent ASAP, nuff said</p>	Brad	
<p>Topic 4:</p> <p>Review NCSTAR, what we know so far. Laura, Jesse and Brad will attend training on October 2nd, FYI</p>	Brad	

Topic 5:		
Topic 6:		
Stakeholder Concerns		
Parents •	Nick	
Instructional Assistants: •	Keena	
K-1 <ul style="list-style-type: none"> • Open House between conferences and Halloween. Fine for conferences and Open House to be somewhat close together because the purposes are different. Scheduled for Oct 23rd • Experience Dickson Night-sometime during the first two weeks in April (before Spring Break) Scheduled for April 2 • KIC (from Scott): After looking at calendars, we (the Experiential Ed Committee) would like to propose Feb 21 for the Kids Inquiry Conference. If that does not work, Feb 27 or 28 are fallback dates. Scheduled for Feb 28th. 	Leslie	
2-3: <ul style="list-style-type: none"> • Open House the day after halloween. Could it be the next week? Scheduled for Oct 23rd • ½ day on election day should be made that we can go vote. District staff development. • Thanks for letting PLC wait a week to get started and keep in mind that would be nice around other times like right before xmas, spring break and thanksgiving. Doesn't affect after Christmas, during spring break teams can choose the week before or after to skip, teams can choose at Thanksgiving. • Kids are coming down early on the regular. It seems people are not at their posts when they are supposed to be. This is a safety issue as students may be 	Davis	

<p>going to their classes without a teacher in their. Has this been presented to the Culture and Climate Committee? Hasn't been an issue lately. If continues, will let Climate Committee know.</p> <ul style="list-style-type: none"> • Having only two assistants that can sub bus driving has become a major issue. We have 3 regular bus drivers that are assistants, 2 subs and 7 people either have medical reasons or are not trained and are not getting trained, since we have no trainers? Tima has addressed in Agenda Item 1 		
<p>4-5</p> <ul style="list-style-type: none"> • 5th grade is loving being departmentalized • Scheduling Confusion about entering/exiting cafeteria. Everyone needs to be flexible. • Loved the days of planning at the beginning of the year hope it carries over next year Libby will email admin about this so that it can be shared at district level. 	Libby	
<p>Specialists:</p> <ul style="list-style-type: none"> • 		
<p>Administrative:</p> <ul style="list-style-type: none"> • Signing in: Please make sure to do so daily. 	Tima/Brad	
<p>Total Time: 1 hr. 14 min.</p>		
<p>Next Meeting: Oct. 23</p>		

Jesse made a Dickson SIT group on email.

Jesse will post minutes on the website

