



<p><b>Members Present:</b></p> <p>Mester, Burr, Williams, Heape, Carlson, Gamble, Stephens, Holmes, Foster, Flippen, Sample, Ruby, Cooper, Farkas, Lee, Primus, Hoffman</p>	<p><b>Team Norms</b></p> <ul style="list-style-type: none"> <li>→ Start on time, End on time!</li> <li>→ Be present and prepared.</li> <li>→ Tone Check.</li> <li>→ Step Up, Step Back</li> <li>→ Solution-Oriented Group</li> </ul>
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Norms	4:30-4:35	Janet Heape	Reviewed
School Improvement Plan Monitoring & Revisions	4:35-4:45	Ashley Stephens	<p>Feedback from Departments regarding standards-aligned syllabi by week</p> <p>Science is ok with this as long as they have the summer to think about how they're going to adjust syllabi</p> <p>English is wondering about the purpose of this and who is actually looking at the syllabi with the expectation that it is standards-aligned</p> <p>Social Studies is opposed to standards-aligned syllabi their standards are skills-based so this would lead to repetition, this would be a lot of work for those switching preps or for new teachers,</p> <p>SIT members will take back to their dept - Syllabi (and/or teacher website) will include general topic overviews for each unit, not full standards so that parents will understand the road map of the class - Heape will send out an example of what this looks like to all SIT team members to show your departments</p>
Vision & Mission Statement	4:45-5:05	Portia Lee	Review the Riverside Vision and Mission Statement (Adopted August 2018)



## School Improvement Team

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Copier Norms	5:05-5:15	Andrea Ruby	<p>Feedback from Departments regarding Print &amp; Hold Norms</p> <p>Science &amp; English depts. are ok with deleting jobs that are not put into the hold queues</p> <p>Suggested Workroom Copier Norms: Lower/Upper 1 would be the send printer Lower/Upper 2 will be the copying printer</p> <p>Don't run big jobs on printers (the Lexmarks) - use the big copiers (the Toshibas)</p> <p>If there's a line at the copier, please limit big packet copies to before/after school rather than on planning periods - check on big packets that you are running so that you can fill paper, clear jams, etc.</p> <p>Pick up your jobs!</p> <p>Don't print sensitive materials to shared student printers</p>
Substitute Policies (Tabled to March meeting)	5:15-5:30	Julie Farkas	<ul style="list-style-type: none"> <li>-Riverside ALL information to Long-Term Subs</li> <li>-Timely Attendance Inputs for Long Term Subs (and all teachers)</li> <li>-Substitute Incentives, Equitable Coverage</li> </ul>
Anxiety Supports (Tabled to March meeting)	5:30-5:40	Janet Heape	<p>Policies, Accommodations, Modifications, &amp; other Supports for students with anxiety but without "plans"</p> <ul style="list-style-type: none"> <li>-Hallways/Lunch</li> <li>-Presentations</li> <li>-Workload</li> </ul>
Sunshine Committee (Tabled to March meeting)	5:40-5:45	Andrea Cooper	Supporting our teachers on leave
Room Calls (Tabled to March meeting)	5:45-5:50	Andrea Cooper	Limiting the number of room calls



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Next Meeting:	
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