

Neil Armstrong Elementary School
SIT Meeting Notes
Tuesday, May 10, 2016 at 4:00 p.m.
Principal's Office



Snacks for today: Lisa, Sherry, and Jeannine

4:00-4:05	Welcome and Agenda Review
• Purpose/Activity	Welcome and Committee to Review Agenda for Changes/Additions
• Facilitator	Dawn/Nikki
• Preparation	None
Notes	No agenda changes.
4:05-4:30	Parent Perception Survey Update
• Purpose/Activity	• Summary of the results of the perception survey
• Facilitator	Mrs. McGary
• Preparation	As needed
Notes	Will be sharing the summary with the superintendent and the school community by publishing on the website.
4:30-4:35	DIT Group Subcommittee Status Update
• Purpose/Activity	• Update on the next event on Thursday, May 19th
• Facilitator	Members
• Preparation	As needed
Notes	A meeting to debrief and plan with the district DIT will be held tomorrow, May 11. At this time, no spring event is scheduled.
4:35-4:50	Literacy Group Subcommittee Status Update
• Purpose/Activity	• Update and finalize the implementation of the library plan
• Facilitator	Members
• Preparation	As needed
Notes	The rocket cut out is completed.

	<p>The shelf has been ordered and should arrive within two weeks.</p> <p>Carla Halstead will advise on painting.</p> <p>Dawn will be checking in with Carla on paint type.</p> <p>A schedule for after school painting will be created by the subcommittee.</p> <p>Anita reported on approval process for installing the library at the Rec Center.</p> <p>Linda Fowler also will allow us to store our book inventory at the Rec Center to stock up the library during the summer months.</p> <p>Anita will check the measurements on site.</p> <p>Nikki has collected 8 boxes of books.</p> <p>A group will go through the books.</p> <p>Need to develop a simple card that participants can write their name. (Nikki)</p> <p>Jeannine will check with Dave about location for painting.</p> <p>Jeannine will develop a to-do list.</p> <p>Goal will be to have the library up and running by mid June.</p> <p>Develop a once a week check through August- bring it back to school- perhaps use as a book exchange for students and house in the library.</p> <p>Ask teachers to post, use Space Log, advertise with Jackie Finn- ask to have info put up on the website and also on the electronic boards.</p> <p>Design should identify that the library is ‘sponsored by Neil Armstrong School’</p> <p>Thank you letter to Linda Fowler.</p> <p>Dawn and Jeannine to do directions for use.</p>
4:50-5:00	Discussion on end of year goal summary
• Purpose/Activity	• End of year goal summary
• Facilitator	Mrs. McGary
• Preparation	Reflect on year’s accomplishments
Notes	The membership added to recommendations for the next year’s SIT. These will be published in the goal summary.
5:00	Set Agenda for June 7th Meeting and Adjourn
	Cancel the June 7 meeting; work to complete through email.

Together we teach and inspire excellence for all learners.