

Neil Armstrong Elementary School
SIT Meeting MINUTES
Tuesday February 7th , 2017



Thanks to Denise and Chris for brining snacks

4:00-4:10	Status Report - Family Connectivity Work Group
<ul style="list-style-type: none"> • Purpose/Activity 	SIT@ PTO Snow Ball event- Discussion of impact & Review Recommendations See document submitted by PTO (attached)
<ul style="list-style-type: none"> • Facilitator 	Committee members
<ul style="list-style-type: none"> • Preparation 	none
<ul style="list-style-type: none"> • MINUTES 	<p>Report: about 30 families/60+ people. Good participation. PTO should continue this kind of business. PTO asked families to sign up to help out. Printed notices continue to be preferred communications.</p> <p>For Greeter Table Feb. 15: Coach Johnson and Mrs. Forrest.</p> <p>Mrs. Thornton-Lawhorn to create a schedule of Greeters for events and at Car Rider on Feb. 15 and beyond. Jake and a SIT parent (Marenda can check in with Brenda/Sherry/Denise- we will take turns.</p> <p>SIT/PTO members will sponsor a request for a vote on the SIT committee's recommendations at the February PTO meeting.</p>
4:10-4:30	Status Report - Students' Perceptions Work Group
<ul style="list-style-type: none"> • Purpose/Activity 	Update on status of survey creation; <ul style="list-style-type: none"> • Can survey be put on E Doctrina/Office 365 Form/Google Survey for ease of administration and summary Administer in March before ELA testing to Grades 3, 4 and 5 via 2 nd Step for 3&4 5 th grade Health
<ul style="list-style-type: none"> • Facilitators 	Lisa F., Jake & committee
<ul style="list-style-type: none"> • Preparation 	by work group

<ul style="list-style-type: none"> • MINUTES 	<p>The committee met with a district Technology TOSA to identify a format for ease of access for students to take and for our committee to access data. E Doctrina was not recommended. Office 365 Forms was recommended. Can be sent as link for the students to access.</p> <p>Do we want these to be anonymous?</p> <p>Add a demographic question grade level and for gender; Surveys to be administered by members of the MHT: Chris and Rick Grades 3-5 Pointers for the survey administrators: Explain anonymous Don't report the names of classmates perceived as bullies- this needs to be a report to an adult.</p>
<p>4:30-4:50</p>	<p>Status Report - Little Free Library Group</p>
<ul style="list-style-type: none"> • Purpose/Activity 	<p>Present updates regarding Free Little Library-</p> <ul style="list-style-type: none"> • McGary did check on 1/19 • Approximately 6 boxes or so in the PTO closet in the café that have to be sorted yet
<ul style="list-style-type: none"> • Facilitators 	<p>Anita, Jeannine & committee</p>
<ul style="list-style-type: none"> • Preparation 	<p>by work group</p>
<ul style="list-style-type: none"> • MINUTES 	<p>McGary did a check; Romero on for February. Spartan Leaders to help prep book boxes. Armstrong Staff will work collaboratively with the volunteer coordinators to identify parents or staff to sustain the Free Little Library. Bezou to check with Battaglia to see if we have contacted the Town Hall with intention to support the Library there indefinitely.</p>
<p>4:50- 4:55</p>	
<ul style="list-style-type: none"> • Purpose/Activity 	<p>Any new business ?</p>
<p>4:55-5:00</p>	<p>Set Agenda items for March SIT mtg. / SNACKS: Brenda & Jeannine</p> <p>NEXT MEETING March 7, 4:00-5:00 PM Agenda will be analyzing results of student survey and update from PTO.</p>

Together we teach and inspire excellence for all learners.