

**Neil Armstrong Elementary School  
SIT Meeting MINUTES  
Tuesday October 24, 2017**

<b>4:00-4:10</b>	<b>Welcome and Process Review</b>
<ul style="list-style-type: none"> <li>Purpose/Activity</li> </ul>	<p>Welcome! Complete the following: Elect SIT Chair/Co Chairs for 2017-2018 Recruit DIT representative(s) Complete Snack Schedule for March, April May</p>
<ul style="list-style-type: none"> <li>Facilitator</li> </ul>	Lisa McGary
<ul style="list-style-type: none"> <li>Preparation</li> </ul>	<b>Please consider volunteering for these roles.</b>
MINUTES	<p>Chair/Co-Chair: Lisa Forrest &amp; Maureen Fundis DIT Representative(S): Snacks: December: Anita Battaglia (switch with Mrs. Forrest) March: Brenda Romero April: Shannon Gurtler May: Melissa Flow Thank you Mrs. Forrest for bringing snacks!</p>
<b>4:10-4:20</b>	<b>REVIEW SIT GOAL Draft for 2017-2018</b>
<ul style="list-style-type: none"> <li>Purpose/Activity</li> </ul>	The SIT goal is provided to the superintendent and school community. This review will precede the publishing and submittal.
<ul style="list-style-type: none"> <li>Facilitator</li> </ul>	Lisa McGary
<ul style="list-style-type: none"> <li>Preparation</li> </ul>	<b>Please review the attached and be prepared to offer revision suggestions. Thank you.</b>
MINUTES	The team reviewed the goal as it was written to reflect the Quality School Rubric. Mrs. McGary will do edits, include today's work as strategies and send out a revised draft for the committee before submitting to our superintendent.
<b>4:20-4:50</b>	<b>Review Brainstorm List and Organize into Work Groups</b>
<ul style="list-style-type: none"> <li>Purpose/Activity</li> </ul>	Discuss Brainstorm list
<ul style="list-style-type: none"> <li>Facilitator</li> </ul>	Lisa McGary
<ul style="list-style-type: none"> <li>Preparation</li> </ul>	<b>Add your thoughts to the Brainstorm List that was created and added to by members between September and October</b>
MINUTES	<p>Mrs. Flow and Mr. Kruger worked together to create an SIT online document which also included a brainstorm list. Mrs. McGary interviewed Mr. Hens and Mrs. Damelio to</p>

	<p>find out what events their schools planned in their 50<sup>th</sup> Anniversary celebrations.  The committee brainstormed, wrote notes next to events that each particularly liked and determined that the following work groups could be established:  Big Event  School Based Events/Spirit Committee  PTO Events  PR Group (Video, logo, school wear, commemoration items, etc.)  Invitation Committee  Funding to be determined.</p> <p>Gather the starred activities and draft an organizational chart.</p>												
<b>4:50-5:00</b>	<b>Next Steps</b>												
• Purpose/Activity	Determine work plan and agenda for next meeting												
• Facilitator	All												
• Preparation	None												
MINUTES	<p>Reviewing the draft work group and items categorized under it; sign up; and get to work.  NEXT MEETING: TUESDAY, NOVEMBER 14/Mrs. Bezon on snacks!</p> <p><b>MEETINGS FOR THE YEAR REMINDER:</b>  ALL MEETINGS 4:00-5:00 PM on the FOLLOWING DATES (All Tuesdays):</p> <table border="1"> <tr> <td>September 12, 2017</td> <td>December 12, 2017</td> <td>March 13, 2018</td> </tr> <tr> <td>October 24, 2017</td> <td>January 9, 2018</td> <td>April 19, 2018</td> </tr> <tr> <td>November 14, 2017</td> <td>February 6, 2018</td> <td>May 8, 2018</td> </tr> <tr> <td></td> <td></td> <td>June TBD</td> </tr> </table>	September 12, 2017	December 12, 2017	March 13, 2018	October 24, 2017	January 9, 2018	April 19, 2018	November 14, 2017	February 6, 2018	May 8, 2018			June TBD
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<b>5:00</b>	<b>Adjourn</b>												

*Together we teach and inspire excellence for all learners.*

*We are the Armstrong Stars: We have 'Sky High' Expectations*

*★ Respect ★ Responsibility ★ Compassion ★ Hard Work*



**2017-2018**  
**District Improvement Team (DIT)**  
**Central Administration Building**  
**5:00pm**

Wednesday, October 4, 2017

Wednesday, November 1, 2017

Wednesday, December 6, 2017

Wednesday, January 3, 2018

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 4, 2018

Wednesday, May 2, 2018

Wednesday, June 6, 2018