

**Neil Armstrong Elementary School
SIT Meeting Minutes
Tuesday February 6, 2018**

4:00-4:10	Welcome, Review DIT & Logo Input from Staff																																			
<ul style="list-style-type: none"> Purpose/Activity 	Welcome!																																			
<ul style="list-style-type: none"> Facilitator 	Lisa McGary and Brenda Romero																																			
<ul style="list-style-type: none"> Preparation 	None																																			
<p>Minutes No DIT until tomorrow 2/7/18.</p> <p>Brenda will update us at the next SIT meeting.</p> <p>Large majority of the staff liked the new logo.</p> <p>Suggestion has been made to insert watermark inside of the dark space within the helmet.</p> <p>Students all liked the logo. No student responded with "I do not like it"</p> <p>If we do the logo, can we use a different screen print for navy blue shirts.</p> <p>Can we get the image in a EPS file or vector file which would be best quality for future uses?</p>	<p>McGary: Two surveys to staff and families: one 'hard copy' and one electronic. The electronic survey is open until Feb. 16. Results so far:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>I Don't Like It</th> <th>I Think I Don't Like It</th> <th>I Think I Like It</th> <th>I Like It</th> </tr> </thead> <tbody> <tr> <td>Electronic</td> <td>1</td> <td>4</td> <td>9</td> <td>21</td> </tr> <tr> <td>Paper: Parents</td> <td>1</td> <td>0</td> <td>1</td> <td>19</td> </tr> <tr> <td>Paper: Staff</td> <td>2</td> <td>0</td> <td>3</td> <td>6</td> </tr> <tr> <td>TOTAL</td> <td>4</td> <td>4</td> <td>13</td> <td>46</td> </tr> <tr> <td>Percentages</td> <td>@6%</td> <td>@6%</td> <td>@21%</td> <td>@73%</td> </tr> <tr> <td>Cool/Warm</td> <td colspan="2">@12%</td> <td colspan="2">@94%</td> </tr> </tbody> </table> <p>Trend SUGGESTION from cool feedback: Insert a watermark to break up the dark space within the helmet.</p>		I Don't Like It	I Think I Don't Like It	I Think I Like It	I Like It	Electronic	1	4	9	21	Paper: Parents	1	0	1	19	Paper: Staff	2	0	3	6	TOTAL	4	4	13	46	Percentages	@6%	@6%	@21%	@73%	Cool/Warm	@12%		@94%	
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4:10-4:20	Storyboard and Video update from Jackie Finn																																			
<ul style="list-style-type: none"> Purpose/Activity 	Continue to organize storyboard memorabilia collected for video																																			
<ul style="list-style-type: none"> Facilitator 	Melissa Flow																																			
<ul style="list-style-type: none"> Preparation 	Bring any additional memorabilia collected since last meeting																																			

<p>Minutes</p>	<p>Should we do a short video that we can send out and just have it running on a loop (3 minute)</p> <p>Should we have it be a big event where people sit and watch (10 minutes)</p> <p>Group suggested that we use a 3-5 minute video playing on a loop rather than a sit down event.</p> <p>June is the deadline for submitting storyline or “story budget” we need to have all our specific details at that point.</p> <p>Melissa brought video meeting notes with Jackie Finn on 1/30. (which include recommendations for creating the video)</p> <p>Consider having the school song playing in the background. Also have pictures scrolling even during possible interviews</p> <p>Melissa has a meeting scheduled with Tony from BOCES on 4/24</p>
<p>4:20- 4:30</p>	<p>Clothing Options</p>
<ul style="list-style-type: none"> • Purpose/Activity 	<p>Review sample clothing order form</p>
<ul style="list-style-type: none"> • Facilitator 	<p>Jake Johnson</p>
<ul style="list-style-type: none"> • Preparation 	<p>None</p>
<p>Minutes</p>	<p>Jake will bring samples of apparel forms.</p> <p>Forms are very similar to the ones that we saw last meeting.</p> <p>A little too early to really roll out our apparel sheet for Armstrong.</p> <p>We can get the clothing we talked about, and would have to choose as a group what brand or material of apparel when the time of the order gets closer. (early next school year)</p>
<p>4:30-4:50</p>	<p>Community Birthday Party Theme& Planning</p>
<ul style="list-style-type: none"> • Purpose/Activity 	<p>Review theme ideas generated from faculty, staff, and select 3 to put to students and staff for a vote</p>
<ul style="list-style-type: none"> • Facilitator 	<p>All</p>
<ul style="list-style-type: none"> • Preparation 	<p>Bring generated ideas from stake holders</p>
<p>Minutes</p>	<p>McGary: No ideas have been submitted as of this time; suggest committee go ahead with selecting theme or</p>

	<p>selecting choices for students to choose.</p> <p>Members believe decision on theme should be decided by SIT members.</p> <p>Members believe: 50 Golden Years of Armstrong Stars should be our theme</p>
<p>4:50-5:00</p>	<p>Next Steps</p> <p>Next meeting: March 13 Snacks: Brenda (baked goodies)</p> <p>Video sub-committee will meet prior to next meeting to generate focus for the video</p> <p>Jake will provide us the updated logo and color options for shirts and apparel</p>

Together we teach and inspire excellence for all learners.

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

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★ 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