

**Neil Armstrong Elementary School
SIT Meeting Minutes
Tuesday March 13, 2017**

4:00-4:10	Welcome and Review DIT
• Purpose/Activity	Welcome!
• Facilitator	Brenda Romero
• Preparation	None
	There will be a screening of 'Screenagers' the night of budget vote, May 15.
4:10-4:20	Storyboard and Video update from Subcommittee
• Purpose/Activity	Continue to organize storyboard memorabilia collected for video
• Facilitator	Melissa Flow and committee
• Preparation	None
	<p>We can not use book covers in video due to copyright. We want to keep the video to under 5 minutes. Meeting with Tony at the end of April- videographer. Story board idea flow:</p> <p>Intro from Mrs. Ward (contact: Lisa McGary) Pics from Armstrong through the decade 1968 Dan Abballe (contact: Lisa Forrest) 1970 Anita Battaglia 1980 Natalie Trenton (contact: Jeannine Bezon) 1990 Linda Krieger (contact: Anita Battaglia) 2000 LeRoy Greer (contact: Lisa McGary) 2010 Lisa McGary 2018: Include the 2018 school aerial photo: Jeannine to work with Spirit Committee Voice interviews with past principals Voice interviews with students School Song Potential Questions: What is your favorite Neil Armstrong memory? What is something you would never forget about Neil Armstrong? What made Neil Armstrong special in the (years)?</p> <p>A narrator will provide a brief segue, introduction to each decade voice over: Example: In 1968, Principal Dan Abballe was preparing Lyell Road School for opening. Here is Mr. Abballe sharing his (favorite memory or what made Neil Armstrong special).</p>

	<p>Example: In 1970, Mrs. Anita Falco Battaglia was a student at Neil Armstrong and would be growing up to be a staff member as well. Here is Mrs. Battaglia sharing her...</p> <p>2018 portion: record current students sharing what makes Neil Armstrong special.</p> <p>Finish with the 2018 aerial shot with a Happy 50th Birthday frame and the school song.</p> <p>Brenda to send date for content selection to the entire SIT team- all hands on deck!</p>
4:20- 4:50	Community Birthday Planning
• Purpose/Activity	Break into subcommittees and begin planning
• Facilitator	All
• Preparation	None
	<p>Entertainment/Refreshments: McGary: Show Choir, Jazz Band and NAS Chorus Refreshments: Brenda to get quotes</p> <p>Invitations/Publicity: McGary to contact the superintendent Need a committee to do invitations: Jeannine & Maureen</p> <p>Special Guests: Armstrong Star ribbon to wear Be greeted Suggested time of arrival for being introduced Video Kick Off Consider a NAS souvenir give away</p> <p>Logistics: Set Up/Clean Up: TBD</p> <p>Decorations/Display: Put the quiet word out inviting artifacts. TBD Set Up Display TBD Decoration budget & Paper Product Budget</p> <p>Tours: Start to recruit tours: August; need to create the invitation to participate. Jeannine to rough out what the tour guides do to be used in asking and recruiting parent and staff tour guides.</p>
4:50-5:00	<p>Next Steps: Brenda: Update at PTO Maureen: Update at Faculty</p>

McGary: Update in bulletin

Committee to review plans and students' place in the plan. Do we include bounce houses in the gym? An autograph wall to sign?

Next meeting: April 10. Have a Happy Easter! Updates!

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