

**Neil Armstrong Elementary School  
SIT Meeting Minutes  
Tuesday January 9, 2018**

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| <b>4:00-4:10</b>   | <b>Welcome and Review DIT</b>  |
| • Purpose/Activity | Welcome!   |
| • Facilitator      | Brenda Romero  |
| • Preparation      | <b>None</b>  |
|                    | DIT postponed to February 6 SIT Meeting.<br>Thank you to Maureen for snacks today!   |
| <b>4:10-4:40</b>   | <b>Continue workgroup tasks</b>  |
| • Purpose/Activity | Organize storyboard memorabilia collected for video & discuss theme ideas  |
| • Facilitator      | ALL  |
| • Preparation      | <b>Bring yearbooks, memorabilia collected</b>  |
|                    | <p>To do:</p> <p>Lisa F to contact staff (Nancy, Dan) for memorabilia from the 70's</p> <p>Jeannine put a notice in the bulletin and 'all staff' for additional artifacts</p> <p>Lisa M to gather plaques</p> <p>Melissa ask Jackie Finn to put a contact and request on the district website for community donation of artifacts by February 28</p> <p>Jeannine to contact GCTA</p> <p>Color copies of popular children's literature: Maureen and Jeannine</p> <p>Once all items come in, the subcommittee will meet to select items for inclusion in the video and select items for the display at the October birthday event.</p> <p>Work for the video committee will probably happen mostly in March-May.</p> |
| <b>4:40- 4:50</b>  | <b>Logo Update and added: Community Birthday Party</b>   |
| • Purpose/Activity | Review updated logo  |
| • Facilitator      | Jake Johnson   |
| • Preparation      | <b>None</b>  |
| <b>Notes</b>       | <b>Order Form:</b><br>Hoodies with zipper<br>Hoodies pullover  |

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|--|---|
|  | <p>Long Sleeve T<br/>Short Sleeve T<br/>Winter Hat<br/>Adult Polo<br/>Fleece with zipper<br/>Windbreaker Jacket<br/>Drawstring bag</p> <p>Options: Gray, and color backgrounds as suggested</p> <p>Jake to find out price for screen print and optional available items for potential orders; recommendation for appreciation for our contact Eric Moore, Grizzly Graphics</p> <p>Jake to email the logo to McGary.<br/>Red to Blue Gradient (warm to cool response)<br/>Kids will respond in PE class: Jake will handle the process for voting.<br/>Post in the faculty room with a scale for drawing an 'x' week of January 29-Feb. 2<br/>McGary: Parents through PTO<br/>Reminders:<br/>Lisa: PK-1 and staff<br/>Melissa: 2-3 and staff<br/>Maureen: 4-5 and staff</p> |
|  | <p><b>Community Birthday Party Theme</b><br/>Maureen will intro to faculty at 1/10 meeting.<br/>Lisa M to send to all community via email.<br/>Jeannine will add to the bulletin.<br/>We will give the ideas that we generated as examples.<br/>All ideas to come back to SIT for choosing three to present to students/staff to choose.</p>  |
| <b>4:50-5:00</b>   | <b>Next steps</b>   |
| <ul style="list-style-type: none"> <li>Purpose/Activity</li> </ul> | <p>Review work group ideas and plan for next meeting<br/>February 6:</p> <ul style="list-style-type: none"> <li>Review stakeholder report re: Logo; update on logo, form, price etc.</li> <li>Update from Jackie Finn re: video.</li> <li>Community Birthday Party: Theme choice selection and continue work on party planning</li> </ul> <p>Jake will do February snacks -thanks Jake.</p>   |
| <ul style="list-style-type: none"> <li>Facilitator</li> </ul>      | All   |
| <ul style="list-style-type: none"> <li>Preparation</li> </ul>      | <b>See above items for preparation!</b>   |
| <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