



William H. Seward Elementary
Continuous Improvement Team (CIT)

Meeting Agenda for December 20, 2016

Location: Library

Time: 3:30-4:15

Meeting held: 3:30-4:15

The ideal membership will involve all stakeholders; grade level representatives, specials areas, special education, support staff (teacher aides, monitors, health), and families.

Members Anticipated (All are welcome):

Mr. Leonardi, Ms. DeRosa, Ms. Georgi, Ms. Mahunik, Ms. Golding, Ms. Vitale, Ms. Weaver, Mr. Vail, Ms. Northrup, Ms. Brinkerhoff, Ms. Tarby, Ms. Herrling, Ms. Falzarano, Ms. Alberici, Mr. Montgomery, Ms. Mizro, Ms. Pesarchick, Mr. Martin,

Members present:

Mr. Leonardi, Ms. DeRosa, Ms. Georgi, Ms. Mahunik, Ms. Weaver, Mr. Vail, Ms. Herrling, Ms. Falzarano, Ms. Alberici, Ms. Mizro, Ms. Pesarchick, Mrs. Trumbull, Mrs. Alberici, Ms. Brown

Mission Statement: On behalf of the students, families, and staff of Seward Elementary, the Continuous Improvement Team will research, recommend, and support innovative solutions to maximize student achievement and social & emotional well-being.

Agenda:

Item 1: Welcome New Members and guest with updates from last month. Assign new members to a subcommittee.

Item 2: Read and discuss the notes from the Author's Committee.

Item 3: Committee work begins on the guiding questions listed for each committee.

Item 4: Committee Updates scheduled for 4:00 p.m.

The next meeting is scheduled for January 17th.

Subcommittees and Guiding Questions

Author Committee:

Members:

Sherri Wakeham

Greg Stowell

Meredith Torrisi

Stephanie Ryan

Stefanie Coleman

Sarah Gucciardi

Laura Falzarano

Deb Spearing

Beth Cuddy

Notes are below

Author Committee 12/6/16 minutes

Present: Sherri Wakeham, Greg Stowell, Meredith Torrisi, Stephanie Nervina, Sarah Gucciardi, Deb Spearing and Beth Cuddy

Committee members talked about upcoming author visit. This year's author is Alexandra Siy. She will be here on March 8th.

Talked about themes: Her presentation will focus on bugs

- Bugpalooza
- Bugstravaganza
- Buganza
- Decorations will center on bugs: door decorating, headbands with antennae, Seward Bee connection

Talked about possible alternative locations then the gym

- Possibly the hallways, but that would entail Alexandra Siy moving all around
- Committee decided gym was the best location
- Meredith confirmed with Vicki and Don and they agreed to use the gym (even if the door remains unfixed) on March 8
- We will be using the gym for her full day visit

Presentations – Siy will do four presentations, one for K, one for 1st and 2nd, one for 2rd and 4th and one for 5th and 6th.

- K – 9:10-9:40
- 5 and 6 – 9:50 – 10:50
- 3 and 4 – 11:00 – 12:00
- 1 and 2 – 1:15 – 2:00
- There will be no meet and greet with students at the end of the day

Author's luncheon – Deb Spearing will be in charge

Questions:

1. Will there be a contest for the number of books or minutes read?

2. Will there be any special readers invited to the school in addition to the guest author?

Inclusive Education Committee

Members:

Erin Northrup

Mindy DeRosa

MaryBeth Weaver

Michael Vail

Amy Vitale

Wendy Brinkerhoff

Chris Martin

Guiding Question:

What changes can be made to increase inclusion and enrichment for Seward students? The committee is expecting guests from the PTA.

The team was joined by PTA co-chairpersons, Mrs. Trumbull and Mrs. Alberici. The members discussed how to establish a collaboration between the CIT subcommittee and the PTA organization, which included encouraging more CIT members to join the PTA organization. The group also worked on establishing a list of individuals and groups to contact as sources to securing funds through grant writing.

Master Schedule Committee

Members:

Mr. Leonardi

Michelle Tarby

Anne Herrling

Laura Falzarano

Guiding Question:

What changes can be made to the Master Schedule to maximize student achievement and social & emotional well being?

1. The team will review the schedule proposals from all grade levels that were generated at the December Faculty Meeting.
2. Mr. Montgomery will provide staffing projections for next year and highlight the Special Education services that must be included in the planning.
3. The team will also brainstorm how to best fit band, orchestra, chorus into the grade 5 and 6 schedule.

The team reviewed the wish lists from the December faculty meeting and started with assigning grade levels to their special area times.

The team shared research supporting primary grades having their specials later in the day to maximize student achievement.

Building Wide Initiative

Members:

Amy Mahunik

Marty Golding

Kara Georgi

Guiding Question:

How do we maximize and link resources to best inform students, families, and staff?

The team reported on ideas for linking family resources on the website in a user friendly format. In addition, ideas were discussed for creating a FAQ page on the website along with Marking Period reminders for families (ex. The top 10 things to remember). The discussion also included including the building secretaries to help generate the FAQs.

The team discussed the district and school websites and the difficulty with finding information on them. They are going to contact Tom Bunn to inquire as to what the district's capabilities are in making the websites more user friendly. One addition that would be helpful is a guidance document to understand the STAR, DIBELS and physical education parent reports.

The team would like to include the faculty in establishing a list of reminders for parents that will be sent home with the next report card. They also discussed including a back page that would contain question starters for parents to use when discussing school with their children.

Open House Committee

Members:

Megan Alberici

Lisa Mizro

Guiding Question:

How do we enhance our family engagement by reformatting our Open House?

The team discussed changing the hours of Open House from a staggered time to one block of time. This would mean that teachers would need to have a flexible format for talking with families. A whole parent/family meeting may not be possible for families with multiple children in the building. The team will continue to explore the benefits and challenges of changing the date and format. Another team member asked if families would be asked for input on the format and date change. Mr. Montgomery indicated that it was not something that had been done in the past, but could be possible. A conversation would be set for an upcoming faculty meeting or grade level meeting to build consensus vs 100% agreement.

The team discussed including different groups, such as the boy scouts, YMCA after school program, and STEAM program to be available for the Open House. They also discussed forming a letter to all parents to explain the purpose and use for completing a parent volunteer form to alleviate issues due to misinterpretation of the forms. The team expressed interest in sharing their ideas for a new Open House format with the PTA to receive feedback from the parents.