



William H. Seward Elementary
Continuous Improvement Team (CIT)
Meeting notes are in red

Meeting Agenda for October 19, 2016

Location: Library

Time: 3:30-4:15

Meeting began at 3:32 and ended at 4:17 p.m.

.

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

Members Present:

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

Absent: Ms. Mizro, Ms. Pesarchick, Mr. Martin,

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: Review the Halloween Letter for publishing. Letter was accepted with date changes for October 31 2016 to be sent home this week or early next week.

Item 2: Review and discuss the Author Committee Notes from September.
A review of the notes with no further for questions for the committee at this time. It was noted that some of the wording of the notes was about last year's author.

Item 3: Establish the subcommittee topics and membership. The following are the nominated topics. The committee discussed the possible topics. The final

subcommittees are listed below with the guiding questions.

Author Committee:

Members:

Sherri Wakeham

Greg Stowell

Meredith Torrisi

Stephanie Ryan

Stefanie Coleman

Sarah Gucciardi

Laura Falzarano

Deb Spearing

Beth Cuddy

Guiding Question TBD.

Inclusive Education Committee

Members:

Erin Northrup

Mindy DeRosa

MaryBeth Weaver

Michael Vail

Amy Vitale

Wendy Brinkerhoff

Guiding Question:

What changes can be made to increase inclusion and enrichment for Seward students?

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?

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?

Open House Committee

Members:

Megan Alberici

Lisa Mizro

Guiding Question:

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

Item 4: Members will construct a guiding question for the work and establish staple members for each subcommittee. What is the goal(s) for each of the subcommittees? **See the notes above.**

- A. Author Committee
- B. Inclusive Education Committee (focus-Inclusive Playground)
- C. Building Wide Initiatives (What system will best inform students, families, staff?)
- D. Open House Committee (How can we adapt our current practice to meet the needs of families?)
- E. Master Schedule Committee
- F. Family ID