



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

Meeting Agenda for September 20, 2016

Location: Library

Time: 3:30-4:15

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Members Present:

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

Martha Golding, Lisa Mizro, Megan Alberici, Amy Vitale, Sarah Gucciardi, Mackenzie Pesarchick, Mindy DeRosa, Amy Mahunik, Bob Montgomery

Schedule to meet at a different time for the Author Committee: Beth Cuddy, Greg Stowell, Sarah Gucciardi, Deb Spearing, Laura Falzarano, Steph Ryan, Sherri Wakeham, Stef Coleman and Meredith Torrisi.

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/edit/acceptance of the CIT's mission statement (it will be important to deliver a consistent message about what this team's purpose is).

Read, discussed, and approved the mission statement

Item 2: Review and approval of the proposed meeting dates.

9/20, 10/18, 11/15, 12/20, 1/17, 2/28, 3/21, 4/25, and 5/16 from 3:30-4:15 in the library.

Dates were approved as listed

Item 3: Open Discussion based on the questions below.

A. What are the opportunities or needs that we propose to address? (the purpose of the organization)

B. What are we doing to address these needs? (the business of the organization).

C. What principles or beliefs guide our work? (the values of the organization)

Item 4: List Topics for our work in October.

The following subcommittees are being proposed

- 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

The CIT Members will meet in October to form collaborative groups, construct guiding questions, and begin the work.