

Gaudet SIT Meeting Notes, May 3, 2005

-
-

Attendees: Erica Bulk, Helen Mikolaitis, Mike Mancieri, George Steele, Daniel Seger, Denise McCarthy

Handouts: Updated “7 Keys” spreadsheet with corrected text.

Items under Discussion:

1. **Plan Contents:** Much discussion about the monitoring of the process at both the teacher/classroom activity and student results levels, as well as the role of various agents in reporting progress against goals to the community. There is continuing discussion regarding provision of adequate management control processes in the plan, balanced against too much detail – i.e. micromanagement.

Decisions Made:

- Timelines and frequency of monitoring of progress will be included in the plan as concrete goals; monitoring should happen ~ every 6 to 8 weeks throughout the year.
- Required resources can come from two sources: conventional funding and dedicated fundraising efforts. This fundraising needs to be elevated at the PTG level.
- Reporting on overall progress, both classroom changes and student changes, will be provided by the Assistant Principal to SIT, to parents, and to PTG.
- The plan must carry sufficient detail that it is useful to readers not just within the faculty, but also parents and PTG members who may not be fully educated regarding typical classroom and school administrative procedures.

Action Items/Responsible Party:

- Erica Bulk and Mike Mancieri will revise wording collaboratively for the next meeting.
- Preliminary SIP will be delivered to administration shortly after the next meeting.
- Person responsible for training remains the District Director of Curriculum Development and Professional Development (GH).
- Grade leaders will be the catalysts for the above meetings and collaboration.
- Assistant Principal holds primary responsibility for translating monitoring into reports to the community.
- The district holds primary responsibility for funding the SIP initiatives.

Old/Postponed Business (updated):

There is no Parent Handbook past the 5th and 6th grade editions; one is needed for grades 7 and 8. The group needs to evaluate how to get one put together. Some funding has been allocated by the PTG for production of at least parts of this document, as well as other outreach and communications initiatives (\$1,725).

Adjourn at 4:15.

Next meeting(s): Tuesday, **5/24/05**, at 2:15 – 4:00 pm in the Library.