

West Side School

School Improvement Team

April 30, 2015

Minutes

SIT Members

Staff: Kurt Simon, Bonnie Dawkins, Jim Farmer, and Leah Martin (Also attended by: Andria McLaughlin, Ted Hilton, Alice Bergida, Marilyn Urso, and Scott Bowden)

Parents: Sarah Adler, Cathleen Bauer, Dana Ginobbi, and Ana Shammah

Goal: West Side's 225th Anniversary Planning Session

*Send link through Ted as reminder (Make sure RSVP is clearly noted)

*Arboretum walk - maps should be available – registration area?

*Saturday event – refreshments – coffee, tea, iced tea, water, baked items by parents and teachers

*Kurt, Scott, and Marc will go around the school to see where “history” plaques and pictures should be rehung

*Driveway circle

- Circle should be closed to traffic so tables (cafeteria tables?) can be set up

- Should the whole driveway and parking area on this side of the building be shut down to cars and just have all cars use the field for parking?

- Tables set up on paved area to the right of the front door for art projects

- Colorful outdoor umbrellas to provide shade and also add to the festive look

*Front door and main lobby

- arch of balloons

- “Welcome Back to School” banner

- West Side Whale (possible high school student volunteer) greeting visitors at door

- Sign in at desk – print name and email

- “Hello, my name is” labels so people can be identified

- Schedule of events and locations (field day, art, etc) should be posted in this area

- have baskets of “souvenirs” – pencils, pens, etc.

- decorate area with balloons, flowers, etc.

- have a table set up under showcase to handle overflow of sign ins

- lobby wooden benches can be set up outside

-main lobby showcase – 6th grade projects “Future” (the other showcase by the 2nd grades will contain logos of the 225th birthday designed by students)

*“West Side Run” bulletin board (across the teachers’ room door) will be an interactive display – “Question and Answer” board. Questions by students (grades 2-6) will be submitted before the next SIT meeting (May 28th)

*TV studio – I pads will be set up for answering questions – supervised by Margaret Diehl

-scan old student pictures

*Bulletin board outside TV studio – pictures (current and past) donated by teachers, students, alumni, etc.

*Easel set up outside the gym door – will be like a directory – arrow pointing to cafeteria, computer room and other arrows pointing in to the 3rd grade hallway

*“Memory Lane”

-Hallway bulletin boards will contain class projects reflecting the 225th birthday(?)

-“Street sign” – “Memory Lane”

-Continuous bulletin board opposite classroom doors will feature large posters designed by Andrea McLaughlin of old pictures taken mostly from past WS yearbooks (Yearbook collection is in the WS Library. The collection goes from 1982-2009. 2010-2014 need to be added to the collection and we need to get 1986 and 1996 to have a complete collection.) Visitors will sign their names by their pictures in this display.

-Which classrooms will be doing 225th birthday projects, so we know which classrooms would be “featured” in Memory Lane.

-Balloons set up outside classroom doors?

-Labels outside classroom doors identifying the names of teachers that taught in each classroom.

*“Glass Hallway”

-Set up table underneath Ted Hilton’s wall – he has some books of letters by students to him on his retirement.

-Set up table so the big black “scrap” books can be displayed and looked through.

-Find old Chris DiBlasio VCR tapes of the Bicentennial celebration (Video loop?)

-Patio area – decorate and have tables set up

-door to the “Community Room” will be locked

*1940 School

-Label how each room was originally used. (Is there an original map/ floor plan of the 1940 building? Scott might have this info.)

-Sign welcoming visitors to the 1940 building

-Display contents of old time capsule in this area

-Display contents of new time capsule in this area

-Discussion of where to “bury” time capsules – back in the ground? Or by the bell? Somewhere else? We need to document what is stored in the new time capsule and what was in the old time capsule.

-Document (photos) the unearthing of the old time capsule

*Field Day activities

-activities led by high school students

-Alice Bergida brought in activity schedule of the Bicentennial Field Day – maybe we could use some of those events

-field day activities on the field outside the library

-Should that parking lot be closed to autos – safety issue

-Schedule of field day activities posted in reception area at front door

*All school photo

-Possibly taken on Field Day (great colors – students will be in their field day “outfits)

-Possible photographers – Mrs. Milana, Mrs. Catala – Kurt to e-mail

*Friday, June 5th

-Confirmed with Ted what his responsibilities will be:

1. Morning assembly – Bell ringing and Dinosaur egg story

2. Afternoon assembly – George Washington story

*Just a couple questions from Scott:

Will there be a tree planted this year?

Any possibility of getting some shelves for the archive area?