

Sunset Hills School
 School Instructional Leadership Team
 October 15, 2003

Agenda Item	Notes
Professional Dev. Requests	It was approved that Denise Peters and Deb Denning will attend the Jump Start reading conference in December. They will share findings with the rest of the staff. Mike will investigate the possibility of providing Handwriting without Tears training on site for any staff members who are interested in attending.
PTA	SILT members agreed that it would benefit the children and families of Sunset Hills School if the PTA and Family Coordinator programs worked together in planning events for the school. Mike will coordinate a meeting between the two programs to discuss upcoming events.
Custodial Services	The District's business department is conducting a PDSA to improve custodial services in the district. Members from the PDSA will be visiting SILT in the future to make a presentation.
Fund Raising Event	The fall fund raiser has come to a close. We are anxious to compare this year's profit to that of the past several years. Shari Scovil will coordinate a team of parent volunteers to distribute the items in mid-November.
Baldrige Visit	Positive comments were received from the visiting Baldrige/Lincoln award team. Their report is scheduled to be released in mid-November. Mike will share the results at that time.
Misc.	It was approved that Lifetouch will serve as our FY '04 portrait company.
	The next meeting was scheduled for Wednesday, November 12.