

# Meeting Minutes

Agenda Item	Notes
Introductions	All SILT members were introduced and new members were welcomed. It may be necessary to find a replacement for Shelly Skojac, a parent representative, due to her new job status. Mike will investigate possibilities.
SILT guidelines	Mike reviewed our established SILT ground rules and brainstorming guidelines.
Fund raising event	The fund-raiser is organized and set to go. It will begin on September 29 and end on October 14.
PTA	PTA will determine a conducive time frame for meetings. It was suggested that PTA distribute to classroom teachers the list of parents who are available to volunteer in their rooms.
Survey results	Mike reviewed the teacher survey results with the group. The results indicated, among other things, that teachers are positive about our school climate and enjoy working at Sunset.
Choosing day and time	SILT meetings will be held on the third Wednesday of each month. The next scheduled meeting is October 15 <sup>th</sup> .
Baldrige visit	A team from the Lincoln Excellence Award will visit Sunset next week. This begins Stage II for the district in the award application process.
Family Coordinator	Kim Pendleton shared results from her Family Coordinator meeting. She will focus this year on involving parents at school, as well as providing information to parents on how they can become involved at home in creating success for their students at school. It was suggested that these parent tips could be shared via our school newsletter, as well as through classroom communications. Our staff will brainstorm tips for parents at our October SIP meeting.