

Strategic Planning Committee  
Middle School Community Action Team

Wednesday, March 24, 2010

10:15 AM

TMS Room 281

200 Unquowa Road

Fairfield, CT

- I. Call to Order ~ the meeting was called to order by Paulette Cavanaugh at 10:15 AM. Team members present were Audra Allen (via conference call), Paulette Cavanaugh, Colleen Karolus, and Jennifer Meagher. Team is still awaiting representation from RLMS.
  
- II. The team reviewed the progress of the HOM surveys that were uploaded into Survey Monkey. Team looked over format and agreed the survey was ready for distribution. Team brainstormed possible venues for students to take the survey as all three middle schools may need different means of distribution. Team decided on Tomlinson and Woods' distribution plan and will need to contact a RLMS representative to ensure it is distributed there as well. The team also discussed the various options for re-administering the Habits of Mind Survey to parents and agreed that the PTA blast, Peek at the Week, and Edline were all good ways to get the word out to parents. Team also composed the draft e-mail that will be sent to teachers, parents, and students explaining the survey and instructions. Schools will inform their staff of the upcoming survey in April and are aiming to get surveys out on May 3<sup>rd</sup>. The results of the survey will be shared with staff at end of school year.
  
- III. Review and planning of survey distribution took up the entire meeting time. The next meeting will take place in April, 2010. Meeting was adjourned at 11:15 AM.