

West Side School

School Improvement Team

January 24, 2013

Minutes

SIT Members

Staff: Kurt Simon, Mary Baratta, Linda Gerver, Leah Martin, Maria Rodriguez, and Joe Toscano

Parents: Nicole Boutis, Helen Daly, Dana Lostritto, and Mariel Naccarato

Goal: Review the role of the mentor

A checklist for mentors was created for staff members to use as a way to support the student during his/her participation in the H.E.R.O. Project.



Supporting the Child

- Teacher should help provide the materials needed
- Touch base with other teachers in the school, such as the student's homeroom teacher



Guiding the Process

- Planning – touch base with the student periodically depending on the student's role
- It may make sense to touch base daily for two weeks or to touch base once a week



Communication

- E-mail staff to give them updates
- Publicize the project to the students



Progress Report

- This will vary, but will show the work the student has completed and the steps he/she has taken to carry out the project
- Could be a flyer or a photograph



Responsibilities

- All students need a picture in action
- Evidence of his/her work is key



Mentor Meeting

- Time to share ideas
- Support new mentors
- Periodic roundtable discussions



Reflection

- Review student reflection at the end of his/her term



Handbook

- In spring, review the year and help to put together a handbook for future mentors and students