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|-----------------------------|-------------------------------------------------------|------------------------|---------|
| <b>Group/Team:</b>          | <b>Crosby High School - School Governance Council</b> |                        |         |
| <b>Location:</b>            | Virtual: Google meets                                 | <b>Norms Reviewed:</b> | yes     |
| <b>Date of Meeting:</b>     | Thursday, March 18, 2021                              | <b>Start Time:</b>     | 6:03 pm |
| <b>Minutes Prepared By:</b> | Angel Rosario                                         | <b>Finish Time:</b>    | 7:10    |

| Attendance at Meeting (list all team members present or not and guests) |                         |                                      |           |
|-------------------------------------------------------------------------|-------------------------|--------------------------------------|-----------|
|                                                                         | Name                    | Position                             | Signature |
| 1.                                                                      | Cathi Newmark           | Interim Principal                    | Present   |
| 2.                                                                      | Alissa Arroyo           | Teacher                              | Present   |
| 3.                                                                      | Sean Mosley             | Teacher                              | Absent    |
| 4.                                                                      | Kris Spence             | Teacher                              | Absent    |
| 5.                                                                      | Karen Weinwright Staton | Teacher                              | Absent    |
| 6.                                                                      | Maria Vilardo           | Teacher                              | Present   |
| 4.                                                                      | Wendy Byran             | Parent                               | Absent    |
| 5.                                                                      | Tisha Dauch             | Parent                               | Absent    |
| 6.                                                                      | Monica Holloway         | Parent                               | Absent    |
| 7.                                                                      | Donnalene Mitchel       | Parent                               | Absent    |
| 8.                                                                      | Angel Rosario           | Parent                               | Present   |
| 9.                                                                      | Yaritza Soto            | Parent                               | Absent    |
| 10.                                                                     | Karrgitha Williams      | Parent                               | Absent    |
| 11.                                                                     | Xavion McMillian        | Student                              | Absent    |
| 12.                                                                     | Ethson Destra           | Student                              | Absent    |
| 13.                                                                     | Gregory Neal            | Community                            | Absent    |
| 14.                                                                     | Aisha Brown             | Community<br>Alternate for Greg Neal | Absent    |
| 15.                                                                     | LaTeena Bartee          | Community                            | Present   |
| 16.                                                                     | Doreen Graham           | Parent Liaison                       | Present   |

Meeting commenced at 6:00 p.m. Interim Principal Newmark welcomed attendees. We had 13 in attendance (1 administrator, 1 parents, 3 teachers, 2 students, 3 community, 1 other staff and 2 guest speakers.) Materials provided included meeting agenda, Granville Academy slides and Cosby Parent Distance Learning survey slides.

### Recording Virtual Meetings

Ms. Graham request team vote regarding recording meetings for minutes. Video to be deleted once minutes are completed.

### Secretary's Report

- Minutes emailed on 3/4, and attached to this month's meeting invite.
- No objections, corrections, or questions about the minutes.

### **Parent Distance Learning Survey (1/5 - 1/18, 2021) Action Items.**

Identified 5 areas we can tackle:

- Attendance
- On Camera Engagement
- Academic Resources/Tech Support
- In-School/More Class
- Motivation/Focus/Improve Communication

Discussed plan to share (on social media, through announcements on the school website) actions we have taken to help. Some were already in place, but survey respondents may not be aware of the resources available.

Sharing the resources will allow students/parents/guardians to become aware of resources available to them. For example:

#### **Attendance**

- Chronic Absentee Team in place to reach out to students with multiple absences
- Virtual Training for parents/students to learn how to track absences through PowerSchool/Parent Square.
- Learned that when WPS went to hybrid learning status, absent notifications were turned off in IRIS. However, still available via PowerSchool and Parent Square. SGC will provide guidance on how to check virtual absences via the applications.

#### **On Camera Engagement**

- As incentive, Mrs. Newmark will solicit teacher's submission of students leading through on-camera engagement. Those students will be entered in a raffle to win a gift (e.g. gift certificate).
- Announcements will be made to encourage positive modeling behavior among the students.

#### **Academic Resources/Tech Support**

- PTO held Tech Talk on 3/18, where attendees learned Google Classroom productivity tips parents can take advantage of. The opportunity was shared through email and social media. More Tech Training sessions will be available.
- Teacher office hours are available on Wednesdays
- Tutoring available

#### **In-School/More Class**

- Waterbury Public Schools resumed asynchronous learning this week, which includes extended school hours
- In-school, Hybrid, and Virtual remain as options for students.
- Motivation/Focus/Improve Communication

Ms. Alyssa Arroyo has volunteered to help Xavion provide the content/format to be shared; will include a Hashtag to help identify Crosby H.S.

#### **Election form for official count, added absent members**

- Requested members continue to record their election/votes through the survey, to help document the election held in February.
- Confirmed receipt of 6, but we have 11 still outstanding.

#### **Parent/Student Incentives Donations**

- Requested members continue to update the shared spreadsheet with the donations and points of contact.
- No due date to drop off incentives; on-going throughout the school year.

### **Donation request letter sent**

- Confirmed receipt, no questions
- Angel recommended adding a Receipt portion to help document who received what from which sponsor. I.e.

“I, Angel Rosario, have received two \$25 gift cards from Bulldog Corporation in support of the Crosby H.S. School Governance Council student/community engagement activities for the school year.”

### **Thank you to sponsors**

- Discussed ways to show our gratitude to our sponsors.
- Recommend issuing certificates; Mrs. Newmark offered previously donated certificate frames which can be engraved/marked by the wood shop club.
- Suggested taking a picture of the sponsor, along with their business card/logo, to share our gratitude and their services on our social media, website. Ms. Arroyo volunteered to help design the social media template.

### **Upcoming Events in 2021**

- CREC Conference took place (virtual) earlier in the month. Well received, lots of good info. Looking forward to a debrief from our attendee during the next meeting. Restorative practices (getting rid of stereotyping, developing relationships).
- Community Day taking place (virtual), combined with elementary, middle school, high school. Theme Learning Moving Forward. Transitioning from elementary to middle to H.S.
- Science Day taking place during the week of April 27. Have the parents register, award prizes, do one kit. Recycling magician willing to come do a presentation.

### **Announcements**

- Congrats to Mr. Mosley on his promotion to Assistant Principal. Announcement made today, at the Superintendent meeting.

### **Open Forum**

Discussed questions and recommendations submitted by Ms. LaTeena Bartee via email.

### **What type of after school enrichment programs do we currently have for the students in the school and virtually?**

- Upward bound tutoring program
- Argus Newspaper, Sports, Robotics
- Teacher's Office Hours on Wednesdays
- Granville Academy is still an option, and there's room. Currently virtual, and there's sessions Monday through Thursday.

### **Do we have anyone talking with the juniors and seniors about their college or career readiness transition to college? SAT Prep, etc?**

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**I know things are uncertain, but maybe we need for someone to make a few sessions or make a system to address their anxiety or lack of interest that this particular grade level is dealing with. Maybe money management, entrepreneur skills, effective communication skills, etc or coping skills to handle stress and/or mental health.**

- Granville Academy has a series of sessions touching on just these topics. We just completed the 5-week Criminal Justice session. Next week we start an entrepreneurship session. Financial Literacy also starts next week. SAT prep is currently in session or just wrapped up. Emotional Intelligence is another session that just kicked off earlier this month.

**As for on camera engagement, this can be tricky due to the interest of the high school students. I think that gift cards would be helpful to give them.**

- Maybe use a virtual spinning wheel and for every person that is on camera in their class, place their name on the wheel per week.

**How do we get the buy in of the teachers and the parents to encourage on camera engagement?**

- There can be specific reasons a student may not be on the camera in their home or another place. This is where community efforts come in to help the student and the family.

Angel will send the questions to our members so we may provide answers to the questions we weren't able to address in the time allotted.

#### **Open Forum**

Request to add a block to discuss the Early College High School Program (overview) during the next meeting.

Request to add ByLaws reviewed at an upcoming meeting.

| Next Steps (Include action items)                                                                                                             |                                                                              |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------|
| Action                                                                                                                                        | Assigned to                                                                  | Due Date                |
| Brainstorm slides to share Survey Results and actions accomplished by SGC and School; provide to Alyssa and Zavion                            | Doreen Graham and Cathi Newmark                                              |                         |
| Brainstorm ways to reward On-Camera Engagement                                                                                                | SGC members (brainstorm via email)                                           |                         |
| Do you know how to check your child's attendance via Parent Square or Power School? Reach out to Mr. Shelby for assistance on drafting a note | Doreen Graham                                                                |                         |
| Work with Ms. Vitaglia to get the frames etched                                                                                               | Doreen Graham and Cathi Newmark                                              |                         |
| Get the businesses Logo - to promote their businesses                                                                                         | None assigned. Once list of sponsors collected and business cards collected. |                         |
| Brainstorm a hashtag to share some of our events. I.e. #CHSBulldogs, #CrosbyHS, #CrosbyHSCommunity, #WaterburyCommunity                       | Alyssa Arroyo                                                                |                         |
| Send out ByLaws to the SGB                                                                                                                    | Ms. Donalene                                                                 |                         |
| Next Meeting                                                                                                                                  |                                                                              |                         |
| <b>DATE</b> April 15, 2021                                                                                                                    | <b>TIME</b> 6:00 P.M.                                                        | <b>LOCATION</b> Virtual |
| <b>AGENDA:</b> Current project updates                                                                                                        |                                                                              |                         |

Meeting adjourned at 7:10pm.

Meeting Minutes guidelines:

- Publish Minutes within 48 hours of any meeting
- Minutes available to all stakeholders (e.g., binders, shared drive, e-mail, website)
- Send Minutes via email to all team members
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