

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:		Crosby High School - School Governance Council	
Location:	Virtual: Google meets meet.google.com/sip-pxsa-xdq Phone Numbers 731-624-1112 PIN: 138 734 788#	Norms Reviewed:	yes
Date of Meeting:	Thursday, February 18, 2021	Start Time:	6:00 pm
Minutes Prepared By:	Doreen Graham	Finish Time:	7:19 pm

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	Absent
3.	Sean Mosley	Teacher	Present
4.	Kris Spence	Teacher	Absent
5.	Karen Weinwright Staton	Teacher	Absent
6.	Maria Vilardo	Teacher	Present
4.	Wendy Bryan	Parent	Absent
5.	Tisha Dauch	Parent	Absent
6.	Monica Holloway	Parent	Absent
7.	Donalene Mitchel	Parent	Present
8.	Angel Rosario	Parent	Present
9.	Yaritza Soto	Parent	Absent
10.	Karrgitha Williams	Parent	Present
11.	Ethson Destra	Student	Present
12.	Xavion McMillan	Student	Present
13.	Gregory Neal	Community	Present
14.	Aisha Brown	Community Alternate for Greg Neal	Present
15.	LaTeena Bartee	Community	Present
16.	Doreen Graham	Parent Liaison	Present

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Meeting Notes, Decisions, Issues

Meeting commenced at 6:00 p.m. Interim Principal Newmark welcomed attendees. We had 12 in attendance (1 administrator, 3 parents, 2 teachers, 2 students, 3 community, 1 other staff.) Materials provided included meeting agenda and Cosby Parent Distance Learning survey results.

❖ Recording Virtual Meetings

Ms. Graham reminded team that meetings are recorded for minutes. Video to be deleted once minutes are completed.

❖ Procedural Concerns

Guidelines provide that SGC Meetings need a quorum of 8 voting members to proceed with meetings. We have had meetings in the past without a quorum. As a team we are able to change that requirement in a majority vote and add to by-laws.

- Q. Mr. Mosley asked if we may email items that require finalization to members not in attendance for their input/feedback.
- A. Yes, that is frequently done. May be added to by-laws. Mrs. Newmark added that
- Members have been doing a great job participating on SGC focus outside of meeting with items such as “Crosby Parents Distance Learning Survey
- Q. Mrs. Vilardo asked if we may meet more than once per month.
- A. General meetings are usually once per month, with additional sub-committee and executive team meetings as required.

❖ Distance Learning Survey SGC Response Results

Mrs. Newmark expressed surprise at one result on the surveys which indicated most of our parents receive information on the website than on social media. We discussed the finalized results from members broke down into 5 categories of parents concerns including:

- Attendance
- On camera engagement
- Academic resources/Tech support
- In school/more class time
- Motivation & Focus/Improve communications

She instructed members to submit suggestions we can take immediate action on for addressing each area of concern. Some of the suggest are shown below. Highlighted items are matters on which we have taken some action, or can work on right away.

ATTENDANCE	ON CAMERA ENGAGEMENT	ACADEMIC RESOURCES/ TECH SUPPORT	IN SCHOOL/ MORE CLASS TIME	MOTIVATION/FOCUS, IMPROVE COMMUNICATIONS
1.All -incentives CN 2. Analyze attendance data by grade level and develop grade level-specific strategies SM 3.Reiterate what constitutes an absence (failure to login for xx minutes of the class? failure to turn on camera?) to both students and parents. AJR 4. Share powerschool video, step-by-step instructions for checking attendance. AJR	1.Offer daily prizes for first in class with camera on ready to work. d.g. 2. Instead of having it on the whole class have students turn it on as like a check in every 5-10 mins and turn it back off so you know who is there. X.M 3.Play engaging games that require students to act out (charades) 4. Encourage parent enforcement. (KW)	1.Create a parent friendly space on our website. Showing offerings from each department. Also add school resource and community resource sub-pages d.g. 2.Conduct tech workshops for parents/families during the school day SM 3.Post tutorials for GC, powerschool and parent square on website d.g. 4. Share/reiterate resources available for help with both students such as Teacher office hours (when/where), Khan Academy, Tutors. AJR	1. Possibility of extending school day CN 2. Additional academic support for students - tutoring, after school programs CN 3. Make use of the afternoons since Google Classroom ends at 11:20 (MV) 4.Offer opportunities for students to stay after 11:20 a.m. to work with teachers on school work if they so choose.SM	1.Allow parents to enter teachers’ afternoon office hours (MV) 2. Generate a Google Meet link just for parents and designate every Friday for them during afternoon office hours (MV) 3. Support staff offering “office hours” for parent/students CN 4. Offer opportunities for parents/families to sit in on virtual classes with their children SM

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Full document available at:

https://docs.google.com/document/d/1biVzgnbxvU6o607vm6H4pkgZ1nbG6vc465lD_cDagZE/edit#heading=h.gidgxs

We plan to use some of the donations (received and pending) for parent engagement incentives, as well as to fund student incentives for improvement in these areas. Ideas currently in process –Ms. Graham met with Title 1 Teachers and Mrs. Ieronimo regarding moving forward on a new parent/family resource page to be added to Crosby website. This will offer the following categories of resources (parent information, academic resources, school resources and community resources.) She also contacted some teachers and the Tech department regarding assistance providing workshops on google classroom powerschool and parensquare. Option B would be to post instructional videos on the web page.

Members agreed on adding an extra 15 minutes to this meeting to complete discussions priority items. Other items will be addressed in next meeting.

A quick poll of parent members present indicated they are not receiving absent calls. Xavion advised team he receives absent text but his mom does not. We need to know if these calls are still generated in powerschool, if parents have to pick the option to get those automatic calls, or if that changed since Parentsquare was instituted. Mrs. Vilardo reiterated that often when students are not on camera, they do not respond when called on. That suggest that they are distracted, or logged in and walked away from google classroom which is evident in their work. Mr. Rosario asked if CAT follow up with parent to find out root cause of attendance issues. Yes, that is the sole purpose of the CAT team. Since the CAT is a dedicated attendance team that collects the data and contacts parents frequently, Mrs. Newmark suggested SGC focus on boosting “On Camera Engagement.”

❖ **Election of Officers (Chairperson, Vice Chairperson, Secretary)**

Ms. Graham opened the floor for the nomination of officers and provided a brief description of duties. Mr. Mosley nominated Angel Rosario for Chairperson, Donalene Mitchell volunteered for Co-Chair and Xavion McCullin volunteered for Secretary. All unanimously approved. Ms. Graham to follow up with detailed officer duties and by-laws. Mrs. Newmark to create form to confirm count/input from absent members.

❖ **Incentives Donation Request Status**

Mr. Rosario reported:

- 3 monthly passes (Ring of Honor Boxing)
- Free passes (Jump Zone)
- Gift card (Thai Palace)
- Free lessons for 1 month/kimono (Martial Arts Academy)

Mr. Neal

- 2, \$50 visa gift cards (CT Junior Republic)
- 2, \$25 Stop & Shop gift cards (CT Junior Republic)

Ms. Graham

- 2, \$25 gift cards (Walmart)
- Pending pick up of \$50 gift card (Target)
- Pending pick up of Steak Dinner for a Year coupons (Texas Road House)

Mr. Mosley

- \$200 in gift cards (Alpha Phi Alpha Fraternity Inc.)

All donations are to be dropped off to Mrs. Newmark to be retrieved/distributed as needed.

❖ **Announcements - Information provided on Parentsquare**

- Crosby Family Fun with Academics, 2/25/2021. Ms. Graham to request resubmit to teachers google classrooms.

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Meeting adjourned at 7:19 p.m.

Next Steps (Include action items)					
Action			Assigned to		Due Date
Check with Tech department re absent/tardy notices to parents.			Doreen Graham		
Forward Officer duties & by-laws to Exec. team			Doreen Graham		
Election form for official count, add absent members and forward to all			Cathi Newmark/Doreen Graham		
Incentive donation items dropped to Mrs. Newmark			Doreen Graham/Greg Neal/ Angel Rosario/LaTeena Bartee/ Alyssa Arroyo/ Sean Mosley/ All		
Resend donation request letter to team			Doreen Graham		
Prepare/distribute/post meeting minutes			Doreen Graham		
Next Meeting					
DATE	February 18, 2021	TIME	6:00 P.M.	LOCATION	Virtual
AGENDA: Celebration of Officers, on camera engagement/procedures/incentives & by-laws					

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