

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:	Crosby High School - School Governance Council		
Location:	Virtual: Google meets	Norms Reviewed:	yes
Date of Meeting:	Thursday, November 19, 2020	Start Time:	6:05 pm
Minutes Prepared By:	Doreen Graham	Finish Time:	7:05 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	Present
3.	Sean Mosley	Teacher	Present
4.	Maria Vilardo	Teacher	Absent
5.	Karen Wainwright-Staton	Teacher	Present
6.	Dr. Danielle Rivard	Teacher	Present
7.	Monica Holloway	Parent	Present
8.	Donnalene Mitchel	Parent	Present
9.	Karrgitha Williams	Parent	Present
10.	Doreen Graham	Parent Liaison	Present

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Meeting Notes, Decisions, Issues

Meeting commenced at 6:05 p.m. Interim Principal Newmark introduced herself and welcomed attendees. New members had an opportunity to introduce themselves. We had 10 in attendance (1 administrator, 3 parents, 5 teachers, 1 other staff) Materials provided included meeting agenda, Crosby Title 1 Parent Involvement Narratives 2019-2021 Draft.

❖ **Recording Virtual Meetings**

Ms. Graham request team vote regarding recording meetings for minutes until officers are chosen. Team consented in unanimous vote of all present. Video to be deleted once minutes are completed.

❖ **New Members Introduction/Student Members Update**

Ms. Graham reminded team re SGC requirement of 1 administrator, 7 parents, 5 teachers, 2 students and 2 community members. Newly elected members include parents - Karrgitha Williams and Monica Holloway. Voted in for a second term are Donnalene Mitchel and Yaritza Soto. Our newly elected teachers are Sean Mosley and Maria Vilardo.

❖ **Community Members Update**

- Mr. Vollero was not available to attend this meeting (Doreen to speak to him re community member status. Mr. Rosario sent an email stating he will be late and offered update as follows "As far as the Community representatives (on the agenda), I've reached out to the Waterbury Patriots board and coaches but haven't received a solid commitment/volunteer yet. I'm still trying to recruit as we speak."

❖ **Parent Involvement Narratives 2019-2021 Draft for Revision/Approval**

The narrative was created based on information/ideas discussed at our October 15th Meeting.

• **CREC Conference**

Vendor: CREC

In previous years our instruction was to include a parent and a staff member along with the parent liaison to attend the event. Since we were not provided with the event this year, this was picked based on virtual events appropriate for families, at total cost of \$375.00 The topic "Multi-Tiered Systems of Support and Restorative Practices" offered on December 16th, 2020 and March 10th, 2021 (9 a.m. – 3 p.m.) The team voted unanimously for the March date as the best option.

Vendor: Dunkin Donuts

Refreshments is an allowed item on the narrative. Dunkin Donuts has e-gift cards, we can email to respondents at some point after they register and are confirmed to attend the events. We may add more if necessary using some of the funds left over from last year (\$1417.00)

• **Annual Title 1 Meeting**

Date: December 9th, 2020 before parent conferences

Vendor: Channing Bete – \$126.44 (Title 1 pamphlets)

Vendor: Positive Promotions-\$383.14(parent engagement packets/covid safety masks)

Vendor: Parent Institute - \$251.00 (Daily e-tips, online pamphlets)

Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

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- **Student Achievement Workshops**

- Literacy Night (Reading Facilitator/Reading Teacher)**

- Date: February 25th or 26th, 2021

- Vendor: Barnes & Noble - \$287.80 (SAT reading workbooks)

- Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

- **Student Achievement Workshops**

- Math Night (Math Interventionist)**

- Date: December 16th, 2020

- Vendor: Barnes & Noble - \$287.80 (SAT math workbooks)

- Vendor: Nasco - \$419.00 (calculators)

- Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

- **Science Night:**

- Date: May 6th or 13th, 2021

- Vendor: School Specialty - \$455.79 (science kits)

- Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

- **School Governance Council**

- Date: October 15th, 2020/November 19th, 2020/December 17th, 2020/January 21st, 2021/February 18th, 2021/March 18th, 2021/April 15th, 2021/May 20th, 2021/June 2021 TBD

- Vendor: Positive Promotions - \$367.89 (covid safety kits)

- Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

- **Community Meeting:**

- Date: Spring 2021

- Vendor: Parent Institute - \$251.00 (Daily e-tips, online pamphlets)

- Vendor: Positive Promotions - \$867.78 (parent engagement packets/covid safety kits)

- Vendor: Dunkin Donuts – \$120.00 (e-gift cards as explained above)

- **Welcome Center: \$375.00 (Flexible)**

- Date: pending confirmation

- Vendor: Positive Promotions - \$339.13 (parent engagement packets)

- ❖ **Q & A**

- Mrs. Newmark

- Q - Is Mr. Rosario our community member?

- A – No he is a parent member with one year left in his term

- Q – How many required to hold meeting?

- A – A full team (7 parents, 5 teachers, 2 students, 2 community and 1 administrator,) requires 8 for a quorum)

- Q – Is Dunkin the only vendor that offers e-gift cards for refreshments

- A – Other vendors suggested include panero breads, we may decide to add others using additional funds.

- Q – May we use additional funds to purchase items to get parents engaged in different activities

- A – Yes, some other ideas include possibly purchasing e-readers, tablets or laptops for parents to use for reading e-books, possibly creating a lending library for use of these items.

- Q – Considering we are not sure if we will be in the building to distribute items, can we get more electronic items as possible e.g. Barnes & Noble SAT e-books

- A – Most study guide/workbooks are paper back. However, Dr. Rivard is ok with checking with Barnes & Noble regarding that option. Free resources are also available

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e.g. Khan Academy

Q –Can we hold a workshop for parents to give them information about free resources.

A – Yes, we had some in the past. Most of the time we offer these information during a required activity.

- Mrs. Velardo:

Q - Where will CREC Conference be held?

A – Will be virtual, as all other events until other instructions are provided by the district.

- Mr. Mosley:

Q – Is CREC topic (restorative practices) targeting virtual environment?

A – Not specifically, can be applied in interactions with others e.g.
student/families/staff

C – We have boxes of literacy materials that have never been used. Under the current circumstances, we need to consider more electronic resources that are more conducive the circumstances we are dealing with right now. We can talk about other book sources.

Q – Who is facilitating the Literacy event?

A – Patricia Williams & Vanessa Zeskand

Mrs. Staton:

Q – Is there a timeline for the narrative

A – The district has been flexible with the narrative deadline due to covid. However, based on our schedule for activities we need the narrative approved soon. We have activities scheduled for December.

- Dr. Rivard

C - In order to provide these materials to parents for the events. We need to have a cut off point for parents to pick up the items.

A - A registrations link will be provided with the flyer/announcement, then parents contacted with distribution information.

Other items discussed for consideration include e-readers, tablets, chrome books, to be used as parent incentives, or provide to parents through a lending library. Maybe gift cards to Barnes & Noble, subscriptions to online courses/magazines, health & wellness items. Narratives may be revised at as necessary. All members agreed in vote to approve and move forward with narratives.

Mrs. Williams previously worked Upward Bound on plans for a financial literacy program. She suggested that we consider this idea for a future event. Dr. Rivard is willing to present on Khan academy and other free educational resources. She has created some resource finders and videos that may be helpful to parents and students. Also, assist Ms. Graham with setting up a google classroom for parents. Due to time constraints the SGC Focus for 2020-2021 school year will be discussed at our next meeting.

❖ **Announcements**

- Important Message from Superintendent Ruffin Re. FULL Transition to Virtual Learning Effective 11/17/2020 (see District website for more details)
- Teacher Office Hours – Teachers are available daily to assist students 1:25 – 2:00 P.M.
- Attendance Awareness Day, November 20th (contact Mr. Davis sdavis@waterbury.k12.ct.us)
- Internet Voucher/Free Wi-Fi, submit request at https://docs.google.com/forms/d/e/1FAIpQLSfA8IP0CHZFgUvVv3hS-KemcSB6_vqpcel34wZuvxwTG58xRw/viewform

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Meeting adjourned at 7:05 p.m.

Next Steps (Include action items)					
Action			Assigned to		Due Date
Prepare/distribute/post meeting minutes			Doreen Graham		TBD
Narrative shopping list to be provided to Admin, and other members upon request			Doreen Graham		
Next Meeting					
Date:	December 17,2020	Time:	6:00 p.m.	Location:	Virtual
Agenda:	SGC Focus for 2020-2021 school year				

ADDENDUM

- Student members have been contacted by Ms. Graham on email, voicemail and messages left with parents to get in touch (still pending response.)
- Per Mrs. Newmark, Mrs. Richardson is now our Vice Principal and will no longer serve as a SGC Member. An email request for resignation in writing was sent to Mrs. Richardson on 12/4/2020 (pending response.)
- Transportation (indicated on narratives) is not being offered at this time due to covid restrictions

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