

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:	Crosby High School - School Governance Council		
Location:	Virtual: Google meets	Norms Reviewed:	yesno
Date of Meeting:	Thursday, October 15th	Start Time:	6:07 pm
Minutes Prepared By:	Doreen Graham	Finish Time:	6:51 pm

Attendance at Meeting (list all team members present or not and guests)			
	Name	Position	Signature
1	Salvatore Vollero	Principal	Present
2	Karen Wainwright Staton	Teacher	Present
3	Alyssa Arroyo	Teacher	Present
4	Melissa Richardson	Teacher	Present
5	Angel Rosario	Parent	Present
6	Dr. Danielle Rivard	Math Interventionist	Present
7	Patricia Williams	Literacy Facilitator	Present
8	Doreen Graham	Parent Liaison	Present

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Meeting Notes, Decisions, Issues

Meeting commenced at 6:07 p.m. Vice Principal Vollero welcomed attendees. We had 8 in attendance (1 administrator, 1 parent, 5 teachers, 1 other staff) Materials provided included meeting agenda, Crosby Title 1 Parent Involvement Narratives 2019-2021, (sample) Approved Title 1 Narratives 2018-2020.

❖ **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.

❖ **SGC Elections 2020 Status**

Ms. Graham informed the team of SGC requirement of 1 administrator, 7 parents, 5 teachers, 2 students and 2 community members.

- Cherylle Elliott officially resigned effective 9/25/2020. Donalene Mitchell and Yaritza Soto have come to the end of their terms as of this meeting. Tina Johnson was allowed last year as an alternate but did not attend meetings. All three have agreed to stay with the team and go through the election process again to remain on the team.

Currently we have 4 nominees (Monica Holloway, Donalene Mitchell, Yaritza Soto and Tina Johnson.) Candidate information pending from 1 of the 4 self-nominated parents.

- We currently have 4 teachers, after Mrs. Duffany resigned from Crosby last year. Team approved in unanimous vote for teacher elections to be announced in the coming week. Based on our by-laws election of team needs to be completed by October, November at the latest.
- Regarding community, Ms. Graham received an email from Greg Neal that he may not be able to attend meetings until around January and has suggested an alternate from his program to attend meetings in his absence. He would like to stay, may not be available however due the schedule changes on his job.
- Students were normally chosen from student council/honor society. We still have 2 student members, Julia Petro and Nathaniel Belton. Will be reaching out to parents.

❖ **Suggestions for Community Members**

Mr. Rosario suggested community organization Pop Warner football team & cheerleading. Mr. Vollero suggested Tyrell Pitman who volunteered during food distribution last month. Both will follow up with contacting community re interest.

❖ **Title 1 Parent Involvement Budget Approved Narrative 2019-2021**

Ms. Graham informed team the narratives should have been completed by June 2020, however due to lock down no planning meeting took place.

The sample and new form were reviewed by the team. Due to district-wide restrictions, no parents are allowed to visit school for activities at this time, no field trips/activities requiring transportation. We still need to facilitate activities for Annual Title 1, Reading, Math, Science, SGC, Community Day and Welcome center materials. We are awaiting further instructions from downtown regarding CREC. Crosby does not have a Boost program.

Normally we plan reading and math events a week or two before mid-term exams. Mr. Vollero confirmed that mid-terms are scheduled for January 11-15th, 2021. Therefore,

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we may schedule for the mid to end of December. Going by next SAT schedule which is in March, we could do the event end of February. We may choose an outside vendor if necessary. Our Literacy Facilitator, and Math Coach are on board with presenting for these events. Dr. Rivard prefers the math event before Christmas break or soon after because of gaps in student learning due to lock down, which is showing up in students coming from middle school. She explained that some teachers are saying the kids don't know their time tables and will have a lot of problems going into higher level math. She is working on math resources and would like to get the information out to parents as soon as possible. Math Interventionist shared a list of web-resources to help parents to work with students (request post to parentsquare.) Also, proposed that we purchase materials such as books and calculators for parents to pick up.

Regarding Science, normally we link the parent engagement to Crosby STEM Fair in April. This year will be different due to Covid restrictions. Ms. Graham to check with Mrs. Lee. Mrs. Williams suggested we ask some science teachers to be involved by presenting on curriculum work being done by students, or invite the district science supervisor. Ms. Arroyo volunteered to present, will ask another science teacher and suggested we purchase science demo kits, possible date in May 2020. Ok with having a challenge for participants with prizes.

SGC meeting dates are already established as third Thursday of each month. We still need to choose team officers once the election process is complete (further discussion to be tabled until our December meeting. Expenditure need to provide materials/resources to support SGC. Previously we purchase binders, file holders, also refreshments. Mr. Rosario mentioned there less of a need for hard copy of documents in the virtual format. Dr. Rivard suggested creating a google classroom for SGC members as a place to access all documents/notices/announcements. Google sites was proposed by Mr. Vollero as a possible way of allowing access to people outside of the WPS network.

It was further agreed to continue with Annual Title 1 Meetings to be held before open house in December 2020 and Community Day in Spring 2021.

Welcome center expenditure is \$375 to purchase items for families who visit the center.

All events are being planned as virtual activities until otherwise directed by the district. We will use the same vendors previously used for materials/resources such as WB Mason, School Specialty. Ms. Graham to create draft narrative for team input/approval.



Announcements

- SAT/PSAT Testing Schedule October 2020 (available on parentsquare/website)
- The City of Waterbury, in partnership with the Northwest Regional Workforce Investment Board, is hosting an employment and training opportunity information session (available on parentsquare/website).
- Calling ALL Mask Makers (flyer/sign up available on parentsquare/website)

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- Mrs. Staton asked how long is each term to confirm her status. Terms are 2 years each with a maximum of 2 terms for members. Will follow up regarding specifics.
- Mr. Vollero suggested raffle tickets for students who complete supplemental assignments. A list could be generated at a given time and generate virtual tickets to the students.

Meeting adjourned at 6:51 p.m.

Next Steps (Include action items)					
Action			Assigned to		Due Date
Prepare /distribute/post meeting minutes			Doreen Graham		TBD
Check into google sites option to set up SGC class room			Salvatore Vollero/ Danielle Rivard		
Reach out to people suggested for community members			Angel Rosario/ Salvatore Vollero		
Reach out to parents of student members			Doreen Graham		
Next Meeting					
Date:	November 19,2020	Time:	6:00 p.m.	Location:	Virtual
Agenda:	SGC Focus for 2020-2021 school year				

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