

Roxbury Elementary School
School Governance Council Meeting Minutes
Monday, May 23, 2022
Google Meet Teleconference Meeting
6:00-7:30 pm

Attendees:

Parents: Daiana Negrón, Ross Bogatch, Peter Dreyer, Elizabeth Jackson, Christina Saraceno

Staff: Ionna Philippopoulos, Jennifer Stevens

Administrators: Mark Bonasera, Sandra Ehlers

1. SPS Strategic Plan - Roxbury Event

- Dr. Bonasera: Stamford Public School Strategic Plan - Every school has been asked to host an event. For context, the last strategic plan started 6 years ago. Members were asked to create 5 news headlines you'd like to see about Stamford Schools. Some goals included, strengthen SEL; overcome pandemic learning loss. There are 5 pillars:
 - Pillar 1 Community Focused
 - Pillar 2 Culture of Inclusion
 - Pillar 3 Operational Excellence
 - Pillar 4 Strong Curriculum
 - Pillar 5 Student Centered
- The goal is to collect feedback from our school community on the pillars
- Daiana Negron: Family engagement advisory board - This is a last minute request. There are frequent requests to give feedback with little follow through
- Hold the date for June 6/7 -in the evening and try to create enthusiasm and incentive for attendance/participation, i.e., "Last chance for SPS to hear your voice about the new school" - something that engages the issue that people are most concerned about. Highly encourage council members to attend and be a part of the discussion and hold it the 6/7 of June and send it on Class DoJo

2. Reading series initiative update

- June 2 is the last virtual reading series event - Edie Block and Shepherd
- June 16 - Ms. Anderson from Ferguson
- The events haven't been well attended, particularly as the weather has improved. Planning for next year - consider doing it for the fall or winter season when there are not too many sports or events going on.
- Having each of our different groups promote it - ROPE, Hispanic Group, ourselves and make sure the Council is present for it.
- Give cards and thank you notes to whomever volunteered. Council members should sign the card in the office

- To end the series, the Ferguson library book mobile would be on the property 15th and 17th between 9:30-12 - changed their schedule to be on Roxbury and send home the library card application. Include the link to the application for the library.
 - As long as the application is signed by the parent, they can check out books and will get a card right away
- **Daiana:** SPEF was supposed to come do a live read aloud and donation. They can't host it this year but are interested in planning for the fall.
- Librarians can come out and share about the summer reading program. We got an email - try to fit that in the week before the book mobile comes.
 - We need to do a school based event.
 - **Peter:** - need to figure out the time of year. Certain nights are impossible for childcare. Could we think about varying some nights or surveying that from parents. if you focus on the fall to winter period - promoting the book a bit and try to tie it into the time of year and a theme.
 - Had more attendees last Thursday and recorded the last two. With our SPEF - Lindsey Wyman - recording and the recording with Ms. Lindner and Stella Pachter - she was a lot of fun. She did great.
 - **Dr. B:** Before the pandemic started we had high attendance at our flashlight reading night - bring their blanket and little fort and perhaps that could be incorporated with read alouds. New reading and brain research shows that reading aloud helps when they hear reading that is fluent. Combine a flashlight reading night who will read to the kids in a dark room.
- Daiana: The intent was to have themes - and there was miscommunication on who will do that piece.
- EPIC books - get promoting it for parents
- Physical books in hand - gently used books in the school that can be given to students
- Read a thon - try to bring it back next year.

3. Action Plan with Ideas by Design Approach (One-Year Action Plan for Partnership 2020-2021)

- **Daiana:** This leads into the Action Plan - we as a council need to decide who is involved in the events as the action plan and need to separate the Gov Council from the action plan.
 - This is hands-on work. And everything that is in the action plan has a due date turn around and response with clear communication of action items and responsibilities
- Action Team needs to be part of the meetings and the discussion - two different levels of commitment
- The gov council is the advisory body and comes up with the advice and the ideas for the school and administration
- Create a flier or an invite and outline the action plan, the commitment

- As a school we should mandate rep from Rope Gov Council, Hispanic parent group and other groups and invite more parents to it and highlight the importance of the hands-on piece
- Gov council meeting can be first and the Action team meeting next - Action Team needs more time and meetings to carry out the events and initiatives
- Action Team focus will remain on improving reading
 - **Daiana:** Team members can be some of the 5th graders, who are outspoken and eager to lead.
 - **Dr. B:** Higher Order Thinking School (HOTS) is centered around the arts and creativity and student leadership. Roxbury has been offered a spot in the cohort next year; resident artists will come in and work with us and offer workshops for teachers looking to be part of that cohort.
 - **Ross:** Challenging to get people to volunteer but people are interested in creating real events and engaging on a personal level with the student body. As structure forms around what to do next year, there's a good chance you can get parents to engage with events.
- Action team to have separate biweekly meetings with the reps and the goal for 22-23 school year and the goal is reading comprehension.
- Enrichment - These need to be promoted between June and August so that parents can plan around them.
 - Dr. B: Roxbury has to write the grant. There are decisions that can be made early, but the grant proposal isn't in our hands to write until late August. The details have to be worked out through the grant.
 - Fall enrichment is pending; when the grant is secured, we can start shooting for winter and spring and add to the calendar even if it's tentative.
 - Intervention/Enrichment - large number of teachers involved in intervention acceleration programs, some of our support staff providing services, mostly reading and math.
 - Finished spring session of enrichment activities and able to add one more activity - Ms. Munley and Tiscia had a sports and games club.
 - Next year Stamford Rec may be back; they have a larger variety of offerings
 - Recruit a volunteer or ROPE parent to help focus on these enrichment activities so there's a point person and follow up and research for your what would be the fee and the content you need for grants, et...
 - **Dr. B:** We have not had fees - there were some fee based clubs - but have not had anything fee based - limited to \$10-14K from that particular fund.

4. Administrative Team Update

- safety and security plan - Ms. Ehlers - every school has safety and security plan
 - part of the process we have to go through for the new building and it has to be submitted for the proposals for construction bids

- Have another safety committee meeting - being more prepared in the event of a bigger incident that could happen - evacuations and what do teachers need to have to be prepared, who are the teams and the people who rely on. It's been a lot of assembling skills and staff -
- Having go bags for staff members and each teacher has a kit of necessities in case they have to evacuate and go to another location.
- It will be more about being prepared for next year's school year - doing work on firming up fire drills and different checks and balances are in place so everyone is accounted and more effort and focus on safety in the building

5. Gov Council Membership

- Ross - one year into second term and will be on for 22-23
- Liz - second term first year, last year of second term

Peter - second year of second term - so last year

- Christina - first year first term
- Andrew - first year of first term
- Ioanna - 2nd term 2nd year - last
- Lisa - second year first term
- Jennifer - first year first term
- Matt - 2nd term, 2nd term - last year
- Price - first year first term
- Daiana - first year, first term as community member
- Jeanette - first year first term community member
- Joe - one year into second term

Election

Peter and two staff members

Volunteers for AT

Peter - maybe

Christina

Daiana

Ross - maybe

Roxbury Elementary School
School Governance Council Meeting Minutes
Monday, April 18, 2022
Google Meet Teleconference Meeting
6:00-7:30 pm

Attendees

Parents: Daiana Negrón, Joseph Degidio, Peter Dreyer, Elizabeth Jackson, Christina Saraceno, Andrew Cairo, Stephen Colosi

Staff: Matt Tiscia, Ionna Philippopoulos, Alexandra Price, Jennifer Stevens

Administrators: Mark Bonasera, Sandra Ehlers, and Noemi Berkoff

Other Attendees: Mike Meyer – Director of Family and Community Engagement and Dena Booker – the School and Family Resource Facilitator. Mike and Dena are joining the call to see if there should be any revisions to the mandate for the Governance Council.

1. Parent Involvement Policy

- Daiana will share the Parent Involvement Policy with the Council. (Items in green were added or changed) The Gov. Council committee will review and revise the current policy.
- Sandra Peterkin shared it with the group to get additional suggestions for goals to be set, and to set expectations for families and staff.
- Going forward, it is suggested that when a document like the parent involvement policy is created, parents and the School Gov. Council have an opportunity to review it and weigh in.
- The Parent Involvement Policy will also be discussed at the upcoming ROPE meeting, and it will be shared to parents through other outlets.

2. Family and Community Engagement

Communication

- Communication on a variety of events is not happening with enough advance notice for families so that they can be fully engaged and take part in activities or volunteer.
- Notifying parents two weeks in advance for school events should be the goal.
- This will be addressed at the general ROPE meeting on the 26th.
- More events and volunteer opportunities will be added to the Family Newsletter
- There should be an effort to create more redundancy and announce events in multiple places/sources
- It would be helpful to have a Roxbury calendar that could be synced with a parent's personal calendar; this could be a Google calendar exclusive to Roxbury that is sent out to all families

- Stamford as a district is trying to use PowerSchools and prefer parents to access information through that platform, so that parents are using one source to access all school information.
- The Remind app was also purchased by the district to streamline communication.
- The Stamford website is being revamped and it could be better utilized once the redesign is completed.

Roxbury Organizations / Committees

- The Title I group joins with the other groups/committees at times, but they are also separate at other times. Title I joins with other groups to increase participation and awareness of its work.
- The Spanish Family Association values having their own space and platform to discuss issues. They feel that this is a comfortable space in which they are not reliant on translation, and this promotes their ability to join and volunteer.
- A parent of a 1st grader who is Alexis Farrow is working with the Alliance for Black Achievement and looking to form a group for African American families including staff. Staff members have expressed interest in working with her. She is hoping to involve families who live in Friendship House and Southwood Square to help get them more engaged. She should be invited to the May meeting.
 - o Parents who come to a school organization or committee need to feel heard and included. There was concern that Alexis Farrow was not embraced by the PTO. Ultimately, ROPE felt that when they had a chance to meet with Ms. Farrow, they better understood her goals.
- Ultimately, it would be good to bring each of the groups/committees together for social events, volunteer work, et.. so that the groups can get to know one another and work on shared objectives.

Parent University

- Parent University is a platform that teaches parents how to use Google Suites, how to navigate the website, and how to apply for free lunch, bussing, et..
- Dena will send out information about Parent University so that it is better publicized.

3. Action Plan with Ideas by Design Approach (Action Teams for Partnership Plan 2020-2021)

Action Team for Partnership Membership

- ATP is a program that came out of Johns Hopkins and focuses on having a committee of individuals from the school (community members, faculty, staff, and parents) who form an action team that aligns with the school improvement plan.

- o ATP is an extension of the Student Governance Council – they are doing the actionable agenda items and putting together the plan and getting volunteers to help drive the work and the goals of the school.
- o The ATP should meet more than once a month; the group should look at the data and create goals that will help benefit the school in a specific way. It gives volunteers a clear objective to work towards.
- The Role of Gov council is more of an advisory council. The SGV council meetings could be divided, with the ATP group meeting/reporting out at the start and the Council meeting/reporting out at the end.
- The SGC can give advice to the ATP, who then implements the ideas.
- One member from each Council constituency (parent, staff, faculty, community member) can join the AT

Goal 1: Reading at Grade Level School-wide Initiative – Planning Updates

Reading series initiative debrief

- The first event had about 12 families, mostly K-2 students with some older students who have siblings in the younger grades. There is concern that mostly K-2 kids will turn out, so there should be one reader and one/two texts for all grades.
- For the reading on the 21st, there will be one reader – Stella – 5th grader – who has a PDF of the book *The Bad Seed* by Jory John. Ms. Price will help prepare Stella for the reading. There are also a few books in celebration of Earth Day that could be read.
- For the readings in May, we will need a different parent reader for grades 3-5 if we do one of the myths from the Mythology books.
- Lindsey Wyman is volunteering for reading on May 5 and interested in hosting a live read aloud and book donation – need follow up on the possibility of a live event.
- Josephine Anderson is one of the volunteers for June 16th and will bring bookmobile to the school and will hand out applications for library cards
- Liz McKay does the summer reading program. The library staff can come and do the presentation on the summer reading program and show the kids the rewards for the summer reading program.

4. Administrative Team Update

· Facilities

New entrance doors and new doors in the 400 wing and the grade 3-5 wing; the doors close to West Hill high school and doors in the 500 wing.

· Academics / Intervention

New round of intervention is starting with a new member of the team, SRBI teacher, Tracy Farricker coming from Dolan Middle as an ESL teacher. Previously she was an ELL teacher at Toquam and at KT Murphy and has significant experience working with students with English as a second language. Rachael Fagella will sit down with her and show her how she

established some things and can get her acclimated to how she does things and having a good system established at the beginning of the year.

- Enrichment

Spring session of the after-school enrichment is underway and after school math support and before school support; after school activities with Stamford Nature Center, In Tempo, and Journal of Hope.

5. Future Meeting Dates

- May 23, 2022

Roxbury School Governance Council Meeting Minutes

March 8, 2022

Attendance:

Parent Members: Liz Jackson, Ross Bogatch, Christina Hohl, Peter Dreyer, Andrew Cairo, Jacqui Polimeni, Stephen Colosi, Karen Mahon

Teacher Members: Alexandra Price, Ionna Philippopoulos, Matthew Tiscia, Jennifer Stevens

Community Members: Jeanette Bilcznianski, Daiana Negron

Administrative Team Members: Mark Bonasera, Noemi Berkoff, Sandra Ehlers

1. Action Team for Partnerships (Noemi Berkhoff)

The School Governance Council and the Action Team Plan should not be identical.

The Action Team focuses on improving student achievement through more involvement from parents in the school.

The ATP needs to create one goal for the whole school year - to improve communication and to make parents feel welcome in the school and part of the community.

In order to achieve this, the ATP should have a 1 year action plan that can be achieved this year and we have to have the family/community involvement and teachers and school groups. The ATP should create some committees meeting more often than 1x a month.

Additional members should be recruited and should consist of:

2-3 teachers

2-3 parents different grade levels

Someone from ROPE

Two students from diff. Grade levels (is this only for the HS and MS?)

2. Action Plan with Ideas by Design Approach (One-Year Action Plan for Partnership 2020-2021)

Goal 1: Reading at Grade Level School-wide Initiative – Planning Updates

Reading series initiative: We have a [spreadsheet](#) to track the deliverables. We need to do the following:

Book/reading selection across the grade levels.

Alexandra and Lisa will work on K-2 books selections. SPEF will provide readers for grades K - 2 in May.

Matt and Ionna will work on volunteers for students in 3-5

There has been some discussion among teachers in grades 3-5 about the best reading material. We will share ideas and come up with a selection that focuses on short texts.

Grade 5 students are interested in reading to younger students.

Jenn Stevens will share information about the text *Seeds of Change* for grades

3-5

Alex Price - is currently doing a March Madness reading bracket - and can have the volunteer reader use one of those texts for the reading initiative. Dr. Bonasera and Ms. Ehlers will present the initiative at the Staff meeting on the 16th. A Council member could update the teachers at the meeting at 4 p.m. The Council will use the rest of March to finish coordination and start on April 7th.

MB will find out if the school is allowed to have a live event -
DN - could we invite the students to attend the Library event on a Saturday - the day is to come and get books and would be interested in the collaboration.

II. Additional reading initiatives ([Programs to increase/promote literacy](#) - Google Docs)

Christina Hohl will share this with the Council and return to it with the objective of seeing if any of the educational technology tools could be implemented for the 2022-2023 school year.

Andrew Price has colleagues that would like to do some volunteer reading and work with academically at-risk students and will send more detailed information to try and coordinate this effort.

Read-a-thon is taking place in spring with ROPE. Megan does not want to overload families with fundraisers. The read-a-thon will not be a fundraiser.

Dr. B will follow up with Alex about March Madness; Grade 4 is doing Battle of the Books.

3. Change for Ukraine fundraiser (Save the Children)

Roxbury collected change for Ukraine and put a mailbox in front of the main office.

Collected roughly \$950 dollars. An anonymous donor said they want to match up to \$1000. \$2000 will go to Save the Children. The fundraiser will end on Friday and present the funds to ROPE to write a check to Save the Children.

Stamford has a substantial Ukrainian population and there are several families of Ukrainian descent at Roxbury.

Roxbury's two social workers and school psychologist can reach out to those families to see if there are ways they can be supported.

Utilizing home visits will be important for these families as well as increasing the training for home visits if more are interested in receiving the training.

4. Administrative Team Update

Safety - new protocols from the Health Department and Board of Education

The school has received a large amount of home test kits and will send some home with students; all staff have received a home test kit.

Some students are continuing to wear masks and others are not; there have not been any social issues regarding masks.

Three feet of social distance will continue and there are no changes to seating in the cafeteria; no masks are required on buses. Right now there are no Covid cases in the school.

Fire Drills - new safety procedures

Updated procedures for fire drills - all classes have updated rosters and next fire drill will institute new procedures. Red/Green cards will be used by teachers to indicate whether they have accounted for everyone in the class or whether someone is not accounted for.

Parking Enforcement

The Head of Parking Enforcement is having signs made to indicate that the lots and parking are for Roxbury staff and visitors only. Staff members were parking on the street which impacts the pick up line. Once signs are up they can issue summons.

Academics – report card conferences

Report Cards - Functional Literacy Skills assessment

K - 1 teachers are using the FLK assessment; there was some training for teachers but the reporting is complex. The district said that teachers can choose to pilot but will hold off on using the results on the 2nd marking period report card. One teacher at Roxbury is going to pilot it.

Families will have a choice of being live or remote for conferences.

5. Academic Calendar – Expanding Access & Distribution

Teachers and grade level teams were asked to update the calendars through March/April during the last PD day.

The calendars will be advertised in the newsletter and in Class DOJO.

ROPE and Noemi Berkhoff could also discuss this with families. But it hasn't been translated. She could provide a brief explanation of the document and what they can see.

It could be advertised and used at virtual events for ROPE; show people how to use it and what to look forward to.

Can be shared with incoming families and at the picnic.

Dr. B can also post to the website

6. Long Term Facilities Plan - meeting last Monday

This meeting was supposed to be about Roxbury - families did weigh in - but it did not go into depth about Roxbury.

There are 4 more of these sessions and people can call in and post questions.

There will be an analysis of the current facility and a needs assessment will be conducted.

7. Future Meeting Dates

April 18, 2022

May 23, 2022

Roxbury School Governance Council Meeting Minutes
Monday, December 20, 2021
Virtual Meeting 6:00-7:30 pm

Attendance:

Parent Members: Ross Bogatch, Christina Hohl, Andrew Cairo, Peter Dreyer, Joe Degidio, Meghan Fogarty (ROPE), Liz Jackson, Stephen Colosi,

Teacher Members: Alexandra Price, Ionna Philippopoulos, Matthew Tiscia, Jenny Stevens

Community Members: Jeanette Bilcznianski

Administrative Team Members: Mark Bonasera, Sandra Ehlers, Noemi Berkoff

Introductions

Council Business (Ross Bogatch)

Stephen Colosi nominated as Cochair. None opposed.

Community Member, Daiana Negron - will continue to serve and thank her for her service.

Re-evaluate Action Plan with Ideas by Design Approach (One-Year Action Plan for Partnership 2020-2021) (Dr. Bonasera, Stephen Colosi)

Re-evaluate the Action Plan

Goal 1: Reading at Grade Level School-wide Initiative

Dr. Bonasera consults with the Central Office staff and staff at the Office of Family Engagement and the DOE. Dr. B recapped the history and the plan for the Action Team/Gov. Council. Dr. B

Academic Goal - Ross and Daiana worked on Higher Order Thinking skills with programs from the Maritime Aquarium, Stepping Stones Activities, Career Day and Virtual Field Trips

Academic Goal - Writing of Academic Scope and Sequence (needs to be updated) this is a chart per grade level that can be accessed by staff and parents

Behavior/SEL Goal - Journal of Hope enrichment activity, Mayor's Youth Leadership Council Helping Hearts and Minds

Climate of Partnership Goal - Cesar Valencia - Facebook Page for Hispanic Families; Staff members complete home or virtual visits to connect with families who need resources but these have been impacted by COVID

Noemi Berkoff: reported that the visits are helpful to get to know the families personally, gather more information on the background/challenges they are facing. Would like to see more teachers involved.

Dr. B: stated that three teachers: Sarah Arnold, Julie Carvajal, and Lisa Pomerance have also been trained in these visits. Welcoming Walk Through is on hold - can't have visitors right now. This is an initiative to examine how welcoming the school is by walking through, talking to staff, et...

Dr. B asked teachers to speak to what they see in the classroom this year:

Ms. Price - Grade 2 Teacher: After 2 years of interrupted education, students are either above grade level and some students are well below. Very tough for differentiation. The gap is wider because of COVID as well as other factors

Ms. Philippopoulos - 5th grade teacher: class has a mix of different levels, above grade level students, some that are on grade level or near, and some that are below. Able to group them - easier, but there is a big gap between what they've lost in math (division/multiplication) in general.

Ms. Stevens - Art teacher: developmentally there are older kids that are doing kindergarten work. Tries to incorporate math, English and history into art projects. School-wide, kids are struggling with how to behave and seem less familiar with social situations. Must change lessons in response to the needs.

Dr. B discussed how Roxbury will work on the goal of getting students on grade level or higher for reading:

Grade level teams meet together 1st and 3rd Wed. to look at achievement data; 2nd Wednesday of each month, they come together for regular team meetings.

Grade Level teams group students during WIN (What I Need) blocks.

Roxbury must engage with families in a pointed way to get students up to grade level and would like Council input:

Currently students working on [Lexia](#), [Symphony](#) - not using physical books as much, need new classroom library books

Would like to have a read-a-thon to establish parent expectations for the kids; Parents need more information at home, more skills at home, no matter what the home language is.

Ross Bogatch asked if there are tangible ways to make an impact?

Dr. B: discussed communication and supporting families; Conferences should give parents information on how their kids are doing.

After winter break, there will be more assessments

ROPE can support read-a-thon again - goal to get more physical books rather than read online

Christina Hohl asked if parent/teacher conferences were well attended to determine if this is the best way to get information to parents.

Dr. B will gather the data on attendance. Online conferences have made conferences more accessible to families who live a greater distance from Roxbury.

Andrew Cairo asked if Roxbury has utilized volunteers from community to come in and read to local kids / corporation partners with Roxbury - to send volunteers

Dr. B: During Read Across America week and Dr. Seuss's birthday readers come in and read.

HS students from Westhill have come in to read if they are following social distancing and are vaccinated. HS kids come in 2x a week for work with ESL students; HS Kids from Mayor's Youth Leadership work with students in the Acceleration Academy on Google Meet

Have mostly had virtual guests this past spring, i.e., Career Day, Ms. Jackson's husband spoke to the kids from the firehouse and learned about firefighters
Special programs should resume the week of January 10

In tempo, Journal of Hope, Stamford Nature Center - 1-2 facilitators are coming in. Space is an issue but it's possible to accommodate the groups.

R. Bogatch suggests that the Council keep this as item

Jeanette Bilczynski volunteered to look at the state curriculum requirements and bring that forward to make sure Roxbury is aligned with state goals

Goal 2: STEM Programming (Project Future)

Stephen Colosi asked to table this until the next meeting until some logistics and details are figured out, but that the program has no cost.

Dr. B will forward information on Project Future.

Dr. B explained how funding of Council initiatives works. Depending on the initiative, there are funds that are available:

ROPE funded the virtual field trips

Title I grant can help with instructional materials and academic support; there are small amounts of discretionary funding that can be used for some instructional supplies and there are separate budgets (e.g. art, music, PE, media)

There are occasionally some discretionary grants, but they don't come along that often.

C.Hohl discussed the [Mock Newbery Awards](#) and will send a more detailed explanation of this project as well as other possibilities for resources to boost literacy. C. Hohl will also send ideas for assessments/ projects the students could complete for the reading, such as videos, podcasts, et.

Dr. B suggested that the Newbery books could be combined with another read-a-thon

Meghan Fogarty- asked that the read-a-thon reward kids for pages read or minutes read, rather than awarding them with small prizes for raising money.

Dr. B suggested that the fundraising effort to build the climbing wall in the gym was a good motivator to engage with the read-a-thon

3. Academic Calendar – Expanding Access & Distribution (Dr. Bonasera)

Dr. B - The Academic Calendar contains Units of Study, Key Skills, Events/Activities, Tests and Assessments, and Parent/Teacher expectations - this needs to be updated for 2021-2022 school year.

Peter Dreyer suggested the need to work on promoting the academic calendar; an attention dragging subject line might help

C. Hohl suggested that it might be more widely used if it were on Class Dojo or came directly from the teacher

The Roxbury Family newsletters are held to a page - held to 4-5 items a week and then repeated as necessary.

The Council may want to have its own way of communicating or put information into family newsletters

the teachers could provide the content through photos of class work and then hyperlink to the Academic Calendar

N. Berkoff received feedback that some teachers post more pictures than others. Thinks this would be a good strategy

R. Bogatch agreed that a multi-pronged approach to increase the calendar's prominence and to communicate the council initiatives is a good idea.

Dr. B suggested that students could view and vote on some projects from different grade levels to encourage students to look at one another's work critically, encouraging HOT skills.

Ms. Price showed her newsletter - featuring student work in Literacy, Math, et...

J. Bilczynski suggested that resources with ideas for what to do at home to support literacy are included in the newsletter.

Dr. B felt that this could be combined with the Academic Calendar section on Teacher/Parent Expectations

4. Administrative Team Updates

Safety Updates

Pandemic Update

Dr. B: there is a rise in the community; but a lot of staff members are vaccinated and boosted.

The Health Dept. has allowed staff to continue to work if they are asymptomatic even if they were exposed or in contact with someone positive - quarantining periods used to be 15 days, now they are 10

L. Jackson asked if there has been any communication about potential closures or remote/hybrid schooling.

Dr. B - regularly in touch with the Health Department. There are concerns about people possibly traveling over the break. Right now, must wait and see what January might look like.

Social Media Threats

Dr. Ehlers attended a district meeting about the TikTok threats being made.

They are reviewing protocols, will do a practice lockdown with students; look out for communication about the lockdown and what it entailed.

Dr. B has been working on a document to help find out about staff who might have expertise and skills that could be helpful in an emergency.

Parking

Dr. B - The parking restrictions for West Hill Road were put in place for the afternoon.

Academics/Intervention

Dr. B - three enrichment programs ended this week, but will pick up in January.

Dr. Ehlers - Acceleration lit and math support before and after school.

The student progress will be evaluated. The plan is to offer a second round of acceleration programming for these families because the first session had frequent interruptions due to holidays.

Special Ed students receiving services that were interrupted because of COVID will automatically be invited back.

5. Future Meeting Dates

R. Bogatch proposed the following dates:

January 24, 2022

March 7, 2022

April 18, 2022

May 23, 2022

*Eventually there will be one link on the website with all the minutes for the Council meetings.

Roxbury School Governance Council

Roxbury School Governance Council
Meeting Minutes - January 31, 2022
6:00-7:30 pm
Virtual Meeting

Attendance:

Parent Members: Ross Bogatch, Christina Hohl, Andrew Cairo, Peter Dreyer, Joe Degidio, Lisa Jones

Teacher Members: Alexandra Price, Ionna Philippopoulos, Matthew Tiscia, Jennifer Stevens

Community Members: Jeanette Bilcznianski

Administrative Team Members: Mark Bonasera

1. Action Plan with Ideas by Design Approach (One-Year Action Plan for Partnership 2020-2021)

Goal 1: Reading at Grade Level School-wide Initiative

“Right to Read” Act funding / Science of Reading

Funding sources: There is money available through the Title I grant for initiatives related to reading. Able to allocate 30K for classroom libraries, math manipulatives, and literacy games. We have before and after school academic acceleration and recovery through Title I.

ESH – (Extended School Hours) – received 14K grant– started winter session. The afterschool enrichment and acceleration activities have started.

Journal of Hope, Stamford Nature Center, and In Tempo Music. Helping Minds and Heart activity with HS with Mayor’s Youth Leadership.

Read-a-thon

The Read-a-thon should start in February and go into March. The Council will work with teachers in grades 5-12 to create a virtual bi-monthly reading series. On the first and third Thursdays of the month, there will be a virtual reading for each grade level. These readings could be recorded and stored on Google Classroom for classes/teachers to utilize at a later date.

The Council and teachers will recruit parent/teacher volunteers to read.

Teachers will select books to read for each grade level and provide resources for vocabulary/sight word/reading comprehension activities for the guest reader to use during the session.

Some of these events would have themes – pajamas, picnic, et...

When possible, the readings will have an interdisciplinary connection with social studies, science, et...

5th Graders could volunteer to read for the younger students/create leadership opportunities

Dr. B will look through the previous roll out of the read-a-thon and will involve some council members and ROPE to coordinate the planning.

Collaboration with SPEF and Stamford Public Libraries

There is a possibility for a 1 book 1 school event. The council will get in touch with Josephine at the Ferguson Library. There is a connection with SPEF (Stamford

Public Education Foundation), and they could partner to support the reading series, provide books.

Goal 2: STEM/Stephen Colosi & Project Future

Stephen will prepare a presentation to the Council on STEM programming.

Project Future is not a source for funding. Project Future is an organization that comes in and offers training for teachers and gives them the opportunity to write programs or develop curriculum and activities. The Title I and ESH funding could be used to create programming in coordination with Project Future.

Would like to find more uses for the school's 3D Printer

2. Academic Calendar – Expanding Access and Distribution

Grade levels need to update the templates so that they run through the academic year.

Teachers will fill in the upcoming months.

Once the calendars are updated, they can be added to the Family Newsletter, the website, Class Dojo.

The calendar works as a rough guideline each month and is not tied to specific dates, as there are too many variables that play into whether teachers can remain on the timeline.

3. Administrative Team Updates

Safety

Covid cases are dropping

Building upgrades – some sets of external doors have been replaced. The front doors are going to be replaced in the spring. The internal auditorium doors were replaced and the doors near room 101.

New water dispensers that refill water bottles have been installed.

Dr. B is meeting with Superintendent Dr. Lucero on Thursday about Roxbury's plans for the building reconstruction.

Staffing updates – Ms. Medley left Roxbury to take a position as AD of Special Ed in Norwalk. Interview committee is hoping to fill that position. Challenge with this position because it's an interim position that will be posted again at the end of the school year.

4. Future Meeting Dates

- March 7, 2022
- April 18, 2022
- May 23, 2022

Roxbury School Governance Council Meeting Minutes
Monday, December 20, 2021
Virtual Meeting 6:00-7:30 pm

Attendance:

Parent Members: Ross Bogatch, Christina Hohl, Andrew Cairo, Peter Dreyer, Joe Degidio, Meghan Fogarty (ROPE), Liz Jackson, Stephen Colosi,

Teacher Members: Alexandra Price, Ionna Philippopoulos, Matthew Tiscia, Jenny Stevens

Community Members: Jeanette Bilcznianski

Administrative Team Members: Mark Bonasera, Sandra Ehlers, Noemi Berkoff

Introductions

Council Business (Ross Bogatch)

Stephen Colosi nominated as Cochair. None opposed.

Community Member, Daiana Negron - will continue to serve and thank her for her service.

Re-evaluate Action Plan with Ideas by Design Approach (One-Year Action Plan for Partnership 2020-2021) (Dr. Bonasera, Stephen Colosi)

Re-evaluate the Action Plan

Goal 1: Reading at Grade Level School-wide Initiative

Dr. Bonasera consults with the Central Office staff and staff at the Office of Family Engagement and the DOE. Dr. B recapped the history and the plan for the Action Team/Gov. Council. Dr. B

Academic Goal - Ross and Daiana worked on Higher Order Thinking skills with programs from the Maritime Aquarium, Stepping Stones Activities, Career Day and Virtual Field Trips

Academic Goal - Writing of Academic Scope and Sequence (needs to be updated) this is a chart per grade level that can be accessed by staff and parents

Behavior/SEL Goal - Journal of Hope enrichment activity, Mayor's Youth Leadership Council Helping Hearts and Minds

Climate of Partnership Goal - Cesar Valencia - Facebook Page for Hispanic Families; Staff members complete home or virtual visits to connect with families who need resources but these have been impacted by COVID

Noemi Berkoff: reported that the visits are helpful to get to know the families personally, gather more information on the background/challenges they are facing. Would like to see more teachers involved.

Dr. B: stated that three teachers: Sarah Arnold, Julie Carvajal, and Lisa Pomerance have also been trained in these visits. Welcoming Walk Through is on hold - can't have visitors right now. This is an initiative to examine how welcoming the school is by walking through, talking to staff, et...

Dr. B asked teachers to speak to what they see in the classroom this year:

Ms. Price - Grade 2 Teacher: After 2 years of interrupted education, students are either above grade level and some students are well below. Very tough for differentiation. The gap is wider because of COVID as well as other factors

Ms. Philippopoulos - 5th grade teacher: class has a mix of different levels, above grade level students, some that are on grade level or near, and some that are below. Able to group them - easier, but there is a big gap between what they've lost in math (division/multiplication) in general.

Ms. Stevens - Art teacher: developmentally there are older kids that are doing kindergarten work. Tries to incorporate math, English and history into art projects. School-wide, kids are struggling with how to behave and seem less familiar with social situations. Must change lessons in response to the needs.

Dr. B discussed how Roxbury will work on the goal of getting students on grade level or higher for reading:

Grade level teams meet together 1st and 3rd Wed. to look at achievement data; 2nd Wednesday of each month, they come together for regular team meetings.

Grade Level teams group students during WIN (What I Need) blocks.

Roxbury must engage with families in a pointed way to get students up to grade level and would like Council input:

Currently students working on [Lexia](#), [Symphony](#) - not using physical books as much, need new classroom library books

Would like to have a read-a-thon to establish parent expectations for the kids; Parents need more information at home, more skills at home, no matter what the home language is.

Ross Bogatch asked if there are tangible ways to make an impact?

Dr. B: discussed communication and supporting families; Conferences should give parents information on how their kids are doing.

After winter break, there will be more assessments

ROPE can support read-a-thon again - goal to get more physical books rather than read online

Christina Hohl asked if parent/teacher conferences were well attended to determine if this is the best way to get information to parents.

Dr. B will gather the data on attendance. Online conferences have made conferences more accessible to families who live a greater distance from Roxbury.

Andrew Cairo asked if Roxbury has utilized volunteers from community to come in and read to local kids / corporation partners with Roxbury - to send volunteers

Dr. B: During Read Across America week and Dr. Seuss's birthday readers come in and read.

HS students from Westhill have come in to read if they are following social distancing and are vaccinated. HS kids come in 2x a week for work with ESL students; HS Kids from Mayor's Youth Leadership work with students in the Acceleration Academy on Google Meet

Have mostly had virtual guests this past spring, i.e., Career Day, Ms. Jackson's husband spoke to the kids from the firehouse and learned about firefighters
Special programs should resume the week of January 10

In tempo, Journal of Hope, Stamford Nature Center - 1-2 facilitators are coming in. Space is an issue but it's possible to accommodate the groups.

R. Bogatch suggests that the Council keep this as item

Jeanette Bilczynski volunteered to look at the state curriculum requirements and bring that forward to make sure Roxbury is aligned with state goals

Goal 2: STEM Programming (Project Future)

Stephen Colosi asked to table this until the next meeting until some logistics and details are figured out, but that the program has no cost.

Dr. B will forward information on Project Future.

Dr. B explained how funding of Council initiatives works. Depending on the initiative, there are funds that are available:

ROPE funded the virtual field trips

Title I grant can help with instructional materials and academic support; there are small amounts of discretionary funding that can be used for some instructional supplies and there are separate budgets (e.g. art, music, PE, media)

There are occasionally some discretionary grants, but they don't come along that often.

C.Hohl discussed the [Mock Newbery Awards](#) and will send a more detailed explanation of this project as well as other possibilities for resources to boost literacy. C. Hohl will also send ideas for assessments/ projects the students could complete for the reading, such as videos, podcasts, et.

Dr. B suggested that the Newbery books could be combined with another read-a-thon

Meghan Fogarty- asked that the read-a-thon reward kids for pages read or minutes read, rather than awarding them with small prizes for raising money.

Dr. B suggested that the fundraising effort to build the climbing wall in the gym was a good motivator to engage with the read-a-thon

3. Academic Calendar – Expanding Access & Distribution (Dr. Bonasera)

Dr. B - The Academic Calendar contains Units of Study, Key Skills, Events/Activities, Tests and Assessments, and Parent/Teacher expectations - this needs to be updated for 2021-2022 school year.

Peter Dreyer suggested the need to work on promoting the academic calendar; an attention dragging subject line might help

C. Hohl suggested that it might be more widely used if it were on Class Dojo or came directly from the teacher

The Roxbury Family newsletters are held to a page - held to 4-5 items a week and then repeated as necessary.

The Council may want to have its own way of communicating or put information into family newsletters

the teachers could provide the content through photos of class work and then hyperlink to the Academic Calendar

N. Berkoff received feedback that some teachers post more pictures than others. Thinks this would be a good strategy

R. Bogatch agreed that a multi-pronged approach to increase the calendar's prominence and to communicate the council initiatives is a good idea.

Dr. B suggested that students could view and vote on some projects from different grade levels to encourage students to look at one another's work critically, encouraging HOT skills.

Ms. Price showed her newsletter - featuring student work in Literacy, Math, et...

J. Bilczynski suggested that resources with ideas for what to do at home to support literacy are included in the newsletter.

Dr. B felt that this could be combined with the Academic Calendar section on Teacher/Parent Expectations

4. Administrative Team Updates

Safety Updates

Pandemic Update

Dr. B: there is a rise in the community; but a lot of staff members are vaccinated and boosted.

The Health Dept. has allowed staff to continue to work if they are asymptomatic even if they were exposed or in contact with someone positive - quarantining periods used to be 15 days, now they are 10

L. Jackson asked if there has been any communication about potential closures or remote/hybrid schooling.

Dr. B - regularly in touch with the Health Department. There are concerns about people possibly traveling over the break. Right now, must wait and see what January might look like.

Social Media Threats

Dr. Ehlers attended a district meeting about the TikTok threats being made.

They are reviewing protocols, will do a practice lockdown with students; look out for communication about the lockdown and what it entailed.

Dr. B has been working on a document to help find out about staff who might have expertise and skills that could be helpful in an emergency.

Parking

Dr. B - The parking restrictions for West Hill Road were put in place for the afternoon.

Academics/Intervention

Dr. B - three enrichment programs ended this week, but will pick up in January.

Dr. Ehlers - Acceleration lit and math support before and after school.

The student progress will be evaluated. The plan is to offer a second round of acceleration programming for these families because the first session had frequent interruptions due to holidays.

Special Ed students receiving services that were interrupted because of COVID will automatically be invited back.

5. Future Meeting Dates

R. Bogatch proposed the following dates:

January 24, 2022

March 7, 2022

April 18, 2022

May 23, 2022

*Eventually there will be one link on the website with all the minutes for the Council meetings.

Roxbury School Governance Council Meeting Minutes

Monday, November 22, 2021

Virtual Meeting 6:00-7:30 pm

Attendance:

Parent Members: Ross Bogatch, Andrew Cairo, Peter Dreyer, Christina Hohl, Liz Jackson

Teacher Members: Alexandra Price, Matthew Tiscia

Community Members: Jeanette Bilcznianski

Administrative Team Members: Mark Bonasera, Sandra Ehlers

Other Attendees: Daiana Negron

1. SGC election

- Ross Bogatch welcomed new council members
- Attendees introduced themselves
- Two community members - Represent the view of the community and bring together Roxbury and the community.
 - One member needed (discussed later in meeting)
- Dr. Bonasera pitched the idea of people becoming co-chair of the SGC
 - Co-chair model is the best approach (shared responsibility)
 - Secretary: need to get minutes out to the community in a timely manner
 - Christina Hohl volunteered to be secretary
 - To be determined who will be co-chair with Ross B.
 - SGC members can discuss w/ Ross in advance of December meeting

2. Administrative Team Update

- Safety committee meeting last Friday
 - Meetings once per month, about eight per year
 - Time spend revising School Safety Plan (emergency procedures)
 - One drill per month (two in September) including fire, shelter in place, lock down
 - Some adjustments being made for Covid protocols
 - All parents/staff are welcome to join committee meetings (over Google Meets)
 - Kudos to Peter Dreyer for being on the committee and driving safety agendas like new doors
- Virus mitigation
 - Screen and stay - will lessen the need for quarantining somewhat
 - Vaccinated staff members do not have to quarantine
 - Adhering to certain safety practices enables students not to have to quarantine

- No grade levels overlap in the cafeteria - makes for extended overall lunch time but it is much easier to manage
- Question: Are we seeing a rise in people not wearing masks properly
 - Dr B: Overall students and parents in Roxbury have been very good at adhering to rules and new visitor policies
 - Very rarely are students being defiant to the rules. Maybe slight uptick in "masks falling down" but never much push-back when reminded
- Question: proof-of-vaccination requirement for students later in the year or next year?
 - Dr B: no formal notification made from State or City at this time
- Question: Parking restrictions will be put in place by local police and the city. Evaluation to be done with in conjunction with safety committee to find appropriate places to add restriction signs

1. Roxbury School Governance Council Overview and Responsibilities

- Dr B gave overview of roles/responsibilities of SGC
- Possible area of focus for SGC: updating the parent involvement policy
- Council will provide feedback about the Strategic School Improvement plan in next month's meeting

2. Action Team 2021 priorities

- State initiative - Action Team Partnership
- Roxbury is one of six schools in Stamford with this Acton Plan
- Plan includes
 - Academic Goal
 - Focus on artistic activities
 - Maritime aquarium activities to bring virtual classes
 - Funding came from scholarships, and ROPE
 - Stepping Stones: more coordination needed to bring this to execution stage
 - Goal to get this going in second half of School year
 - Career Day: last year virtual career day didn't happen, but general infrastructure is in place to execute this year (after new year)
 - Possible in person: Dr B recommends plan for remote. Likelihood that the rooms are too small to enable in person
 - Need to coordinate well with the grade level teachers to execute
 - Communication plan with families "Academic Calendar"
 - Explains what will take place in the school year
 - Tool has been very good, but need to get it in the hands of people more (both students and parents)
 - Focus of SGC - sharing the document with parents

- Teaching how to use Google Docs
 - Mayor's Youth leadership will re-engage with us this year after school in the winter session of enrichment activities
 - Parent/teacher home visits (five staff members trained)
 - Service provided to help families that require additional needs
 - Re-evaluate the Action Plan with an "Ideas by design" approach
 - Determine big questions/themes and plan around these
 - Goal 1: read on grade level
- 3. Community Member Discussion
 - Jeannette is filling one space
 - One open space to be considered
 - Dr B. recommended that Daiana Negron serve as the second member
 - Takeaway: SGC members will email Ross on nomination/vote
- 4. Future Meeting Dates
 - Will meet Mondays and try for ones a month
 - Ross will propose meeting dates for all members feedback
 - Goal is to meet eight times