WATERBURY PUBLIC SCHOOLS
Meeting Minutes

Group/Team:	Gilmartin School SGC			
Location:	Gilmartin School Conference Room	Norms Reviewed:	☐ yes ☐ no	
Date of Meeting:	Tuesday September 9, 2015		Start Time:	5:30 p.m.
Minutes Prepared By:	Cyrilla Stoll		Finish Time:	7:00 p.m.

Attendance at Meeting (list all team members present or not and guests)

	Name	Position	Signature
1	Donald Burzler	Principal	
2	Carol Marino	Vice-President/School Psychologist	
3	Lisa Klem	Special Ed Teacher	
4	Melissa Rockafellow	Parent	
5	Pia Petruzzi	Teacher	
6	Danielle Albert	President/Parent	
7	Cindy Leonard	Parent	Absent
8	Kristen Dibona	Parent	Absent
9	Sumera Ghazi	Parent	
10	Cyrilla Stoll	Secretary/Parent	
11	Amy Mancini	Parent Liaison	
12	Shernett Foster	Teacher	
13	Laura Caruso	Literacy Facilitator	
14	Brenda Falcone	Teacher	Absent
15	Jennifer Dwyer	Vice Principal	

Purpose of Meeting – Instructional Focus:

Discuss SGC responsibilities, Building Updates

Meeting Notes, Decisions, Issues

Meeting began at 5:40 pm

1) Building Updates
 Introduction of New VP Mrs. Dwyer
Mention of the safety grants and plan that just got passed by BOE to include lockdown buttons, cameras are going to be put in. Discussion of the Middle school bathrooms issue. The monitoring needs to be addressed. Need alternative solutions.
Elections
Amy spoke with Mary Ann Marold regarding elections. We already sent out nomination forms twice and received no response from parents; we will send them out one more time. Current members will fill out nomination forms again.
2) Attendance Initiatives; There are currently no visible signs of initiatives. But committee is meeting. Awesome attendance letters to be hung outside of each room with good? Perfect? attendance. Excused and unexcused absences were discussed.

Parents were turned away by members of the attendance committee when they began help with initiatives; but it was stated again in this meeting that parents were in fact able to be of assistance.

3) HANDBOOK

Everyone reviewed; Changes due back Nov 2nd. Danielle will make edits and share at the next meeting.

4) A copy of the Parent Involvement Plan was given to Amy to edit/make changes

5) Cfal Program was discussed again.

6) NVSL We will invite Dan to the next meeting to share what he has. Dr. Burzler to follow up with a call

7) JANE DOE NO MORE- Danielle will provide Amy with contact info as Jane Doe coordinating involves school day scheduling and possible input from social work

8) The WEBSITE-Are Teachers willing to do their own pages or pair up in grades. Address at staff meeting.

9) PBIS Initiatives

What is being implemented? And how is it going? Cafe gators. Light up screen in café was discussed; ways to track positive behavior for each table or child

Do-Jo for classrooms

Having children do the pledge in the morning was a nice idea. Is Lisa Bloom continuing? Tracking the gators

Are "FUN FRIDAYS" taking place?

10) 8th Grade Student Council; Danielle awaiting a time to meet with Mr. Pratt for follow up.

11) Discussion on middle school SGC representation and it was reminded that Brenda Falcone will be on as a teacher alternate member

12) CT Junior Republic; Mrs Foster made a contact will contact them again to see if they can bring any programming into the school.

13) Welcome Committee; once a handbook is established we can move forward with an outline for welcome committee.

We need to move the next meeting to the 3rd Thursday of Nov as GPTG has scheduled an event for the 2nd Tuesday.

Next Steps (Include action items)		
Action	**Assigned to**	**Due Date**

Next Meeting					
Date:	Tuesday November 17, 2015	**Time:**	5:30 p.m.	**Location:**	Gilmartin School
Agenda:	General business and follow up				

Meeting Minutes guidelines:
- Publish Minutes within 48 hours of any meeting

WATERBURY PUBLIC SCHOOLS
Meeting Minutes

- Minutes available to all stakeholders (e.g., binders, shared drive, e-mail, website)
- Send Minutes via email to all team members