

# WATERBURY PUBLIC SCHOOLS

## Meeting Minutes

<b>Group/Team:</b>	School Governance Council		
<b>Location:</b>	PPT Room	<b>Norms Reviewed:</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Date of Meeting:</b>	May 7, 2015	<b>Start Time:</b>	8:00
<b>Minutes Prepared</b>	Jodie Roden	<b>Finish</b>	8:30

Attendance at Meeting (list all team members present or not and guests)			
	Name	Position	
<b>1</b>	Jodie Roden	TVP	Present
<b>2</b>	Kendra Tompkins	Parent	Present
<b>3</b>	Kevin Mitchell	3 <sup>rd</sup> Grade Teacher	Not Present
<b>4</b>	Patty Poulter	Parent Liaison	Present
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			

Purpose of Meeting – Instructional Focus:

Meeting Notes, Decisions, Issues
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Next Steps (Include action items)		
Action	Assigned to	Due Date

Next Meeting			
<b>Date:</b>	November, 2015	<b>Time:</b>	
<b>Location:</b>	PPT room		
<b>Agenda:</b>			

Meeting Minutes guidelines:

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*Norm* – review for approval

*Bylaws* (prescribed by CAFE Policy Services) – accept the bylaw as they are.

Compacts will be copied and sent home by May 15, 2015

Community member still needed. Will send over information to the convalescent home in order to ask them to join SGC.

Attendance was our goal for this year and one action for next year could be the principal making an IRIS alert before the school year starts reminding parents of school hours and reminding parents that attendance counts.

Ms. Tompkins suggests recognition of students in monthly newsletter who had perfect attendance for the month.

Also, reminders in monthly newsletter shouting out which grade levels did a great job with attendance for the month.

Suggestion for attendance counselor to make positive phone calls for parents as well as phone calls for students who have attendance concerns.

At ice cream social at beginning of the year, remind parents about the attendance and explain/review school calendar.

Reminder of snow days on school calendar at the beginning of the year.

Patty could research attendance stickers as a reinforcement for students instead of certificates each week.

Focus for next year will be to complete school compact by the end of December.