

# WATERBURY PUBLIC SCHOOLS

## Meeting Minutes

<b>Group/Team:</b>	Crosby High School - School Governance Council		
<b>Location:</b>	Virtual: Google meets	<b>Norms Reviewed:</b>	yes
<b>Date of Meeting:</b>	Thursday, December 17, 2020	<b>Start Time:</b>	6:00 pm
<b>Minutes Prepared By:</b>	Doreen Graham	<b>Finish Time:</b>	7:03 pm

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

	<b>Name</b>	<b>Position</b>	<b>Signature</b>
<b>1.</b>	Cathi Newmark	Interim Principal	Present
<b>2.</b>	Alissa Arroyo	Teacher	Present
<b>3.</b>	Maria Vilardo	Teacher	Absent
<b>4.</b>	Monica Holloway	Parent	Present
<b>5.</b>	Donnalene Mitchel	Parent	Present
<b>6.</b>	Karrgitha Williams	Parent	Present
<b>7.</b>	Angel Rosario	Parent	Present
<b>8.</b>	Gregory Neal	Community	Present
<b>9.</b>	Doreen Graham	Parent Liaison	Present

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### Meeting Notes, Decisions, Issues

Meeting commenced at 6:03 p.m. Interim Principal Newmark welcomed attendees. We had 9 in attendance (1 administrator, 4 parents, 2 teachers, 1 community and 1 other staff) Materials provided included meeting agenda, 2019-2021 Parent Involvement Narrative expenditure spreadsheet.

#### ❖ **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.

#### ❖ **Community/Student Members Status**

- Mrs. Newmark advised we should aim to have student and community members in place by next meeting.
- Ms. Graham advised team we still need one community/two students, and asked members for other suggestions.
- Mr. Rosario informed us re difficulties reaching the Association members. He also suggested his older daughter as community member pending state information.
- Mr. Neal resolve to complete his term. Alternate Aisha Brown is an employee for Connecticut Junior Republic. She will fill in at the meetings in his absence.
- Ms. Arroyo contacted Mr. Andre Gary (local Yoga Instructor) who is interested in joining our SGC. He is available to attend the January 21<sup>st</sup> meeting.
- Current student members are not responding to communications. Ms. Graham to contact students again with request for official resignation. Suggestions for student Members:
  - Mrs. Newmark recommended Ethson Destra, consider children of current parent members (need to verify regarding state guidelines “one member per family”)
  - Mrs. Vilardo offered to put up a recruitment post for her 11<sup>th</sup> grade UCONN student class

#### ❖ **2019-2021 Parent Involvement Expenditure Plan**

- Ms. Graham explained that she met with the Title 1 Grants Supervisor, along with Dr. Rivard and Mrs. Zaskand. As a result, items including PPE & refreshments was removed and replaced with school magnets/reading & math instructional materials.

VENDOR	ITEMS	EVENTS	COST
CREC	Virtual Workshop	CREC Conference	\$375.00
Barnes & Noble	SAT Workbooks	Math/Literacy events	\$582.56
Channing Bete	Title 1 Pamphlets	Community Day	\$126.44
Nasco	Calculators	Math Event	\$419.00
Parent Institute	Parent e-tips/pamphlets	Community Day/All Events	\$502.00
Positive Promotions	Parents are Teachers Too pamphlets/ school contact magnets	Literacy event/Community Day	\$1,148.90
Channing Bete	Science Kits/reading & math books	Science Event/literacy event/math event	<u>\$1,997.10</u>
		<b>TOTAL</b>	<b><u>\$5,151.00</u></b>

#### ❖ **SGC Focus for 2020-2021 School Year**

Mrs. Newmark updated the team that our focus for this school year is “Student Engagement in the Virtual Environment.” She asked for the team to work together creating a parent survey on distance learning. Members gave ideas of parent questions that will help the school to understand what’s working and the barriers to student learning. The goal is to use the responses as a way to improve student engagement. We may be able to create mini-workshops/sessions to offer parents information on the survey findings. Possible weekly/

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periodical google meets for parents to learn google class room basics etc. Ms. Graham has a google class room set up for parents, and working on setting up a google site which will provide a more direct access to parents to include resources, tutorials and FAQ.

Suggestions included:

- Does your child have a quiet place to work?
- What do you see as limitations to google classroom?
- What are your concerns about google classroom?
- Tech support issues/tutorials resources
- How do you feel about mandatory cameras?
- Do you know how to connect with your child's teachers?
- How do we communicate the challenges students may have?
- What would you like to learn in order to help your child in google classroom?
- Do you know the importance or benefits of student engagement in distance learning?
- Do you know the requirement for cameras to be on at all times during class?
- Challenges for students to have their camera on (anxiety issues/space not conducive)?
- Do you know how to check your child's attendance/grades online?
- What concerns you about your child's social emotional wellbeing?
- Internet access/resources
- How do you get you school related information? (websites, social media, parentsquare, Facebook)
- Lack of tools e.g. headphones where a private space is not available.
- How can we empower you to assist in your child's engagement?
- Does your child have a set routine?

We may want to incentivize parents to complete the survey by offering some prizes for completion. Ms. Graham offered to seek donation (with the help of the team) of some exciting items to be used for parent participation incentives.

### ❖ **Announcements - Information provided on parentsquare**

- **For the 2020-2021 school year, Waterbury Public Schools will *eliminate inclement weather* days and other emergency closure days by utilizing virtual instruction.** On those days, students will follow their current daily schedule, logging in virtually. The only exception will be if there are widespread power outages throughout the city. In that situation, we would cancel school and make up the day at the end of the school year similar to previous years.
- **Crosby Argus Club Meetings Schedule:** Fridays, 12:00 – 12:30 P.M.  
Please contact Mrs. Zeskand for more details at [vzeskand@waterbury.k12.ct.us](mailto:vzeskand@waterbury.k12.ct.us)
- **Spirit Week** is scheduled for December 21st

Meeting adjourned at 7:03 p.m.

Next Steps (Include action items)		
Action	Assigned to	Due Date
Prepare survey, send to team for feedback	Cathi Newmark/All	
Post Distance Learning Survey to Crosby Media	Cathi Newmark	
Email Ms. Graham nominations for Student/Community members	All	
Follow up with Student/Community nominees	Doreen Graham	
Prepare/distribute/post meeting minutes	Doreen Graham	
Follow up email to current student members re resignation	Doreen Graham	
Contact community businesses re donations	Doreen Graham/ Member Volunteers	

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### **ADDENDUM:**

We also decided to purchase books for parents from Barnes & Noble using the left over 2018-2020 funds (\$1417.00.) Regarding 2019-2021 spending, the Grants office advised that we remove Welcome Center spending (\$375.00) due to center being closed to the public at this time. Items will be used for parent events.

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