

# WATERBURY PUBLIC SCHOOLS

## Meeting Minutes

|                             |                                  |                        |   |
|-----------------------------|----------------------------------|------------------------|---|
| <b>Group/Team:</b>          | Duggan School Governance Council |                        |   |
| <b>Location:</b>            | Conference room                  | <b>Norms Reviewed:</b> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| <b>Date of Meeting:</b>     | 5/1/19                           | <b>Start Time:</b>     | 2:35  |
| <b>Minutes Prepared By:</b> | Dr. Frageau                      | <b>Finish Time:</b>    | 3:35  |

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

|    | Name                | Position         | Signature |
|----|---------------------|------------------|-----------|
| 1  | SaraBeth Snow       | Teacher          | Present   |
| 2  | Christina Ortiz     | Parent           | Absent    |
| 3  | Miracle Stewart     | Parent           | Absent    |
| 4  | Donna Barbati       | Teacher          | Present   |
| 5  | Michele Brittingham | Teacher          | Present   |
| 6  | Marcy LoVetro       | Parent           | Absent    |
| 7  | Kathy Taylor        | Parent           | Absent    |
| 8  | Tina St. Pierre     | Parent Lisiasion | Absent    |
| 9  | Dawn DeFeo          | Teacher          | Present   |
| 10 | Patricia Frageau    | Principal        | Present   |
| 11 | Melissa DiGiovanni  | SVP              | Absent    |
| 12 | Marion Ciarlo       | Reading          | Present   |
| 13 | Tiffany Healey      | Police Officer   | Present   |
| 14 | Rachel Schmidt      | Teacher          | Present   |
| 15 |                     |                  |           |

### Purpose of Meeting – Instructional Focus:

Conduct SGC business, School Governance Overview, Review last years iniatives, elections and moving forward

### Meeting Notes, Decisions, Issues

#### Introductions

#### Norms were reviewed

- BOOST Update: 18 kids are signed up for the Friday afterschool, program with Fitness Fury. The kids are very motivated and excited. We are on our 3<sup>rd</sup> cycle of the Brass City Harvest cooking class and it has proven to be a huge success.
- Update on forming book clubs similar to “One book- One school”.
- Rachel did an adjustment to the Donors’ Choose page and her request was fully funded.
- She is going to show Miss Snow, Mrs. Brittingham and Mrs. Barbati how to set up Donor Choose pages. Miss Schmidt applied for the Ezra Jack Keats and the AAE grants.
- The books that were chosen are as follows: Charlotte’s Web, and Save Me a Seat.
- Dr. Frageau is going to set aside \$350 for 50 Charlotte’s Web books out of the Title 1 grant money.
- Miss Tina has a \$300 sustaining order at Barnes and Nobel that we can use to purchase the primary books. Dr. Frageau applied for a Girl’s Coding afterschool program Individuals will report out next month on their progress obtaining grants.
- Rachel will make a list of books with a brief description for next meeting to help the committee chose a new book.

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### Meeting Notes, Decisions, Issues

#### Next Steps (Include action items)

| Action  | Assigned to              | Due Date |
|---|--------------------------|----------|
| Review Boost progress   | Frageau                  | 6/5/19   |
| Research "One book, One School"   | Schmidt and Taylor       | 6/5/19   |
| Update on progress in obtaining grants<br>Selection of book for grades 3-5. | SGC                      | 6/5/19   |
| Neighborhood police update  | Community police officer | 6/5/19   |

#### Next Meeting

|                |  |              |      |                  |                 |
|----------------|--|--------------|------|------------------|-----------------|
|                | 6/5/19   | <b>Time:</b> | 2:35 | <b>Location:</b> | Conference room |
| <b>Agenda:</b> | Conduct SGC business, Discuss "one book, One School" initiative. |              |      |                  |                 |

#### 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