WATERBURY PUBLIC SCHOOLS
Meeting Minutes

Group/Team:	SGC		
Location:	Bucks Hill	Norms Reviewed:	☐ Xyes ☐ no
Date of Meeting:	04/23/18	Start Time:	3:05
Minutes Prepared By:	Virginia Weedon	Finish Time:	3:55

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

	Name	Position	Signature
1	Jennifer O'Donnell	Teacher	present
2	Jen Fleming	Teacher	present
3	Virginia Weedon	Teacher	present
4	Mirta Rivera	Teacher	absent
5	Tammy Melendez	Parent	absent
6	Cecia Villatoro	Parent	Present
7	Liselote Morel	Parent	absent
8	Madgeline Torres	Parent	absent
9	Rick Hunter	Community	absent
10	Brenda Wood	Parent/PTO President	present
11	Shirley Petteway	Parent Liaison	present
12			
13	Mrs, Hudobenko	Vice Principal	Absent
14	Dr. Bello	Principal	
15			

Purpose of Meeting – Instructional Focus:

See Agenda.

Meeting Notes, Decisions, Issues

Determined date of next meeting – Monday, May 7th, 2018
Discussion of ESSA law – reviewed requirements

- a parent survey is required
- at least four parent workshops a year are required- Math, Literacy, Title 1, Science
- Form of communication with parents – newsletter, email and Remind
- School Compact and Parent Involvement Policy has gone out and is posted on the school website. Discussed how to make parents aware of what is available on the school website. We will ask the teachers to send the link on the Reminder app since many of them use it to communicate with parents. Next (2018-2019) school year we plan to review and revise if necessary the School Compact and Parent Involvement Policy and send to parents earlier in the school year.

Discussed plans for next year, Book Bingo in September to start the years off with meeting and greeting parents and a possible Parent-Student Reading Club to promote literacy.

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

Next Meeting					
Date:	May 7, 2018	Time:	3:05	Location:	Bucks Hill School Library
Agenda:	Attached.				

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