

# WATERBURY PUBLIC SCHOOLS

## Meeting Minutes

|                             |  |                        |  |
|-----------------------------|--|------------------------|--|
| <b>Group/Team:</b>          | West Side MS Virtual School Governance Council |                        |  |
| <b>Location:</b>            | Google Meet                                    | <b>Norms Reviewed:</b> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>Date of Meeting:</b>     | 11/17/2021                                     | <b>Start Time:</b>     | 12:30 PM   |
| <b>Minutes Prepared By:</b> | LAURA CACERES                                  | <b>Finish Time:</b>    | 1:30 PM  |

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

|    | Name              | Position         | Signature         |
|----|-------------------|------------------|-------------------|
| 1  | Peter McCasland   | Principal        | Present           |
| 2  | Laura Caceres     | Parent Liaison   | Present           |
| 3  | Andrea Torres     | Teacher          | Not in attendance |
| 4  | Alison Finley     | Teacher          | Not in attendance |
| 5  | Tammon Margosian  | Teacher          | Present           |
| 6  | Tom Haines        | Teacher          | Present           |
| 7  | Melinda Grove     | Teacher          | Not in attendance |
| 8  | Natalie Fagerlund | School Counselor | Not in attendance |
| 9  | Lauren Steffero   | Parent           | Not in attendance |
| 10 | Evelyn Santiago   | Parent           | Not in attendance |
| 11 | Catrenia Forbes   | Parent           | Not in attendance |
| 12 | Joseph Thompson   | Parent           | Not in attendance |
| 13 | Nayare Rivera     | Parent           | Not in attendance |
| 14 | Margaret Moriarty | Social Worker    | Not in attendance |
| 15 |                   |                  |                   |

### Purpose of Meeting – Instructional Focus:

Direct discussions among the members of the School Governance Council for the 2021-2022 school year.

### Meeting Notes, Decisions, Issues

- Mr. McCasland provided an update of the results on the Panorama survey measuring Social and Emotional learning. The area where students scored the best were self-management and social awareness. The areas in need of greatest attention were emotional regulation and self-efficacy. The way we will be addressing this and giving it the attention it needs, is by having teachers take part in department head meetings, have focused collaborations, discussions regarding what has been working, and how teachers

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can utilize these ideas and techniques school wide. Going forward, we will be focusing on positive reinforcements, as well as intentional planning and intentional coaching guided by Dr. Cormier, Dr. Peck, and Donna Morelli. Students will take another Panorama survey in May and Mr. McCasland would like to create his own student survey to be taken mid-year.

- Our "Be Kind" Initiative for November. The goal is to increase kindness in the school building, increase positive relationships between students and staff and faculty. The goal is to reduce Out-Of-School Suspensions and In-School-Suspensions and chronic absenteeism. Target behaviors are appropriate language, holding the door for another and appropriate transition behavior. If a student is recognized for these, they will receive a button which will be collected in the Main Office. At the moment, 6<sup>th</sup> grade is slightly in the lead. The grade with the most buttons will earn a dress down shirt day in December as well as an ice cream reward. We are also having a canned food drive, nonperishable food items are being collected and will be donated to identified families in need.
- Next week we will be having Thanksgiving fund raisers. Monday, 11/22, will be donate a dollar or a canned food item and wear a Flannel Shirt. Tuesday, 11/23 will be Twin Day-donate a dollar or canned food item and dress like someone else in the building. Wednesday, 11/24 will be Warrior Pride Day, showing school spirit by wearing our school colors-blue and gold. All money collected from the fundraisers will be donated to our canned food drive.
- In December, The Junior National Honor Society Induction will take place. The date is to be determined. On December 2<sup>nd</sup>, the Connecticut State Department of Education will do a walkthrough of the school. Our Holiday Concert will take place Thursday, December 9<sup>th</sup>, from 5:30-7:30 pm. Mrs. Hagan's chorus students and Mr. Lyons instrumental students will perform.
- We will begin holding our virtual School Governance meetings every 2 months. Our next meeting is scheduled for Wednesday, January 26<sup>th</sup>, at 12:30 via the Google Meet link emailed to all members.
- Mrs. Caceres updated members that our Parent and Family Engagement is now posted on our WSMS page, in English, Spanish, and Albanian. Our school compact is still in the process of being updated.
- On behalf of West Side Middle School Administration, Faculty, and Staff, we wish all our students, and their families, a very happy and healthy Holiday season.

| Next Steps (Include action items) |             |          |
|-----------------------------------|-------------|----------|
| Action                            | Assigned to | Due Date |
| None at this time.                |             |          |
|                                   |             |          |
|                                   |             |          |
|                                   |             |          |

| Next Meeting   |  |              |          |                  |             |
|----------------|--|--------------|----------|------------------|-------------|
| <b>Date:</b>   | 1/26/2022  | <b>Time:</b> | 12:30 PM | <b>Location:</b> | Google Meet |
| <b>Agenda:</b> | Open floor to members for questions, comments or concerns. We will provide an update on any joining Community Organizations/members. |              |          |                  |             |

# **WATERBURY PUBLIC SCHOOLS**

## **Meeting Minutes**

### **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