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| Group/Team: | | Governance Council | | |
| Location: Library | Date of Meeting: February 28, 2017 | Start Time: 2:35 | Finish Time: 3:35 | |

Attendance
(list names, titles of all members of team; insert X if member is in attendance for the meeting)

| Name, Title | | | | | |
|----------------------------|---|----------------------------------|---|--------------------------------------|---|
| | | Sylvia Santos, Parent | | Susan Kather, parent | x |
| Heather Hirbour, Teacher | x | Gandra Paris, Parent | | Evelyn Valdez, Parent | x |
| Caitlin Carbonell, Teacher | x | Diane Bakewell, Principal | x | Keisha Zapatka, Parent | x |
| Shelby Goderre, Teacher | x | Stephanie Carpentieri, VP | | Angela Boyd, Parent | |
| Kristina Martinez, Teacher | x | Vjollca Demirali, Parent Liaison | x | Mary Ann Marold, educational liaison | x |
| Kate Napolitano, Teacher | x | Angela Holmes, Community Member | | | |

Team Norms (subject to change; based on team decision):

1. All meetings will start on time.
 2. Process for debate is defined by providing solutions.
 3. A specific agenda will be set for all meetings.
 4. All team members will agree to stay on specific agenda topics.
 5. Protocols to guide discussion are applied – i.e. guiding essential questions, parking lot, etc.
 6. Roles are clearly defined- e.g. facilitator, recorder, etc.
- IDT Rubric Task (note #s):**

Purpose of Meeting – (modify based on specific intent):

- PURPOSE:**
- To develop shared understanding of the systemic framework tied to instructional efficacy.
- ESSENTIAL QUESTION(S):**
- How do we create coherence and alignment across all levels of the school (district) in order to drive systemic instructional improvement to the classroom?

| Agenda Item | Time Allotted | Person Responsible |
|--|---------------|--------------------|
| <p>Check-in and review the objectives of this meeting and how they connect to the core work of improving teaching and learning.</p> <ul style="list-style-type: none"> ● Identify recorder and timekeeper ● Parking Lot questions - if applicable ● Review next steps: <p>IDT Rubric Task (note #s):</p> | | Team/facilitator |
| <ol style="list-style-type: none"> 1. Review norms 2. Site Based Training 3. Updates - teachers working on compacts, handbook on website | 1 hour | |

- Review of the 19 School Governance Councils in waterbury
- updating parent Compacts, we will get a copy at end of powerpoint
- updating parent involvement policy (can be down during the year, should be reviewed yearly), should be brought to council for review

Overview of Legislation's purpose and requirements:

- Family, Schools and communities contribute to student success
- purpose of school governance to improve student achievement working together with parents, staff, communities.
- Council responsibilities: looking at school achievement data as related to the school's improvement plan
 - Participate in hiring process
 - assist principal in making programmatic and operational changes
 - develop and approve a written school parent involvement policy
 - work with school administrations in developing and approving a school-parent Compacts for parents, legal guardians and students that outline school's goals

Governance does not: manage school, supervise staff, enter into contracts, discuss individual issues, determine student eligibility for school admission, determine class allocations

Membership: 7 parents, 5 teachers, 2 community leaders, 1 school principal

- A School has the right to reconstitute itself if no progress has been made in 3 years.

Training for Councils: local boards of education are required to require to provide training and instruction to members of council members

Circular letter- showing all schools that have school governance councils in the state of connecticut (when they organized, what cohort are they in)

Recruitment Nomination Election: Standard form given by the state of CT and is sent home to every parent. It is standardized through districts

Bylaws- School Governing Council Code of Conduct (in all bylaws)

Review of Frequently Asked Questions

Reviewing compacts for each grade level

Looking into parent's email to get information out to parents about school events, policies , newsletters

Career Fair for grades pre k- to 5. Ask parents to come in and talk about what they do for a living

Looking to do a career fair in June

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| Next Steps | | | |
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| Outcome | Evidence | Assigned to | Due Date |
| Share student data | i Ready | teachers | March 14,, 2017 |
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