

<b>Group/Team</b>	<b>School Governance Council</b>		
<b>Location:</b> Library	<b>Date of Meeting:</b> 4/3/19	<b>Start Time:</b> 8:00 AM	<b>Finish Time:</b> 8:30 AM

<b>Team Norms (subject to change; based on team decision):</b>
<p>meetings will start on time.</p> <p>Less for debate is defined by <u>providing solutions</u>.</p> <p>Specific agenda will be set for all meetings.</p> <p>Team members will agree to stay on specific agenda topics.</p> <p>Protocols to guide discussion are applied – i.e. guiding essential questions, parking lot, etc.</p> <p>Roles are clearly defined- e.g. facilitator, recorder, etc.</p> <p>Minutes of meetings are to be posted on Google Docs within 24 hours.</p>

<b>Purpose of Meeting – (modify based on specific intent):</b>
<p><b>PURPOSE:</b> To enable parents, school staff, and community leaders to work together to improve student achievement. Councils serve in an advisory capacity to assist the school administration.</p> <p>What steps can we take to improve student achievement?</p> <p><b>PLEASE BRING WITH YOU:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Agenda Item/Guiding Questions</b>	<b>Time Allotted</b>	<b>Person Responsible</b>		
<p><b>Check-in</b></p> <ul style="list-style-type: none"> <li>• Identify recorder and timekeeper</li> <li>• Review next steps from last meeting</li> </ul>	5 minutes	Maria		
<b>Next Steps</b>				
<b>Next Steps/Outcome</b>			<b>Assigned to</b>	<b>Due Date</b>
write/get letter about 1 book 1 read to parents			Milo	ASAP
write letter to teachers about plan for 1 book 1 read			Milo	ASAP
finalize date for 1 book, 1 read			SGC members	4/3/19
Find out if community activity is a day or night activity.			Milo	ASAP
Find out if STEM fair will be held in conjunction with "Community Activity".			Patty	ASAP
Flower Sale - can we have it open during STEM night/Community Day?			Patty	ASAP
Get approval from Angela to send home letter about STEM project.			Patty	ASAP
Set date for May meeting.	SGC	4/3/19		
<p>Career Day in June.</p> <ul style="list-style-type: none"> <li>• make/get a note inviting parents to come in</li> <li>• tell teachers they can reach out to whomever they choose</li> <li>• tell teachers that if they want volunteers beyond parents, Mrs. Poulter will reach out to those groups/people (police, fire dept. etc.)</li> </ul>	volunteer from SGC team	5/1/19		

<p><b>Old Buisness:</b></p> <ul style="list-style-type: none"> <li>● <u>Science Expo and Community Event scheduled for 5/10/19 4:30 - 6:00</u> <ul style="list-style-type: none"> <li>○ nothing going on for these events during the school day</li> <li>○ <a href="#">STEM Expo sign-up form for families</a> - need to talk to teachers to ask how many kids signed up</li> <li>○ we will sell the rest of the plants from the plant sale that evening</li> <li>○ Milo will check on getting pizza truck for the event</li> <li>○ Angela will look into inviting parents that have a business; they can purchase a vending booth (ie. Mary Kay, Avon)</li> </ul> </li>   <li>● <u>1 book 1 read (not really) more of a home library building project</u> <ul style="list-style-type: none"> <li>○ Charlotte's Web books are here</li> <li>○ we'll have a kick off day where EVERY teacher will read the first chapter</li> <li>○ scheduled for Monday, April 29th (first week of May)</li> </ul> </li> </ul> <p><b>New Buisness:</b></p> <ul style="list-style-type: none"> <li>● Career Day - Friday June 7th <ul style="list-style-type: none"> <li>○ Lindsay composed letter; team review before sending home</li> <li>○ parents/care givers invited to sign up</li> </ul> </li>   <li>● Next SGC Meeting - set date (either 5/1 or 5/8)</li> </ul>	25 minutes	Team
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**Meeting Minutes (taken by: Mrs. Milo)**

<ul style="list-style-type: none"> <li>● Charlotte's Web - kick off date 4/29 through - 5/24 <ul style="list-style-type: none"> <li>○ Milo will compose initial letter that will go home day of "kick-off" <ul style="list-style-type: none"> <li>■ letter will have explanation, 4 questions and dates they're due</li> <li>■ ½ sheet reminders will be sent home day before questions due</li> </ul> </li> <li>○ Mrs. Poulter will try to find out about the "reading pig" <ul style="list-style-type: none"> <li>■ if we get the pig, set a goal: if 100 kids participate, Mrs. Milo will kiss the pig</li> </ul> </li> </ul> </li> </ul>		
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<ul style="list-style-type: none"> <li>● Community/STEM night: 5/10/19 <ul style="list-style-type: none"> <li>○ agencies coming - PAL, WTBY Youth Services,</li> <li>○ STEM fair - 2 projects submitted at this point</li> <li>○ SGC team does NOT want vendors to <b>sell</b> at the fair <ul style="list-style-type: none"> <li>■ families CAN have a table to set up an informational booth for free; they can give out fliers and their contact info. but will NOT sell at the fair</li> </ul> </li> </ul> </li> <li>● Date of next meeting - 5/1/19</li> </ul>		
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Next Steps		
Next Steps	Assigned To	Due Date
need letter explaining Charlotte's Web project	Mrs. Milo	4/28
find out how many kids signed up for STEM fair	Mrs. Poulter	5/1
get pizza truck for community/STEM night	Mrs. Milo	5/10
reach out to parents that may own or have friends/family that own a food business - dojo	Mrs. Defazio	ASAP
find out about reading pig	team	5/1

Attendance					
<i>(list names, titles of all members of team; insert X if member is in attendance for the meeting)</i>					
Angel Razza, Principal		Alex Welch, Classroom Teacher		Jodi Dellacroce, Parent	
Maria Milo, Facilitator/TVP	X	Lindsay Bugryn, Classroom Teacher	X	Kendra Tompkins, Parent	X
Melissa Pronovost, Reading Specialist		Simi Timaul, Classroom Teacher		Kimberly Rossi, Parent	
Patty Poulter, Parent Liaison	X	MaryAnn Sciascia, Sp.Ed. teacher	X	Jaime Veary, Parent	X
		Nikole Tyrell, Classroom Teacher		Kristine Gallager, Parent	
				Richard Haupt, Community Partner	X

				Stacey Gray, Community Partner	
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