

Group/Team	School Governance Council		
Location: Library	Date of Meeting: 3/13/19	Start Time: 8:00	Finish Time: 8:30

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

Purpose of Meeting – (modify based on specific intent):
<p>PURPOSE: 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>PLEASE BRING WITH YOU:</p> <ul style="list-style-type: none"> N/A

Agenda Item/Guiding Questions	Time Allotted	Person Responsible			
<p>Check-in</p> <ul style="list-style-type: none"> Identify recorder and timekeeper Review next steps from last meeting 	5 minutes	Maria			
Next Steps					
			Next Steps/Outcome	Assigned to	Due Date
			March 13th - next meeting	team	3/13/19
			finalize plan for handing out books to build at home libraries	team	3/13/19
			Select a book for K&1 to receive; share with Mrs. Poulter	Miss Bugryn	ASAP
			Order Charlotte's Web for 3-5	Mrs. Poulter	ASAP
	Science expo - to be hosted at the school - need to develop a plan	team	3/13/19		
	Reach out to Mrs. Defazio - let her know about the science fair and ask for input	Mrs. Milo	ASAP		
<p>Old Business:</p> <ul style="list-style-type: none"> Process for getting books out to all students (K&1, 2-5) 	25 minutes	Team			

New Business:		
<ul style="list-style-type: none"> • Science Expo <ul style="list-style-type: none"> ○ STEM Expo sign-up form for families 		

Meeting Minutes (taken by: Milo)

<ol style="list-style-type: none"> 1. One book, One Read: FINAL PLAN - Every child will get a copy of Charlotte's Web on the same day. All teacher's will read the first chapter to their class the day it is being sent home. Milo will compose a note telling parents why the book is being sent home. <ol style="list-style-type: none"> 1. the note will have a response attached and will explain that children will get another free book to keep if they complete the sheet and return after the book is read at home 2. STEM fair = May 10th. Are we merging it with Community Day on May 10th? 3. PTO Flower Sale: going on May 8,9,10. Can hold it that night at STEM Fair/Community Day 4. Career Day in June. <ol style="list-style-type: none"> 1. make/get a note inviting parents to come in 2. tell teachers they can reach out to whomever they choose 3. tell teachers that if they want volunteers beyond parents, Mrs. Poulter will reach out to those groups/people (police, fire dept. etc.) 5. School Compacts went home 3/12/19 		
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Next Steps

Next Steps/Outcome	Assigned to	Due Date
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
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	

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
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Maria Milo, Facilitator/TVP	X	Lindsay Bugryn, Classroom Teacher	X	Kendra Tompkins, Parent	
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	