

Waterbury Public Schools

Jonathan E. Reed Elementary School

Meeting Minutes

Group/Team:	School Governance Council Meeting		
Location:	Date of Meeting:	Start Time:	Finish Time:
Reed Library	1/3/2020	8:05am	8:35am

Attendance

(include titles) all people present are marked with an xx

xMs. Dunn- Chair	xMrs. Tomasella- Century 21	x Mrs. Damore-Parent Liaison		
xMs. Rock- Secretary	Mr. Diaz- Dressler Law (Jessica Retamam)			
xMr. Garcia-Teacher				
Ms. Zukowski-Teacher	xRachael Secrest-Parent			
xMs.Crosby-Teacher	Nancy Rodriguez-Parent			
Mr. Mendoza-Principal	Elise Dillard-Parent			
	xShannon Cianflone			
	xDonnie Burton-Parent xIris J. Hernandez			

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.
- Teaming Standard:** Norms are developed and followed (i.e. start and end on time, collegial discourse, etc.)- including protocols to guide discussions (e.g. guiding essential questions, etc.). (p. 3)

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

- PURPOSE:**
- To enable parents, school staff, students (where appropriate) and community leaders to work together to improve student achievement. -CSDE, School Governance Councils, Overview of the Legislation’s Purpose and Requirements. p.1
- 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?
- Please bring with you:**
- laptop

Agenda

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<p>Review Norms</p>	<p>3 min</p>	<p>Ms. Dunn</p>
<p>Attendance</p>	<p>10 min</p>	<p>Mrs. Tomasella</p>
<p>MINUTES</p>		
<p>Mrs. Tomasella shared what we have been doing to lower chronic absences within the building. THI</p>		
<p>Discussed how we build a culture of attendance</p>		
<p>Key messages. Good attendance helps students do well and will transfer later into the “real world” with jobs. Instills being prompt and on time. Absences add up and results in lost classroom time and will lead to lower academic success.</p>		
<p>Attendance monitored daily</p>		
<p>Attendance team meets montly. Culture of attendance is done through recognition of good and improved attendance. Personalized early outrage. Reviewed members of the Attendance Team. Calls are made home each day by the FRC Parent Educator to parents of children who are absent. Team discusses the goals for students, including different incentives to motivate them to come to school. At the meetings, there is always an agenda and all members are provided their tasks for after the meeting. Google doc created for team that is color coded by grade/mentor. Goal sheets used to monitor attendance for chronic absent students. Students select rewards. Mrs. Tomasella shared a copy of the attendance tracking sheet to analyze trends and patterns. Patterns included lower attendance on rainy days and early dismissal days. For classrooms that struggle with attendance, a special incentive is created for the grade level/specific classroom. A trophy is also awarded each week to the classroom with the best attendance. Reviewed SPI (School Perfomance Indicator) goal is 9.3% (currently at 15.3%). Literature sent home through flyers and class dojo to keep up motivation. Teachers also share importance of attendance at Parent Conferences.</p>		