

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:	SGC		
Location:	Bucks Hill	Norms Reviewed:	<input checked="" type="checkbox"/> x yes <input type="checkbox"/> no
Date of Meeting:	December 4, 2012	Start Time:	3:05
Minutes Prepared By:	Alison Damon	Finish Time:	4:20

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

Name	Position	Signature	
1	Tina Taylor	Teacher	present
2	Ressie Parker	Teacher	Present
3	Megan Drewery	Teacher	Present
4	Doreen Lawson	Teacher	Present
5	Alison Damon	Teacher	Present
6	Jerome Dais	Parent	Present
7	Melissa Labbe	Parent	Present
8	Tommy Dykes	Parent	Present
9	Melissa Green	Parent	Absent due to family death
10	Heidi Almeida	Parent	present
11	Madelyne Torres	Parent	present
12	Yahaira Rodriguez	Parent	
13	Linda Martin	Community	
14	Ana Velez	Community	
15	Ann Begley	Principal	present
--	Guests-----	-----	-----
16	Shirley Petteway	Parent Liaison	present
17	Darren Schwartz	ILD	present
18	MaryAnn Marold	Education Liason	present

Purpose of Meeting – Instructional Focus:

SGC

Meeting Notes, Decisions, Issues

Mr. Schwartz: clarifies the designation of Bucks Hill as a Focus School.

Data now comes from the 2011 school year, when previously told 2009 school year.

To get “off” of the label of focus school, we need to show growth in our subgroup of black students over two years.

We were labeled a focus school in November, where as other schools labeled in the state were labeled over the summer. This has impacted our timeline.

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Copies of the focus school plan will be available to all members after the State approves it. As of now, it is still in draft form.

There will be a school leadership team, data team, PAC, meeting tomorrow between Darren, Ann Begley, and Angela Razza. The hope of this meeting is to get these teams up and running effectively.

The role of SGC should be involved in the school leadership team.

Darren's role is mainly to work with Ann Begley and Angela Razza to make sure that school leadership is moving forward. He looks for modeling, research, etc. He is not here to take over Bucks Hill School.

Mr. Dais asks, How long is this timeframe for the implementation of this plan?

Mrs. Begley does not know of a turnaround time from the State once they receive our plan, there was never one given.

She states that we are already starting to put things into effect here at Bucks School.

Focus Plan will be available to all members by next meeting.

Darren asks if he can stay for remainder of meeting, Council decides yes.

MaryAnn Marold: gives a brief overview of trainings that were given last year for those new members of the SGC that did not attend. She clarifies who can be on the council team and the role of the team.

Schools are being looked at differently now in our district because of the recent school designations. This does not affect the role of SGC. We will still continue to look at data.

Copies were handed out of another school districts policy and plan for SGC. MaryAnn describes what you DO and what you DO NOT discuss at these SGC meetings.

We go back to learning about how many schools are designated as focus schools in the State. Darren believes there are 56, across many different districts.

Minutes are reviewed from last meeting. Damon makes motion to approve minutes. Drewry accepts. All in favor, none opposed.

Team agrees that By-Laws were confusing to read, Dais states that we need to establish our own by-laws that we can use to govern our council.

Dais suggests devising a committee of teachers and parents to sit down together and look over the current by-laws and come up with our own by laws that will be specific to Bucks Hill. We need to have them in a language that we will all understand.

Tina Taylor, Madeline Torres, Ressie Parker, and Doreen Lawson volunteer to be this by-laws committee.

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By-laws Committee will establish a meeting between themselves and have a draft of Bucks Hill by-laws by our next meeting in January.

MaryAnn offers a “simpler” set of by-laws from a different district. New committee decides to look at them for help devising their own.

Next item, look at compact. Extra copies were handed around for those who do not have them.

Discussion about what our compact should look like. Concern is brought up about each grade level having their own compact. There are obvious different expectations in Kindergarten than there are in 5th grade.

Darren suggest to hold off on each grade level compact because CCSS is coming. Things will change when the Common Core is in full effect.

Dais suggests that teachers need to be surveyed from across every grade level about what is required and expected from their students and communicate to the parents.

Concern is brought up by teachers that we wish parents were required to come to Fall Open house so they will see and understand what is expected for their student for the whole school year.

A suggestion is made to have fall conferences between teachers and parents to require the private communication between the two.

We will look further into changing Open House to 1 on 1 conferences.

Noted as a missing line in the current compact: Bucks Hill School Staff Will: Give all students every possible opportunity to be integrated in school activities and functions.

Are there any immediate changes to the compact that we need fixed?

Darren says we should tack this on to our next meeting, instead of rushing through this now. MaryAnn agrees, we should not send something out to parents now, before it is looked over and have corrections made. Blame the focus school delayed designation on the reason why compacts have not been sent out to families yet.

A new compact should be made and sent out, rather than this old compact that is not 100% correct. In order to make a new compact, we need input from each grade level.

Council agrees that this will happen before we send out the compact to parents.

Teachers will have time between now and January 15 to look at expectations for compact and be surveyed.

Mrs. Green, who is not present, had a death in her family. This is why she is not present today.

Motion made to adjourn meeting. 4:20pm

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Next Steps (Include action items)

Action	Assigned to	Due Date
Get copy of Focus Plan to all members	Mrs. Begley	Before next meeting
Draft new By-laws for Bucks Hill	By-laws committee	Jan 15
Survey teachers on new compact	Begley and teaching staff	Jan 15

Next Meeting

Date:	Tuesday, Jan 15, 2013	Time:	3:05	Location:	Bucks Hill All Purpose Room
Agenda:	See attached				

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