

11/19/18 Governance Team Meeting

Attendance: Michele Laboy, Elissa Brauman, Andrea Tavares, Tess Robinson, Carrie Keena, Rodney Libert, Karen Wilson, Sonja Young, Nancy Mendez, Summer Tate, Sally Biggs, Elizabeth Crespan, Di Raymond-VanHoubron

1. **Welcome:** Introductions made (new members identified).
2. **SGC Minutes – Oct. 15:** Minutes not printed or sent out. **They will** be sent electronically at a later date.
3. **MS Updates** – C. Keena: students finished 1st quarter. Dress down day this Wednesday (day before holiday). This will include wearing of jeans without holes and appropriate tops. Student/teacher events along with academics will also be held. 12/5 students are holding a team day and sport team shirts will be allowed. Hoodies will have to be tucked into the collar. Winter concerts are starting up upon return from break. Assemblies on title IV held.
4. **HS Updates-** S. Tate: 12/5 will be dress up day and half the proceeds will go to a mental health agency – TBD which agency. Concerts/Dance for the holidays are combined this year. They will be held in the school theater (not in the Trinity chapel) on 12/6. Band concert is on 12/17. Food collections for Thanksgiving continues until Wednesday. There has been a request for an observation bee hive as a grant was received. This will need a legal review. School conferences were held and went well. Phone conferences were discussed and were appreciated.
5. **Class of 2019 Updates** –E. Brauman: Shirts were received. Seniors like the shirts. Diploma sign off sheets have been mostly received. E. Brauman has sent out a request to those still missing the document.
6. **Staffing Updates:** Ms. LB will be back on Wednesday. Mr. V is back. Mr. K moved to 8th grade math to cover vacancy. There is a student teacher will take a permanent 8th grade math position on December 6th. Ms. Cathy is going out on maternity leave in December and Mr. Kiniry will move to the 7th grade and will serve as the long term sub for Mrs. Cathey.
In 6th grade, Ms. B. is being replaced by Ms. Mancone. A sub will cover ELL until Ms. Manke returns. Mr. B. has been covering 6th grade math - Jagielski. Ms. Henry will take over as the long term sub. Ms. Heller and an SPO are out on medical. The staff have done a great job covering students and classes. The school should be getting an ISS person in the near future.
7. **Budget Update:** see above
8. **School Improvement Plan:**
 - a. SST Process – Team meets weekly based on a referral process. Identified students with attendance **and/or behaviors concerns that may be leading to a student not meeting academic success**. Teachers collect data on interventions tried. If no improvement, the SST comes up with a formal plan for interventions that also includes an intervention coach.

- b. Truancy reporting – absenteeism action plan handed out and discussed. A video was shared with students today discussing how students can be isolated for different reason and how kindness matters. Students who miss a lot of school are paired with an attendance mentor. The School Performance Review was handed out. Ms. Morelli is the new coach for ELA.
9. **Holiday Events:** A turkey drive was held. 30+ turkeys collected along with gift cards, games etc... Prizes will be provided to students who went above and beyond.
10. **PTO Plans:** Grade level meetings next Thursday (after Thanksgiving). Family and Friends night 3/7/19. Seniors will have an event on 11/30 at Nomads and Senior class parents running this event. 1/5/19 will be homecoming. It will be at the West Hartford Town Hall. Prom has been booked at St. Clements Castle for this year.
11. **Other Agenda Items for upcoming meetings:**
 - a. Sexual assault topics
 - b. Review of the handbook to update

Other topics discussed this evening:

- Discussed the topic of dress down day for days of sporting events. Students are still to wear uniforms on game day.
- School play try outs were held (middle and high school students)
- ~~School play try outs were held (middle and high school students) – remove duplicate~~
- 11/29 PTO meeting then internet safety training will be held. This will be held at Trinity Hall.
- 12/5 is a half day.
- TBD a presentation on dating violence and healthy relationships.
- Bus from Bloomfield and Windsor is a concern for lateness. Sally will look into the issue.
- ~~A handout on Freckle was distributed and the team was asked to review and provide feedback.~~