

Penn Brook Advisory School Council Meeting  
DATE: June 11, 2025  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Monica McGinnis</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                                                                                                         |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                                                                                                          | Objective                                                                                                                                            | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Welcome, updates and connections                                                                                               | Thank you for your time and services on the Penn Brook School Council                                                                                | <b>In Attendance: Beth Benoit, Monica McGinnis, Noelle Donohue, Cathay Dewitt, Andre Switala, Tara Reed, Nicole Ivone, Lacey Chapman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| School Improvement Plan<br> PB School Im... | Understanding of how the data used to evaluate the current school improvement plan will be used to develop the improvement plan for next school year | Don't see too much changing for next year.<br>Maybe more specific things to dial in on, and collect data on to get a closer look.<br><br>Shifts will happen for next year.<br>Developing specialized programming for social and emotional disabilities,<br>Behavior strategies individualized for kids.<br>K-2 and 3-5 counselors will be here.<br>Students being seen by these counselors is not just something that has to be on their grid for services. They can be seen in the moment.<br>Teacher how to repair, rebuild and let students be more engaged.<br>The point is to prevent any chance for students to fail drastically. Be proactive.<br>Hiring a new 3-5 school adjustment counselor and an new school psychologist.<br>We are hiring a new 1st grade teacher.<br>We are hiring a 3rd grade teacher.<br>Looking to see if we need a new K teacher. Right now the registration is at 80.<br>Hired a special education for grades 2-3 and now we need one for K and 1.<br>Got a new special educator for our Thrive room.<br>Starting to build some systems now.<br>Discussed how students' behavior can escalate when they are frustrated in their academics. Need to have support for them so the frustration doesn't lead to |

|                               |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               |                        | <p>behavior issues.</p> <p>Piloting a new format for PE, Music, Art, Library and tech. We will combine library and Tech. - Digital citizenship and research.</p> <p>Marianne Fravel will be doing this. Now we'll have 4 specials.</p> <p><b>PILOTING FOR THE 2025-26 YEAR:</b></p> <p>This year we'll do specials for a full week. Focus on a task for a week. (A- E weeks for specials.) E week will be a makeup week for kids who had less days during their week due to holidays/ long weekends.</p> <p>New special called the learning lab. Facilitation of STEAM activities. Kids have voice and choice.</p> <p>Kids don't have the same "play skills" since COVID.</p> <p>Time to teach these skills as it's a skill required to function in society. - Rebecca Valeri is the person assigned to this job.</p>                                                                                                                                                                                                                                     |
| School Improvement Plan 25/26 | Overview of next steps | <p>Want to discuss communication processes.</p> <p>Build more communication and trust between families and teachers.</p> <p>Parents want to know more of the processes that take place in the school. This way when they hear from school or admin, they know all the steps that are taken ahead of time so that the student gets what he or she needs.</p> <p>Use our website to be more of a reliable tool. (ASPEN)</p> <p>Beth is rewriting the handbook this summer. It needs updates and revisions that pertain to our school as it is now. Communication pieces will be addressed.</p> <p>MONICA HAD TO LEAVE AT 8:45 AM TO ATTEND TO CLASS.</p> <p>Communication within the grade of what is being communicated should be a system and similar in each grade level.</p> <p>Parents want to know what ASPEN is being used for.</p> <p>Right now it's not being used to its fullest potential but our tech guy is working on adding more to it.</p> <p>Right now it's DIBELS, grades, attendance and behavior reports are being logged in there.</p> |

Penn Brook Advisory School Council Meeting  
DATE: April 30, 2025  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Monica McGinnis</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                                                                                                                                  |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                                                                                                                                   | Objective                                                                                                                                                                                                                           | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Welcome, updates and connections (5 min)                                                                                                                | To develop a professional learning community amongst the school council so that we can effectively work together                                                                                                                    | <b>In Attendance:</b> Amanda Harding, Monica McGinnis, Noelle Donohue, Cathay Dewitt, Nicole Ivone, Beth Benoit, Amy Wahl. Tara, Reed, Kristy Walker, Lacey Chapman.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| School Improvement Plan<br>Focus: Goal 3 (30 min)<br> PB School Im... | Monitoring and reviewing the School Improvement Plan: Focus Goal 3<br><br>Amy Wahl, Assistant Principal will join us<br> Penn Brook School -S... | <p>Reviewing a sense of belonging and needs of the student population.</p> <p>Went through the survey on what students and staff did this winter. Noticed that the score from students and teachers were very close in regards to student behaviors and how they interfere with how teachers can teach.</p> <p>Looked over reports on SAT and PBIS frameworks. Amy Wahl passed a handout to members of the council to follow along with.</p> <p>Survey from last year about PBIS showed that many members of the school community were not on the same page (not all had the same understanding). Went from a CARES acronym to PB3's (respect, responsibility, safety).</p> <p>Students feel that school is not noticing good behavior. We do have a system that we use at PB, but it is not meaningful to our student population. This will be an important part of the our plan moving forward</p> <p>We work with Marcy Handler - She is part of the social emotional behavior academy. The partnership continues into next year (25-26). This is grant funded.</p> <p>Had a grade level community meeting to kick off our kindness challenge. We'll have themes each month with themes around social emotional competencies.</p> |

|                                                         |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         |                                 | <p>These tools will be part of our school-wide PBIS implement regardless of the override.</p> <p>We will take the survey again in the spring and see the trend in our data overtime.</p> <p>Andre mentioned that we should not just question students on if behavior makes it hard for their teacher to teach, but ask students how they feel about their academic status. (Is there a deeper issue causing behavior, is it boredom, or not being challenged???)</p> |
| <p>School Improvement Plan<br/>Focus: Goal 1 (5 min</p> | <p>Community meeting update</p> | <p>Monica had to leave at 8:37 to attend to her class.</p> <p>These meetings will take place in the fall</p>                                                                                                                                                                                                                                                                                                                                                         |

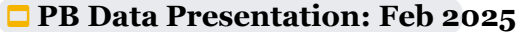
Penn Brook Advisory School Council Meeting  
DATE: March 5, 2025  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

| Agenda                                         |                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                          | Objective                                                                                                        | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Welcome, updates and connections (5 min)       | To develop a professional learning community amongst the school council so that we can effectively work together | <b>In Attendance:</b> Amanda Harding, Monica McGinnis, Noelle Donohue, Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman, Nicole Ivone, Andre Switala                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| School Improvement Plan Focus: Goal 1 (15 min) | 25-26 budget discussion                                                                                          | <p>Two budgets proposed. <b>With override</b>- keep classes 23 and under and have intervention services. 6th grade moves to GMHS and preschool moving here. Also an additional Special Ed teacher. There is also additional money to hire part-time staff to support getting students what they need with either targeted interventions or enrichment. Hire retired teachers to come in for an hour a day and support students. Mostly help during ELA and Math time</p> <p><b>Non-override:</b> 4 class sections at each grade level. Could have 25/26 students per class. Reduction in Admin support. Preschool coming and no admin when it does. We won't be able to develop specialized programming without impacting other areas. We reduce 2 paras however not at Kindergarten. Not safe to take away paras from Kindergarten with larger class sizes.</p> <p>Only diagnostic will be available for iReady<br/> DIBELS will only be done K-3.<br/> Supplies are limited in what we can purchase.<br/> Go Guardian will not be used to monitor student use of technology not sure about Gaggle. We'll have to use other safeguards to monitor them.</p> <p>Even custodial and secreterial services will be less.</p> <p>These are the biggest items affected at Penn Brook.</p> |
| School Improvement Plan Focus: Goal 1 (10 min) | Preschool moving to Penn Brook and 6th Grade moving to GMHS                                                      | <p>This is not official yet but the goal is to have them be moved.</p> <p>5th grade parents went to GMHS to help with the transition.</p> <p>5th grade gets a trip to Cedarland like 6th grade but on different days.</p> <p>They will also get an EOY celebration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                        |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        |                                     | <p>School specific responsibilities: Walking trip to GMHS, help with transitions. Also allow kids time to switch classes.</p> <p>Same thing will happen with the preschool. Classes will remain with their teacher to eliminate one big transition.</p> <p>Beth will meet with 5th graders next week to address the transition. Tell them what they can expect and when we'll really start to talk about it.</p> <p>GOING TO LOOK INTO WHAT THE NURSING STAFF SITUATION FOR MIDDLE/HIGH SCHOOL.</p> |
| <p>School Improvement Plan<br/>Focus: Goal (10 min</p> | <p>Series of Community meetings</p> | <p>PBIS survey will come out again to parents.</p> <p>Beth may offer a series of community meetings to allow people to come.</p> <p>Asking Beth if we should do the survey, the community meetings or both.</p>                                                                                                                                                                                                                                                                                     |

Penn Brook Advisory School Council Meeting  
DATE: February 26, 2025  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Monica McGinnis</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                                                                                                                |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                                                                                                                 | Objective                                                                                                                                                                                 | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Welcome, updates and connections (10 min)                                                                                             | To develop a professional learning community amongst the school council so that we can effectively work together                                                                          | <b>In Attendance:</b> Amanda Harding, Monica McGinis, Noelle Donohue, Cathay Dewitt, Tara Reed, Lacey Chapman, Nicole Ivone, Andre Switala - Kate Donlin came to present on iReady and Dibels Data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| School Improvement Plan Focus: Goal 2 (30 min)<br> | Monitoring and reviewing the School Improvement Plan: Focus Goal 2<br><br>Review of beginning and middle of the year benchmark assessments - Kate Donlin Assistant Principal will join us | <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"></div> <p>mClass is a digital version that coincides with Dibels. Gave a synopsis of what iReady does. It tells us what they know and what they need to know next.</p> <p>After the diagnostic the students go to MY PATH, where students immediate practice what they need. Students are working towards grade level proficiency. The standards are for what students should be able to do by the end of the year. They will not be proficient at start or even mid year.</p> <p>Sample (reading): In the fall 23% mid-above grade level. In the mid-year it was 36%. We want 100% of students to meet their typical growth. Kate explained that we want to see the green bars grow and the yellow and red bars shrink.</p> <p>Dibels are 1 minute timed tests. Want to see if there are students who need extra support or intervention.</p> <p>Going to try and edit the data so Kindergarten is not showing up in the results. (percentages don't match up)</p> <p>Andre brought up good questions about learning more</p> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>on our students. Curious to see if the students in the red or yellow are having issues with their own learning vs. what is taught to them. Also want to see if it's the same students in those sections for both math and reading.</p> <p>WIN is "What I need". All grades get this except the 6th grade. iReady is done in the Pathways class for 6th grade.</p> <p>Starting a more systematic way of common planning. It's called, Plan, Do and Review.</p> <p>Just had some peer observations for Wit and Wisdom where teachers worked with the success lead we have. Helping teachers enhance what they do and get new ideas for the new curriculum.</p> <p>Grades 1-5 have had chances to go to North Andover to see other teachers use Wit and Wisdom. They get a time to observe and debrief.</p> <p>Teachers can have zoom meetings with the success lead for Q and A.</p> <p>The goal is to get through 3 of the 4 modules this first year. Those 3 address all standards. The 4th module is digging deeper.</p> <p>We know we need to update K-5 math. Middle school has already done that. We are doing a slow roll out for that. But there is growth in the ELA since doing Wit and Wisdom.</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Penn Brook Advisory School Council Meeting  
DATE: December 18, 2024  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Monica McGinnis</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                    |                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                     | Objective                                                                                                                                                                           | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Welcome, updates and connections (10 min) | To develop a professional learning community amongst the school council so that we can effectively work together                                                                    | In attendance: 5 parent members, 1 teacher and the principal.<br>(Monica, Noelle, Tara, Kristy, Lacey, Nicole and Andre and Beth)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| School Improvement Plan (30 min)          | To review the development of the School Improvement Plan<br><div>  PB School Improveme... </div> | Review items on the SIP to be sure our ideas are all captured.<br>Looking for more objective data for student engagement rather than just subjective when we start reviewing data points<br>Added having nurses, counselors, office admin, principals, assistant principles and cafeteria staff into goal #1 for communication.<br>Discussed the student survey that students are taking -mostly about school culture.<br>Looking to have community meetings again at school for a stronger sense of belonging. (K-1, 2-3, 4-6)<br>There is an overlap of questions in students, teachers and parents to see perceptions in each group. |
| Other comments                            |                                                                                                                                                                                     | What is our role here to help the district with the strategic plan?<br>The school council will work on the School Improvement Plan that will help the district meet the strategic goals.<br>Who is on the planning committee? There are a number of community members, mostly parents, on the strategic planning team. Teachers were invited but no one joined given time constraints. Teachers are not on the strategic planning committee but there are some in the focus                                                                                                                                                             |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>groups around it and opportunities to fill out the survey. Community members including parents were given the same options.</p> <p>Question about how the consultant was chosen to help the district with the strategic plan. Discussed that the the district website has an area dedicated to strategic planning.</p> <p>SIP for Penn Brook will be shared with the SC tomorrow 12/19.</p> <p>January we'll focus on goal #1 - start of creating how we're gathering information. When the 2nd iReady benchmark is complete, Kate Donlin will share progress from beginning of the year to mid-year. (Feb or March)</p> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Penn Brook Advisory School Council Meeting  
DATE: November 20, 2024  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                  |                                                                                                                                                                             |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Beth Benoit</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                                |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/<br>Estimated<br>Time                           | Objective                                                                                                                                                             | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Welcome,<br>updates<br>and<br>connections<br>(10 min) | To develop a professional learning community amongst the school council so that we can effectively work together                                                      | In attendance: Noelle Donohue, Cathay Dewitt, Tara Reed, Lacey Chapman, Nicole Ivone, Andre Switala, Beth Benoit                                                                                                                                                                                                                                                                                                                                                                                                           |
| School Improvement Plan (30 min)                      | To review the development of the School Improvement Plan<br> PB School Improvem... | Format of the plan - looks stronger and easier to read, recommendation to add section called measurements<br><br>Recommendation Goal 1<br>Indicate that there is a work plan attached to each goal<br><br>Use of surveys and focus groups<br>Survey - identification of the person so you know you have a broad responses and can be to open ended for clarifying questions, open ended harder in survey, using scales<br><br>Focus groups - broadening our reach<br><br>Recommendation Goal 3<br>Inclusion of substitutes |
| Other comments                                        |                                                                                                                                                                       | Current Communication System Feedback<br>Concern around the amount of digital communication - families missing information because of amount and access to technology - is there a way in aspen to have families indicate if they need paper version<br><br>newsletter - people are not clicking on the links - can community flyers have a specific format<br><br>Is there way to have community links on the website                                                                                                     |

|  |  |                                                                  |
|--|--|------------------------------------------------------------------|
|  |  | Information for next meeting<br>Get PD plan for the next meeting |
|--|--|------------------------------------------------------------------|

Penn Brook Advisory School Council Meeting  
DATE: October 23, 2024  
TIME: 8:00-8:40  
LOCATION: Penn Brook School - Office Conference Room

|                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilitator: Beth Benoit</b><br><b>Notetaker: Monica McGinnis</b> | <b>School Council Members:</b><br>Amanda Harding, Monica McGinnis, Noelle Donohue,<br>Cathy Dewitt, Tara Reed, Kristy Walker, Lacey Chapman,<br>Nicole Ivone, Andre Switala |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda                                                                   |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic/ Estimated Time                                                    | Objective                                                                                                                                                                                                                                                                                | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Welcome, updates and connections (10 min)                                | To develop a professional learning community amongst the school council so that we can effectively work together                                                                                                                                                                         | In attendance: Lacey Chapman, Andre Switala, Noelle Donohue, Amanda Harding, Monica McGinnis, Kristy Walker, Tara Reed, Cathy Dewitt, Nicki Ivone, and Beth Benoit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| School Improvement Plan and District Strategic Planning Process (15 min) | To understand the process of the District Strategic Planning committee and how its work will impact the School Improvement Plan<br> 24-25 District Focus<br><a href="#">District Strategic Survey</a> | This highlights the district focus.<br>We want to move towards the school improvement plan. A lot of work was done through Dr. Ferrick's entry process.<br>“power of the educator” - Sense of belonging, Consistency, Coherence.<br>3 goals for the improvement plan: <ol style="list-style-type: none"> <li><b>The Penn Brook community will engage in professional learning structures to build our collective efficacy so that our collective actions have the greatest impact on students' success.</b></li> <li><b>All students will have access to and engage in learning experiences that are high quality and standards align.</b></li> <li><b>All students' have a strong sense of belonging, feeling motivated and confident as they navigate the social and academic experiences in the school community.</b></li> </ol> <u>SAMPLE FOR GOAL 2: PLAN- DO - REVIEW:</u> Wit and Wisdom is an example where teachers have to unpack the units/curriculum. Know the standard, understand the methodology of instruction, lessons are implemented, assessments are collected, analyze work in meetings. Compare and contrast what happens in |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>classrooms across grade levels.</p> <p>Monthly reviews are done.</p> <p>How we do this - PD schedules are part of this plan, grade level meetings, Benchmark data in iReady, MCAS score. We also look for trends across and within grade levels.</p> <p>Beth gives us an opportunity to state notices and wonderings.</p> <p>Tara wants to know how we “engage” all learners. - We look at the whole group and differentiate as needed.</p> <p>Noelle asked for an opportunity to review the work.</p> <p>Are field trips included in the curriculum? - response is that they are not.</p> <p>Field trips are teacher decisions to enhance the learning experience within the learning standard but are not determined by the curriculum program or required. Teachers request trips via the principal. Trips need approval. Teachers choose trips, not administrators.</p> <p>Kate Donlin will come back to a meeting to discuss Wit and Wisdom - present curriculum and Amy Wahl will come to discuss our PBIS work</p> <p>Question about how the library works within the Wit and Wisdom program. Each classroom has the required text for to implement the curriculum. The school library is working to support extension books that would be good to have as part of the collection here at school. The town library is looking to have a list of the books so that the town library can have options for students as well.</p> <p><u>SAMPLE OF NEEDED ACTION STEP FOR GOAL 1:</u></p> <p>How does admin and faculty communicate? Faculty and community? Admin and community? We’ll discuss our systems in our next meeting.</p> <p>Will talk further about goal number 1 &amp; 3 next month</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                             |                                                                                               |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Budget Development (10 min) | To understand the development of the school budget<br><a href="#">District Budget</a> - Fy 25 | Overview of spending to current budget. The process of beginning the Fy 26 budget is just starting. |
|-----------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

Posted by Tracy Pigeon on 9-24-2024 at 9:00AM

Penn Brook Advisory School Council Meeting  
DATE: October 2, 2024  
TIME: 8:00-8:45  
LOCATION: Penn Brook School - Office Conference Room

**Facilitator: Beth Benoit**  
**Notetaker: Monica McGinnis**

### Agenda

| Topic/ Estimated Time                  | Objective                                                                                                        | Notes/Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Introductions and Group Norms (15 min) | To develop a professional learning community amongst the school council so that we can effectively work together | Amanda Harding - K teacher<br>Monica McGinnis - 6th grade teacher<br>Noele Donohoe - parent<br>Cathy Dewitt - Town Librarian<br>Tara Reed - parent<br>Lacey - parent<br>Nicky- PTA and parent<br>Crissy Walker- parent<br>Andre- parent<br>Beth Benoit - our PB principal                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Role of the School Council (15 min)    | To understand the roles and responsibility of the School Council and membership                                  | <a href="#">Georgetown School Committee Policy BDEA</a><br><a href="#">DESE summary of School Advisory Council</a><br><br>OUR ROLE: Monitor and advise on the School Improvement Plan and Budget process. We advise the principal and she brings it back to the Superintendent who shares it with School Committee.<br><br>These meetings are open to the public and our meetings are subject to Open Meeting Laws.<br>Looking into a public link for others to listen (silent observers). Minutes will be posted after our meeting.<br>We do not have the appropriate ratio for this committee. The Teacher to parent ratio should be even. We're not there yet.<br><br>All parent attendance is present (We need 3 more teachers) |



|                                             |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>School Improvement Planning (10 min)</p> | <p>To understand the process of the District Strategic Planning committee and how its work will impact the School Improvement Plan</p> | <p>District is taking on a new strategic process. It's a 5 year plan.<br/> District plan for us - road map.<br/> District looks at current data and focus on actionable items.<br/> Schools look at their data and decide what we need to do as a school to reach the goals.<br/> Focus on PBIS. Expectations and Consequences (Logical ones).<br/> <b>Tier 1</b> - universal good practice - Want to be about 80% of students. Currently more at 60%. We are gaining bck the loss from COVID.<br/> <b>Tier 2</b> - small targeted group instruction around an area of struggle for the students.<br/> <b>Tier 3</b> - Intensive intervention<br/> New curriculum was adopted to help reach more on the Tier 1 level.<br/> New math, science and pathways adopted in grades 6-8.<br/> Wit and Wisdom for grades K-8.<br/> We'll discuss how it's going teaching this high quality curriculum.<br/> <b>PBIS is revamped to the PB3</b> ( Responsible, Respectful, and Safe - 6th grade has added community to it)<br/><br/> Hope to have iReady assessments done by 10/7.<br/> Grade level meetings will be focused on the results of these assessments.<br/> We will look at the school wide date of iReady at our School council meetings. (by the <u>November</u> meeting)</p> |
| <p>Budget Development (10 min)</p>          | <p>To understand the development of the school budget</p>                                                                              | <p>Beth says she is learning about the budget process. The budget process for next year begins now. We'll look at the current PB budget at our next meeting 10/25.<br/><br/> We got a grant for the new curricular materials. It did not come out of budget.<br/><br/> Part of Beth's entry plan is to heal some of the anxiety, frustrations and sadness of the community and teachers. Communication is also important for both parties. Beth is very aware of this and is looking for the right systems to give the right information. She plans to offer some thoughts around communication.<br/> Monica left meeting at 8:35.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |