



Brown Elementary School School Council 2025-26

2 September 2025 / 6:00 PM – 6:45 PM / In-Person and Virtual

ATTENDEES

AGENDA

Call to Order

Roll Call

Faculty Representatives: Deborah Kreiser-Francis, Kelly Hanson

Parent Representatives: Carie Lyn Carnahan, Cody Jacobs, Chris Therrien
(former Brown Parent)

Community Representative: Jo Rothman

Last Meeting Follow-up

1. N/A

New Business

- Welcome & Introductions
- Roles:
 - Parent/Community member as Co-Chair (review minutes each meeting, agenda planning) – Carie Lyn,
 - Recorder – Deborah, Back-up Recorder – Cody
- Norms
 - 25/26 Norms: Assume Positive Intent, Make space for all voices, Inclusive & Accessible, Comfort with lack of closure (for a time)

- Open House
 - Families with current Brown students should have seen that this is scheduled for 9/11
 - Different format-open house vs. curriculum night
 - Families are encouraged to bring children; the students can be their families' tour guides in the building
 - We will have additional resources
 - This is aligned with other elementary schools in the district-they have enjoyed positive feedback and greater attendance
 - Considering a survey to fill out at the open house or afterwards
 - If you fill it out, entered into a raffle
 - Would like to get diverse voices
 - Cody suggests additional communications home about the Open House, through any channels possible
 - Communicate the date AND the changed format
 - A flyer went home today but maybe additional information through the teachers
 - Chris likes the survey but wants to ensure it's in multiple languages
 - Kelly can work with Johanna
 - Possibly using a QR code to make it easy to access survey
 - Dr. Even says ideally all elementary schools will have the same survey so we don't have to translate multiple times
 - Carie Lyn asked if there will be translation services available for families during the Open House event
 - Kelly:
 - Lexikeet that is an on-demand translation program
 - Translated curriculum materials will be available
- Presentation of [Entry Plan](#) - Dr. Even
 - Building relationships with many people
 - Communication and listening and learning
 - Over the summer, had individual listening sessions with faculty (32) asking a series of questions to get better background information on what the staff is looking for in a principal and for the school year
 - Interested in building more relationships with families and community
 - Coffee with the principal/meet and greet events

- Would like to do focus groups – but when and how do we ensure diverse voices and not just the “usual” families
 - Visiting PLC meetings with grade level and subject matter teams to learn more about specific concerns Oct/Nov
 - Wants to pick up on traction from Dr. Cole-Harms
 - Will compile findings to inform decision making
- Review & Preview
 - Brown SIP 24-25 (from Superintendent’s Memo to School Committee)

BROWN – Brown centered its 2024-2025 work on strengthening literacy outcomes, especially for students below

benchmark in grades 2-4. More than half of students demonstrated moderate to high growth in reading, and similar gains were seen in math. Attendance improved to 94.8 percent following targeted outreach to families.

The school also advanced professional practice by co-developing a shared vision for coaching, clarifying the role of coaches and how they collaborate with teachers. Finally, Brown launched phase one of building a comprehensive MTSS framework to better align academic, social emotional, and behavioral supports.

- Brown SIP 25-26: [Priorities and Goals](#)
 - Already kicking off this year’s plan
 - Focusing on:
 - Goal 1: Accelerating ELA and math growth
 - Goal 2: Deepen Tier 1 instruction through coaching
 - Goal 3: Strengthen Tier 1 PBIS and behavior systems
 - Goal 1: Cody asked for clarification: how does the school determine if a student is at benchmark?
 - Dr. Even: using Renaissance testing, which is used nationwide as an assessment tool to determine student achievement level [wc?]. It is a screening tool, not for grading.
 - This is one number and is not the only information we use to determine student academic support needs; teachers also give input from what they see in the classroom.
 - Goal 2: All students receive Tier 1 instruction in the classroom

- Is there a way to improve student support through teacher coaching or additional intervention? (Tier 2)
 - Do we need to support a student further through special ed or other services (Tier 3)
 - The goal is to reduce the need for Tiers 2 and 3 through improved/coached Tier 1 instruction
- Goal 3: Clarify behavior systems and develop PBIS (Positive Behavior Intervention and Supports).
 - Our existing PAWS system to be streamlined and aligned throughout the school.
 - We have a “consequence rubric” on an incident report but that was not in consistent use. We will work on standardizing use of the rubric.
 - Across the district, we will work on a K-4 consequence rubric.
 - Hoping to engage families, as well, in extending PAWS into the home and reinforcing the messages at school.
- Question from Dr. Even – was there something that was discussed last year regarding the font in the Brown School Handbook? Ms. Lepow is revamping the handbook and wants to address issues that the council might have identified. Dr. Even says Erin Miller will provide approved fonts
 - Carie Lyn mentioned that last year, the council examined the website to identify issues with finding important information, including the handbook. They noted much of the information is outdated or from teachers no longer at the school. This was discussed last year but not revisited or addressed.
- Dr. Even asked for suggestions for next meeting agenda
 - Carie Lyn asked to discuss what is the role of the School Council to understand the function of the group to better be helpful and contribute ideas.
- Meeting times do not have to be Tuesday evenings, so it can be changed if need be. It is currently scheduled for October 7 at 6 p.m. The council decided to continue with this time each month.

NOTES

ATTENDEES

2.