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

ATTENDEES

AGFNDA

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. Approve minutes from last meeting -
- 2. DART Analysis
 https://profiles.doe.mass.edu/analysis/default.aspx?orgcode=01980010&org
 typecode=6&

New Business

1. SIP Update Brown Elementary School 2025-2026 SIP - Full Plan

4 November 2025 / 6:00 PM - 6:45 PM / In-Person and Virtual

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Last Meeting Follow-up

- 3. Approve minutes from last meeting approved unanimously, as written
- 4. Update on Capital Requests fending request for basketball area is likely to be approved as part of a larger fencing project across the district; air conditioning/circulation is not approved for gym due to HVAC constraints across the building, although possibly ventilation could be improved; permanent solution to lightning strike issue is high priority and is being examined with engineers' input
 - a. 2026-27 Preliminary Budget has been submitted as of yesterday. Dr. Even submitted with a 2% increase for all non-salary items (field trips, office supplies, etc.). Made no major changes from last year, as supplies seem to suffice for school needs. Specialists get a per-pupil budget.
- 5. MCAS and Renaissance Reports to Families 4th grade MCAS reports have gone to families, and Renaissance results have gone out to grade 1-4 families; information will likely help support dialogue between teachers and families during conferences, starting tomorrow
 - a. Carie Lyn noted that the video explaining the Renaissance report for Kindergarten was not user-friendly and was fairly confusing.

Dr. Even explained that there were different videos for grades 1-4 and the Kindergarten video would not explain the grades 1-4 information. She noted that perhaps there should be a different message sent out separately for Kindergarten in the future.

New Business

- 1. 2024-2025 SIP Follow Up
 - a. □ 2025-2026 SIP Presentation to SC: Brown
 - Dr. Even highlighted the School Improvement Plan bullet points as presented to the School Committee
- 2. 2025 Accountability Data
 - a. https://profiles.doe.mass.edu/accountability/report/school.aspx?linkid=31&orgcode=01980010&orgtypecode=6&
 - i. Dr. Even walked the group through the results in the DESE accountability report. The overall numbers show strong growth over last year, but they do omit our lowest learners due to the statistical parameters of the report. Diving deeper into the numbers show that some groups exceeded expected growth while other groups-especially Multi-language Learners-saw numbers decline. Examining the data will help reveal what interventions were most effective to inform decisions moving forward.
 - b. DART Analysis

https://profiles.doe.mass.edu/analysis/default.aspx?orgcode=019800
10&orgtvpecode=6&

- i. The most recent DART analysis available on the DESE website is for 2024. Dr. Even will inquire if there is access to the newest report.
- 3. Title I family Meeting
 - a. https://www.canva.com/design/DAG254655xo/QNT_24mBJWRz_0hJ6rJ01w/view?utm_content=DAG254655xo&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h8d6d52b369
 - b. Dr. Even reported that there was a Title 1 family meeting, which is a requirement of a Title 1 school. Based on different criteria, a student is identified as being eligible for Title 1 services,

and families were invited to attend the Title 1 information night.

All families were invited, not just families with students

identified for Title 1 services.

4. Next meeting: discuss progress on this year's data regarding the School Improvement Plan.

7 October 2025 / 6:00 PM - 6:45 PM / In-Person and Virtual

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Community Representative: Jo Rothman

Last Meeting Follow-up

- 6. Approve minutes from last meeting Approved unanimously
- 7. Debrief open house
 - a. 92.5% of families attended
 - i. Inquiry from Cody if this is more than usual
 - 1. Dr. Even reported that she was not sure if attendance had been taken previously. Anecdotal feedback from teachers is that it was overwhelmingly more than usual and families visited more than just the classroom. Kelly noted that childcare is often an impediment but wasn't this year.

- b. 137 families responded to survey most responses of any elementary school - visit from Brownie was an incentive
 - Most responses preferred this format, although some families did miss the presentation from the teacher regarding expectations for the year
 - ii. Dr. Spash wants to make sure families still have access to curriculum information
 - iii. Open to considering adjustments for next year

New Business

- Roles and Responsibilities of School Council
 https://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/part2d.html
 - Reactions: the roles have varied throughout the years, including updates versus revising the handbook and into other issues
 - o Advisory body to provide feedback regarding big picture decisions
 - What do we want to focus on this year?
 - November data re: school improvement plan (last year),
 MCAS and accountability data
 - December data re: school improvement plan (this year)
 - January (Annual Budget)
 - February review new data re: school improvement plan (this year)
 - March Hiring/Staffing Updates
 - April Hiring/Staffing Updates (continued)
 - May council input into School Improvement Plan 26-27
 - June council input into School Improvement Plan 26-27 (continued)
- Budget Updates:
 - Capital Request Process Needs to be submitted by October 15 Dr. Even is working on
 - a fence by the basketball court due to safety concerns of balls going into the street and students running after them
 - Relating to lightning strikes to the building; challenge is that it is unknown what has been causing the problem, as lightning rods have not addressed this

- Had also asked about more accessible playground equipment, although this is not a Capital Request, it is a Parks and Rec Department request
 - Cody questioned why this wouldn't be a Capital Request; Dr. Even clarified that it is a Capital Request but from the Parks and Rec budget, not NPS
 - Carie Lyn suggested wiser use of the space to accommodate the large number of kids who have recess simultaneously
- Chris asked about an improvement or replacement bike rack along the back door, though Dr. Even is unsure if this would qualify as a Capital Request
- Carie Lyn inquired about the heat of the gym during regular school use as well as during PTO events due to the lack of ventilation and cooling, and wondered if this could be added to the Capital Requests; Dr. Even will follow up with this and loop back
- MCAS Results DESE public MCAS data has not yet been updated for 2025
- Additional notes Dr. Even also updated that, for the first time, Brown is sending home Renaissance data the week of October 21; families get reading and early literacy as well as math results to explain if their students need additional support or not in these academic areas

Meeting adjourned 6:43

Norms

25/26 Norms: Assume Positive Intent, Make space for all voices,
 Inclusive & Accessible, Comfort with lack of closure (for a time)

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Last Meeting Follow-up

8. N/A

New Business

- Welcome & Introductions
- Roles:
 - Parent/Community member as Co-Chair (review minutes each meeting, agenda planning) - Carie Lyn,
 - o 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
 - o 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
 - o 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: <u>Priorities and Goals</u>
 - 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

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