

Burke-Memorial School

School Council Meeting
April 26, 2023
Burke Memorial Conference Room
3:00 p.m.



Agenda

- Call to order/ Welcome

- School Updates
 - District Update
 - School Based updates

- Review and next steps
 - 2023-2024 Family Engagement Plan review and feedback
 - School Improvement Plan feedback
 - Consensus building and next steps

Notes:

Attendance: Cantwell, Lockhart, Kelley, Terzigni, Balboni, Sharkey (virtual)

Agenda

Call to order/ Welcome (3:07pm)

School Updates

The assessment window has closed. Panorama, iReady, DIBELS. Next steps will be to identify general trends and then drill down to focus on specific needs. We will be working with Hill For Literacy to identify next steps for ELA instruction and interventions. Teams will do a similar look at Math data in PLCS

We have begun talks with the Community Farm and will be running the 4th grade program this year. We are working to submit a grant to DESE for funding. This is a quick turn around. The 2nd and 3rd grade program is in need of support as the beds need to be rebuilt and we are looking to build something more sustainable. There are new start up cost since the program has not been running for a few years. The goal will be to start this program again in a way that we can sustain.

Field Trips and school events (send off and field day) are in the planning stages and we are working closely with MEPTO.

Classes are in the process of finishing up Unit 3 in myView. 2nd grade has begun their Heritage projects and the plan will be for a presentation (as done in the past) in the spring.

School Improvement Opportunities

Mr Kelley spoke about the need to continue to build practices for communication with families and that we will need to examine our practices to build upon successes. The team examined the different ways we can engage families (3-4 areas) and what community needs exist within these areas. The council broke into two small groups to discuss and then came back to discuss and share.

Family Engagement

Buckets: Curriculum, Communication, Engagement, In-Person Opportunities

Curriculum: Supporting parents within curriculum and within classrooms through providing resources and connecting classroom content to home. Homework expectations should be shared and consistent and why students are expected to be completing each homework assignment (reading logs, myPath, etc). Providing opportunities for families to come together to discuss curriculum and share strategies with each other. Team also discussed how to locate library resources (book suggestions, activities, etc).

Communication: Updates and new tools are available through the new website platform. The team also discussed building a parent platform where we can house resources, newsletters, etc. Newsletters are being sent home every other week and include updates for reading, writing, math, strategies, etc. The website would serve as a landing page for information and teachers would then link from this page. The concern from teachers has been that they are not hearing feedback from parents on the newsletters and parents were concerned about not having a standardized newsletter across classrooms. It was suggested to do grade level newsletters with resources and then each teacher has their own section within the newsletter. The team suggested adding a FAQs section to the website that answers common questions

(procedures, safety protocols and pickup and drop off systems). Resources also need to be able to be translated into home languages. Next step would be to establish a parent portal this year that could be rolled out to start next year. Next steps for the short term would be to prioritize communication needs and areas for communication should be identified. Principal Coffee hours should continue even if they are not being highly attended. Consider offering time for parents to learn more about special education (DCAP, program highlights, parent rights, etc) and support tiers. This would also be a way to standardize communication and align messages for common questions and needs.

In-Person Opportunities/Engagement: Team discussed the use of project weeks in the myView lessons to bring in parents to support these projects. School is exploring how we can get more parents into the building through the use of night activities, performances, celebrations, science projects, art exhibits, etc. Offering opportunities for parents to showcase skills. It was suggested that we make sure to offer both during the day and evening events to cater towards all families.

John Kelley will provide updates and feedback on work at the next meeting.

Adjourned: 3:55 (Balboni, Lockhart)

Notes from 2/8/23:

Attendance: Cantwell, Lockhart, Kelley, Terzigni, Balboni, Sharkey, Gill

Agenda

- Call to order 4:08: Young, Balboni
- School Updates

School Based updates

Mr Terzigni shared an update on iReady middle of year data and discussed the process that the iReady diagnostic builds on previous year's skills and that we have seen gains in growth in all grade levels. The team also discussed the reasoning behind scheduling these diagnostics at this point in the year and the reasoning behind assessing students on standards not yet taught. Teachers shared that it is helpful to have this information as it guides small groups and guides where additional instruction is needed. Mr Kelley shared that the diagnostic is adaptive which allows for students to find success and while this does not allow for teachers to do an error analysis, it does work to best assess students current placement. Mrs Sharkey voiced questions about the assessment and the reports that parents see when they are sent home. Mrs Lockhart shared that teachers utilized these scores as one data point and that they rely on what teachers are seeing within the classroom.

District Update

Mr Kelley brought to the team the budget forums that are being hosted with Dr Pires and Mrs Abrams. There are multiple opportunities for community members to engage in the conversation. There have been multiple federal funding sources that end this year and the effect is going to need to be addressed. Mr Kelley expressed that family involvement and attendance at these meetings is the first step and an incredible benefit to the process.

Review of proposed Improvement Plan Goal

Community Engagement

The goals discussed last time where to get more parents into the building, providing resources to families and leveraging technology to engage families. Mr Kelley has developed a school improvement goal to be reviewed with families. Mr Kelley expressed that this should be referenced within all goals, rather than being its own goal. Mr Kelley proposed the creation of a Parent Engagement document that could be referenced within different goals. This work would fall within the domain of Social Emotional Learning. The development of a family opportunities plan would be completed in phases

and implementation of phase one planning for Family Engagement Opportunities, Parent Resources and Technology Resources. Mrs. Balboni discussed the different measures for outcomes that encompass both academic and social emotional competencies. It was noted that at this time, there is not a parent survey component within Panorama. The team discussed that the action steps listed by Mr Kelley could be a part of different domains, not just the Social Emotional domain. School Improvement Plans are designed to focus on improvement within one year but that work could be done in phases across multiple years. The use of a separate document would allow for the work to be completed across multiple phases. The team discussed that engaging teachers in this work may require the need to work with the union as this could conflict with contractual agreements. The team discussed literacy night that had previously been held at Memorial and that bringing it back would be beneficial towards this goal. The union and teachers have worked closely with administration to make sure that this collaboration and respect of time has been historically good.

Mr Kelley expressed that he would like to create and send a survey to families soon requesting specific information to begin this work. The questions will focus on the three areas listed previously (events, resources, communication, including the new Medway app). Mr Kelley asked the team for feedback and to see what resources specifically should be included within this work. The development of FAQs, Academic, SEL, Assessment, etc. should be considered.

Next Steps: Family Survey, Develop phase one of the family engagement plan, Mr Kelley will also pull examples of what is already being done within the school and district.

Adjourn: 3:58, Young, Balboni