



**Agenda & Minutes**

**Date: January 29, 2020**

**Approved: February 12, 2020**

**Location: Arthur D. Healey School**

**Topic: School Improvement Plan Context & Development**

**Members Present:**

**Group Norms:**

- Model kindness as if our kids are in the room
- Stay committed to the task collector role and follow through with tasks. Ask for help when needed
- Start and end on time
- Have an agenda with a clear focus and to stay on task
- Strive to be sure that everyone has an equal voice (\*Decision Making Leadership)
- Share responsibility
- Agree to disagree, but once a decision is made we will accept that decision
- Strive to represent the Healey students or seek more information
- Assume best intentions
- Have conversations about data without judgment or blame
- Be prepared and come ready to engage. Read the agenda and do pre-work ahead of time. Send the agenda items as soon as the Tri-chairs have established them or work towards setting agenda items in the meeting
- Say it now, in the room. Avoid waiting till later to raise an issue.
- Balance your participation – speak and listen.
- Be present with the people you are meeting with. Put away phones and other devices during the meeting.
- Strive to reach consensus, but move on when we need to

Voting Parents	Voting Teachers	
<b>Parents:</b> Dionne Aguillar-Nolan Abbe Cohen Dvornik Rachel Wildman Luke Miratrix Kelly Best Danielle Ray Savanna Payne	<b>Healey Reps:</b> Mary Ellen Carideo -Cobbs/Chris Glynn Lauren Woldemariam Nicole Madden Steve Stephano Sam Patton Emma Daniels Mary Ann Cloutier	<b>Community</b> Heidy Castro Bruce Johnson (Tufts) Fluffy Bergman (MLC)

**Objectives:**

- To increase committee understanding of the context for our school improvement plan and the supporting Memo to School Committee

**Materials:**

- December 2019 minutes

<b>Schedule 90 Min</b>		
<b>Time</b>		<b>Activity</b>
4:00 PM	15	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Mission Moment               <ul style="list-style-type: none"> <li>○ Approve Minutes- December 11, 2019</li> </ul> </li> </ul>
4:15- 4:25 PM	20	<b>Sub Group Reports</b> <ul style="list-style-type: none"> <li>● Tier 1 goal: Presented by teaching sub committee</li> <li>● Community &amp; Family Engagement</li> </ul>
4:35- 5:00	30	<b>School Improvement Plan Expectations</b> <ul style="list-style-type: none"> <li>● Template</li> <li>● Timeline</li> <li>● Assignments- How can we leverage our resources to incorporate stakeholder voice?</li> </ul>

Articulation and implementation of high-quality, Tier-1 instructional practices that support and engage all learners school-wide.

**Minutes Approved:** Initiated by Dr. Cobbs, seconded by Ms.Dvornik, passed unanimously ( 9 voted).

**Mission Moments:**

New programming to Healey, BAM and Debate League (Fall, 2020).

## **Sub-group Reports**

### **Tier 1 Instruction:**

Dr. Cobbs reviewed the notes from the November meeting and presented how those were included in the present memo.

Dr. C and members of the Healey staff explained Tier I instruction and what the term applies

The team reviewed the language of the Tier I goal for clarity; is it understandable to 'general public'?

Team discussed the importance of creating a glossary of terms for the memo - action step for next meeting.

### **Community Engagement**

Team discussed historic data presented in SIP

Dr Cobbs suggested a new survey that captures exactly what parents would like to learn more about

Sub group necessary to develop survey- action step for February meeting.

Possible focus group after survey

Develop a year long agenda for family workshops or events?

### **School Improvement Plan Expectations**

Timeline: Final copy to Superintendent March 1, 2020

Edited: Third week of February

Consider how we will share this info with school staff and community- action step February meeting

### **Programmatic Update**

Dr. Cobbs shared that SEI 1 will expand to grade two next year.

The first grade teacher will loop

PD expected for Ms. Studley to teach SEI 1 in grade one

Long term- program expanded to grade four.