

Oct 21st, 2025

School-Based Planning Team Minutes

Members present:

Principal: (chair) **Burrows**

RTA: Cavagnaro, El-Bejjani, Thornton, Cardilli

ASAR: Belair, Burrows

RAP:

BENTE:

Parent:

Student: None

Facilitator- Burrows **Minutes-** Time Keeper- Food- NA

	Time	Minutes
Opening Crew	5	
New Members	15	• We are currently down 2 RTA members for the team. Thornton is stepping down. RTA is also checking to see if building subs qualify to receive correspondence. RTA will email their constituents and hold the election next week. Nominations by Wed and election on Friday. TL will send the email.
Review of Last Minutes	10	• Reviewed state data. It is also rolling out in departments • Discussed clubs and if the stipend should be split by person, by club, etc • Email will go out to the advisors
House/PLC Meeting Clarity	20	• Discussed goals of department meetings • House meetings and focus on student outcomes • Moving from PLCs • Interested in having a deadline to determine the meeting agenda for the following week so that only teachers of students discussed are at the meeting ○ Should this be online for teachers to mention a parking lot for teachers and “someone” is the point to triage ○ Counselors to put out a form to get feedback and people vote to determine the criteria/topic for the next meeting (what student concerns, specific students, parent engagement, MTSS team referral, etc) that generates a

		tally and then an email goes out with an agenda and outcome intended for the meeting communicated ○ House Check in for.... ○ Counselors and social workers included
Grade Sheets	10	● Providing students with a grade sheet to show their progress after week 3 and week 8 so that there are updates for students and families, inclusive of tests/assessments, homework, etc to help families see the bigger picture ● Grading being a shared responsibility ● Lunch grading groups
Tabled		● Grade sheet. How to get it set up? How to get them to students ● Grading during depts ● How teachers/co-teachers can have conversations about collective grading ● Academic culture and teaching students how to navigate the Portal and see grades electronically ● Utilizing crew for academic culture and Tech classes as an extension ● Election for RTA

Sept 23, 2025

School-Based Planning Team Minutes

Members present:

Principal: (chair) Burrows

RTA: Hildreth, Cavagnaro, El-Bejjani, Cardilli, Thornton

ASAR: Belair, Burrows

RAP: Whaley

BENTE: Mouzon

Parent: Megan Mason

Student: None

Facilitator- Burrows **Minutes-** Time Keeper- Food- NA

	Time	Minutes
Opening Crew	5	
Welcome & Purpose	15	• Clarify the role of the team in shaping school improvement. • Emphasize shared leadership and collective responsibility. • Invite teachers to reflect on what success looks like for your school this year.
Data Review	20	• Discuss trends in student wellness, academic performance, and engagement. ◦ Analysis of State data from June, which reflects that our 8th grade performance is much closer to targeted growth measure; 7th grade performance is much lower • Use data to spark conversation—not just analysis, but action •  Copy of Copy of Finding a Story in Data Protocol
Priorities for the Year	15	• Brainstorm and vote on top focus areas (e.g., curriculum, student support, family engagement) • Align with district goals and school strategic plan ◦ Priorities are the same as last year, but with more intentional focus on instruction. Last year we focused more on crew and culture
Meeting Norms	10	• Co-create norms for how the team will work together (e.g., decision-making, communication). • Decide how often you'll meet and how agendas will be built.
Approvals	20	Discussion around Title I, purpose and ideas to use funding for the year to build stronger parent engagement & advocacy. This year's approved amount is: \$ 7,357. Discussion around the Title 1 plan: Staff & parent (parent via phone) gave input on ideas that should be included in the plan. Discussed activities from last year but expanding to include higher attendance and diverse community. Also mentioned adding 8th grade recognition into the plan (that was not included last year) and more activities showcasing student work. Discussed that parent survey results from last year indicate that parents are interested in:

		1. Better communication measures to keep them informed of school needs, data and functions 2. To be included in planning 3. To learn more about the parent role in student performance Addendum: includes ideas brought from Megan Mason (parent) and parent feedback survey provided over the summer. Ms. Mason brought to the table suggested activities and it was discussed how to incorporate them. • 8th grade grade recognition-team Academic Banquet was already on the calendar but added 8th Grade Recognition event to the calendar and Title 1 plan • Showcase of Student Work: Open House, Giving Thanks, Jingle Mingle were already on the calendar as suggested from parents in August at the parent engagement meeting on Aug 28th. Newly added suggestion from parents via Ms. Mason was Marshall Moves activity. Parents suggested showcase of student work and info on summer programs. Approved clubs and Bridges ESOL program. All clubs and program approved unanimously • Weight Lifting-Farley and Lodico • Marshall News-Garigen (I suggest this is moved to the RTA differential of School Paper for funding purposes) • Student Voice-Rosa and Lodico • Yearbook-Schamback (differential) • Book Club-Murphy and Garigen • Lit Magazine-El-Bejjani (differential) • Art Club and Disc Golf-Carletta • Green Team-Faugh and Cronmiller • Jag Elite Cheer-Mouzon, McGill and Thacker • Jr and Sr Advisor/Student Govt: Mouzon and Schamback (differential)
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