



STONY BROOK SCHOOL

9 FARMER WAY • WESTFORD, MA 01886 • 978-692-2708

Ms. Allison Hammer
Principal

Mr. Richard F. McElhinney, Jr.
Assistant Principal

School Advisory Council 2022-2023

The Stony Brook School Advisory Council collaborates respectfully and efficiently while developing and assessing goals towards a common objective in a fun environment that fosters listening and sharing, and encourages feedback.

Date of Meeting: October 17, 2022

Time: 2:10-3:10

Location: Remote Google Meet <https://meet.google.com/prq-kubk-cfr>

Council Members :

Principal	Allison Hammer	Present
Faculty	Michele Dulczewski	Present
Faculty	Mary Larkin	Present
Faculty	Helene Orvoen	Present
Faculty	Mindy Schnare	Present
Parent	Seema Pusalkar	Absent
Parent	Ramya Soman	Absent
Parent	Karen Wiczynski	Present
Parent	Tom Hinkle	Present

Agenda:

1. Review School Advisory Council roles and responsibilities
 - a. Spirit of the law
 - b. Responsibilities
 - c. Membership
 - d. Selection
 - e. Meeting Procedures[Link to SAC Training Slides](#)
2. Initial feedback on 4 priority areas of Westford's Strategic District Improvement Plan
 - a. Will be the basis for Stony Brook's School Improvement Plan (SIP)[Link to SB Copy of SDIP Priority Areas](#)

Discussion:

- Introductions of each member
- We will select a co-chair until everyone is present.

- Notetaking will be shared by faculty.
- Review of SAC training slides: Link to slides above.
 - Membership terms: Can decide term as year continues.
 - Parents need to have a student enrolled in the school.
 - SIP is usually submitted in the fall, but will be submitted in April.
 - For this year, we will work on developing goals connected to the district plan for the 23-24 SIP.
 - Current SB SIP focus on: Safety/Security, DEI(B=belonging), SEL

Feedback on priority areas:

From District Strategic School Improvement Plan:

1. DEI in heart of curriculum and instruction. Use UDL framework for lessons. Allow to focus on individual needs. Beginning for all educators in Westford. Training will be during PD this year and use those strategies implemented next year.
2. Equity of grade levels and geographic feasibility study being conducted
 - a. Start time adjustments and way grades are organized
3. Realistic opportunities to remove the “pressure valve.” How can we keep high quality/standards and remove elements/change elements that cause unnecessary stress?
4. Collaborate with town partners to support goals of Westford’s Climate Roadmap to have schools focus on clean energy and sustainability. Goal is to go to zero emissions/carbon footprints.
 - Moving forward, keep one group to discuss all goals, but allow people to type questions/comments in the chat or on the document to ensure that all voices are represented.
 - Suggestion for Goal 4 -- Use it as a student project; how can we as a school do this? 6th grade curriculum seems to fit best here. (Mindy will take the reins here.)

Decisions:

- Will choose a co-chair when all parents are present.
- Meeting in November will dive into the priority areas of each of these goals so we know where to start, focus our initial energy; we will wait on UDL until we have a better understanding as a group.