



# STONY BROOK SCHOOL

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

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Ms. Allison Hammer  
Principal

Mr. Richard F. McElhinney, Jr.  
Assistant Principal

## School Advisory Council 2023-2024

*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 encouraging feedback.*

**Date of Meeting: November 13, 2023**

**Time: 2:10-3:10**

**Location: Large Conference Room at Stony Brook**

### **Council Members :**

Principal	Allison Hammer	present
Faculty	Helene Orvoen	present
Faculty	Mindy Schnare	absent
Parent	Ramya Soman	present
Parent	Karen Wiczynski	present
Community Rep	Jean Forrester	absent

### **Agenda:**

1. Approve [minutes from October, 2023](#) SAC meeting
2. Assess where we are with SIP and work to be done (will have handouts)
3. Begin looking at the handbook (will have handouts)

### **Discussion:**

1. The October meeting minutes were approved unanimously.
2. Main goal of today is to analyze of the SIP
  - a. conversation over student-to-teacher ratio
3. Focus on goal 3:
  - a. Discussion over panorama survey, results and timeline (January 2024).
    - i. Staff will analyze the date results during the PD in March 2024.
    - ii. Guidance counselors can create specific lessons based on the playbook to cover the area that are identified as needing the most improvement.
    - iii. Students will complete the survey twice this school year and staff members once during PD.
  - b. Activities led in school as pressure valves such Panthermonium games and ADL lessons.

- i. Conversation over homework load and how communication is made between staff (to be discussed during a staff meeting when possible).
  - ii. Conversation over how to share information impacting students' results such as how impactful are the extra school activities on students' academics.
- c. Stony Brook is organizing a scheduling task force to check what works with our schedule and what needs to be improved in order to match students' needs.
- d. Free breakfast is available for every student on their way to their advisory.

**Decisions:**