



**Huntington Union Free School District
District-Wide Shared Decision-Making Regular Meeting Minutes
November 12, 2024**

CALL TO ORDER:

The Regular Meeting of the District Shared Decision-Making Committee of the Huntington Union Free School District was held on November 12, 2024 at 4:00 p.m. at the Jack Abrams Administrative Office, 50 Tower Street, Huntington Station, N.Y.

ATTENDEES:

Maria Adcock, Nancy Allard, Heather Barfuss, Allison Bean, Jen Biancardo, Rochelle Brown, Valerie Capitulo-Saide, Jeanine Caras, Brenden Cusack, Ruth Escobar, Sarah Hall, John Hlavaty, Kacey Knauer, Kate Laffey, Denise Lazarus, Nicole Lennon, Dawn Marmo, Keith Meyers, Ricky Papandrea, Olivia Roberts, Kerri Roskot, Rosecindy Siegel, Sajedeh Safari, Kimberly Summers

APPROVAL OF MINUTES:

A motion made by Rosecindy Siegel and seconded by Ricky Papandrea to approve the minutes of the District Shared Decision-Making Committee meeting of 5/15/2024.

REPORT FROM STAKEHOLDERS:

Flower Hill Primary School (Rosecindy Siegel)

- SMART Goal: The Shared Decision-Making Team will provide opportunities to families to maximize communication between the school/home in order to ensure a more informed and engaged school community.
 - Action Plan:
 - Establish a Family Engagement Committee to plan and implement activities for parents to bring strategies into the home and better support their children.
 - Host workshops to include, but not limited to; executive functioning, homework help, and math strategies.
 - Implement an International Day at Flower Hill to promote cultural awareness, understanding, and appreciation within our school community.
 - Create monthly newsletters with school updates, announcements, and highlights of student progress.
 - “Rise and Shine with the Principal” – Monthly open-door time with principal and Parents
 - Continue to strengthen the PTA Buddy Program and welcoming committee.
- SMART Goal: The Flower Hill community will work together to create a nurturing, supportive, and inclusive environment where students have the means to develop and apply their Social and Emotional Learning skills.
 - Action Plan:
 - Continue to implement the Positive Behavioral Interventions and Support (PBIS) Program. Parents will receive a monthly newsletter regarding our PBIS focus for the month.

- Strengthen the Flower Hill Reading Buddy Program to build confidence and a love for reading.
- Implement “Fox Tales” and “Fox Chronicles” to foster a growth mindset and student voice.
- Incorporate student-led themed announcements each morning. (Mindful Mondays, Thoughtful Tuesdays, Wellness Wednesdays, Thankful Thursdays, and Fun Fact Fridays.)
- Establish an Attendance Committee- Recognize and reward students with perfect and improved attendance

Jefferson Primary School (Valerie Capitulo-Saide)

- Goal: By June 2025, Jefferson Primary School will establish and implement a mentoring program aimed at improving social, emotional, and academic outcomes for identified students, with measurable success as indicated by teacher and student feedback and improved attendance rates.
 - Action Plan:
 - **Develop Criteria for Student Identification**
Create a set of clear criteria for identifying students who could benefit from mentoring. Criteria may include attendance records, behavior referrals, academic performance, and feedback from teachers and staff.
 - **Survey Faculty and Staff for Mentor Volunteers**
Distribute a survey to all faculty and staff to gauge interest in volunteering as mentors. Include a question on availability.
 - **Identify Students for Mentoring Program**
Based on the established criteria, identify students who would benefit from additional support and assign potential mentors.
 - **Obtain Parent/Guardian Consent**
Reach out to the families of identified students to explain the mentoring program's benefits and request permission for their child to participate.
 - **Organize "Breakfast with the Principal" Event**
Host an informal breakfast for selected students, mentors, and the principal to introduce the program, foster excitement, and establish rapport.
 - Assessment:
Conduct surveys with mentors, teachers, and participating students to evaluate the program's impact on student engagement, attendance, and academic/social outcomes. Use this feedback to make targeted improvements for the following year.
 - 9/6/24 PTA Successful PTA Block Party
 - 10/25/24 Well Attended PTA Family Fun Night
 - 11/6/24 & 11/7/24 PTA Book Fair - every child went home with a new book and trinket even though they did not bring any money
 - 11/7/24 - 8th annual STEM Glow Night wonderful collaboration with faculty, staff and PTA

Southdown Primary School (Dawn Marmo)

- Goal: Increase family engagement by 20% through the implementation of monthly family-focused events by June 2025.
 - Supportive Items in Place:
 - Southdown Block Party- huge success!
 - Parent Engagement Night 10/17/24- Literacy Themed-great night!
 - Monthly Newsletters- sent home in English and Spanish for months of October and November and classroom teachers posted on ParentSquare
 - Action Plan:

- Identify Interest Areas: Survey students, families, and staff by November 2024 to determine interests for family-focused events.
- Establish Event Calendar: Plan and publicize a calendar of monthly events by December 2024, including literacy nights, cultural events, and family game nights.
- Event Coordination: Assign committee members and volunteers to coordinate each event and gather necessary resources and materials.
- Communication: Use newsletters, social media, and flyers to promote each event at least two weeks in advance.
- Gather Feedback: Conduct feedback surveys after each event to assess engagement and satisfaction.
- Goal: Develop a “New Student Welcome Program” to ensure 100% of new students feel supported and connected within their first month at Southdown Primary, as measured by a welcome survey by June 2025.
 - Supportive Items in Place:
 - Welcome Folder in place
 - Last year a teacher connected a new family to the district with other families in the child’s class as a buddy system. This worked out very well and was well received by all involved. This year we would like to not only have “student ambassadors,” but we would like to begin having “parent ambassadors/”
 - Action Plan:
 - Create a Buddy System: Pair each new student with a “student ambassador” from their grade level who will introduce them to classmates, teachers, and school routines.
 - Welcome Kit: Provide each new student with a welcome kit that includes a school map, schedule, list of extracurricular activities, and a welcome note from the principal and teachers.
 - Weekly Check-Ins: Have a staff member (teacher, counselor, or administrator) check in with each new student weekly during their first month to address any questions or concerns.
 - New Student Survey: After the first month, conduct a short survey to gather feedback on their transition experience and ensure they feel comfortable and connected.
- Goal: Implement the new Positive Behavioral Interventions and Supports (PBIS) program school-wide to improve positive behavior by 20% in classrooms, hallways, cafeteria, and playground areas by June 2025, as measured by PBIS behavior tracking data.
 - Supportive Items in Place:
 - PBIS Team has ongoing training with PBIS trainer Megan.
 - Monthly Splash Award Assembly
 - Videos of students demonstrating “Safe, Responsible, and Respectful” behaviors have been created. Each video targets different areas and locations where behaviors are expected.
 - Nearpods have been created and uploaded to our PBIS Google Classroom for teachers to support the roll out of our PBIS Dolphin Dollars. Each Nearpod has a specific purpose and contains the video that aligns with the behavior expectation.
 - A PBIS Google Classroom has been created for all staff with all documents and videos needed
 - School Matrix is posted throughout school
 - Dolphin Dollars and Store menus have been created
 - Action Plan:
 - Staff Training: Provide PBIS training sessions for all staff members by November 2024 to ensure consistent understanding and implementation of the PBIS rubric and expectations across all areas.

- Define Behavior Expectations: Clearly display behavior expectations based on the PBIS rubric in classrooms, hallways, the cafeteria, and playground. Use visuals and age-appropriate language to reinforce expectations.
- Reward System: Create a system for recognizing and rewarding student who demonstrate positive behaviors, such as “PBIS Dolphin Dollars” that can be exchanged for small rewards or privileges.
- Monthly Check-Ins: Hold monthly PBIS review meetings to discuss successes, challenges, and any adjustments needed to improve program effectiveness. Collect input from staff and students on how the system is working.
- Family Involvement: Host a family night by January 2025 to introduce families to PBIS principles and encourage reinforcement of positive behaviors at home.

Washington Primary School (Nicole Lennon)

- Goal: Washington Primary School’s Shared Decision-Making Team will plan and implement initiatives that promote comprehensive parent/guardian involvement that is inclusive of all families and provide a welcoming environment at Washington Primary School.
 - Dual language parent communication: English & Spanish
 - Using Parent Square to send parent communications that can be translated into home language
 - Sunday Weekly Updates sent through Parent Square
 - Neighborhood Aide - Minerva Cortes - Help promote school programs and call families
 - Family Engagement Nights – Interactive opportunities to promote learning and skills in our curriculum
 - 10/09/2024 - Mindfulness, Movement & Team Building Night
 - 12/04/2024 - December Parent Engagement
 - 02/05/2025 - February Parent Engagement
 - 03/13/2025 - PARP Night
 - Partner with the PTA for Multicultural night
 - Washington Reads YouTube Channel
 - Spirit Weeks
 - December, Computer Science week
 - Principal’s Book of the Month
 - American Education Week - Week of 11/18/2024

Jack Abrams STEM Magnet School (Heather Barfuss)

- Goal: Increase student focus on wellness by expanding access to student support services and offering opportunities for students to engage in healthy lifestyle choices.
 - Expand school Mentoring Program (Pizza party was held 11/8)
 - Introduce Community Circles to every class in grades 4-6). The monthly circles will reinforce character based education goals.
 - Continue to offer 15-minute mental health intervention programs that will be delivered in all grade levels (Mental Health Team has identified 4 areas of concern to address, 1 per marking period).
 - Support a Community “Color Run” - PTA is going to look into gathering community sponsorship.
 - Support awareness of healthy lifestyle choices through Lobby and Lunch Room TV advertisements.
 - Through our Health Curriculum, students will explore healthy lifestyle choices and create posters demonstrating their learning.
- Goal: Increase parent engagement through expanded communications pathways and offer opportunities for students and families to share cultural backgrounds and make connections.

- Expand Cultural Expo & Gallery Walk to include special content area classes as well as parent/family participation. In class students will explore different countries/cultures from around the world. Each class will make a representation of their learning. Students will engage in grade level gallery walk followed by parent event.
- Welcome class parents to assist in celebrations of holidays and to support instructional challenges (5th grade had parents in on November 1st to assist with STEM challenges)
- Continue to provide targeted parent engagement nights (i.e. RTI Game Night)
- Expand student communication of upcoming events - Students are great communicators with their families. Our goal is to make sure students are informed of all upcoming events. We will do this by:
 - Use of lobby and lunch room TV advertisements
 - Update Student Council Bulletin board with upcoming events
 - Student Council President and Vice President will create a video of upcoming events that will be shared with each teacher
 - Newspaper club will create a one-page, "Here is what is happening..." notice to be shared with students
 - Ensure that student council representatives are given 5-10 minutes following each student council meeting to share what they are working on
 - Increase signage at arrival and dismissal to spread the word about upcoming events
- Goal: Increase opportunities for students to feel represented and connected to teachers and the larger school community. Increase student exposure to leadership and exposure to community service opportunities.
 - Expand the role and responsibilities of House Ambassadors
 - Introduce new leadership opportunities including Language Leaders and 5th grade helpers
 - Language Leaders were recognized and awarded chords at the October 20th ENL celebration. They will act as mentors to new entrants, translators and guides during school day and night events.
 - Conduct a Leadership Summit bringing school leaders together to discuss the importance of leaders, what makes a good leader and how leaders impact the community.
 - Celebrate our Language Learners in a school assembly with parent participation.
 - Assembly was held on 10/20. Parents and students were so proud. Some students were taken out by their parents for a special award.
 - The pizza party for commanding students was held Thursday 11/7
 - Continue to create connections between PTA and our Student Council. Students will participate in PTA meetings to share their ideas and gain support for their community service events.
 - Student council student polled their peers for ideas on programs the PTA can provide and an end of year gift they could present to the school
 - 10 Student Council students attended the 10/23 PTA meeting along with a Student Council advisor. Students shared their ideas with the council!
 - Expand our Spring "Community Market Day" event to include community sponsors. This event will allow families and students to work together to raise money for House Charities.

Woodhull Intermediate School (Stephanie Campbell)

- Goal: The Woodhull Shared Decision-Making Committee acknowledges the importance of addressing the social and emotional needs of our students. We will implement support strategies, including direct instruction, mentoring programs, and PBIS initiatives. Our aim is to empower students by fostering leadership skills, promoting critical thinking, and actively

enhancing student voice, ultimately helping them develop a sense of belonging and agency in their educational experience at Woodhull.

- We will fully implement the Woodhull PBIS program, The Woodhull Way.
- AWOD (A World of Difference) students from HHS will facilitate an interactive presentation focused on important SEL topics for fifth-grade students.
- We will hold monthly community circles and will implement restorative circles to give students the opportunity to resolve conflicts, develop essential communication skills, and build stronger relationships within the school community.
- We will form student-led advisory groups (Principal's Roundtable) to provide feedback on school programs and policies, fostering a sense of ownership and empowerment.
- The Learners Who LEAD service learning program will emphasize the importance of helping others and will have a positive impact on our students by fostering empathy, teamwork, and a sense of community.
- We will continue to grow our mentor program at Woodhull.
- Goal: The Woodhull Shared Decision-Making Team understands that family engagement and involvement in school play a vital role in enhancing student outcomes. We aim to foster a welcoming school environment through targeted outreach initiatives, 2-way communication opportunities and school events designed to boost participation from all members of our diverse school community.
 - We will collaborate with local organizations to enhance outreach efforts and co-host events.
 - We will explore ways to create Buddy Families to help make connections within our school community.
 - We will create Community Focus Groups with principal, staff and families to gather input, share perspectives, and collaboratively develop strategies that enhance family engagement and support student success.
 - We will utilize class parents and parent liaisons to connect with families.
 - We will host events that engage our entire school community (Reviving March Madness, Family, Student, and/or Faculty competitions, etc.)
 - We will maintain our annual Career Day to create opportunities for parents to share their expertise and educate our students about various professions.
 - We will broaden our Field Day to incorporate parent volunteers, which will foster collaboration and connection between families and the school community.
 - We will collaborate with community and family members as part of the Learners Who LEAD service learning program.

Finley Middle School (Olivia Roberts)

- Goal: Continue to increase measures that promote comprehensive parent/guardian engagement and a welcoming environment in all district schools. Build upon our current culture of appreciation for the diverse nature of our school district community and its students through alignment of curriculum and instruction and recruiting practices.
 - Action Plan:
 - Have a parent engagement night encouraging parents and students to work together to complete a task as teams with other families.
 - Incorporate the engagement night activity to align with in school activities currently happening in the school
 - Parent Liaison hosting monthly meetings and two workshops for our ENL families. Goal: Implement and evaluate programs that support the social and emotional well-being of our students and staff to build upon interpersonal connections throughout the district.
 - Assessment:
 - Attendance at evening event

- Goal: Implement and evaluate programs that support the social and emotional well-being of our students and staff to build upon interpersonal connections throughout the district.
 - Action Plan:
 - Have a parent engagement night on Social Media and Middle School students with both parents and students attending
 - Bring in at least 2 assemblies that are related to social and emotional well-being
 - Continuing our mentoring program
 - Assessment:
 - End of the year survey from the students about their experience with the programs at Finley and the assemblies.
 - Attendance at evening event

Huntington High School (Rochelle Brown)

- Goal: Huntington High School's Shared Decision-Making team will identify and implement initiatives to bridge learning gaps. In addition, we will promote student accountability, ownership and/or leadership of their individual learning so that they can avail themselves of the resources available that are provided by the teachers and school community.
 - Action Plan:
 - Social emotional learning
 - 2-3 times per week Teacher to Student Check-in via emoji chart
 - Continue to enhance Established Community Circles
 - After school Educators Program
 - Tri-CYA Homework Help Partnership
 - Incorporate Child Care Services into Evening Events
 - Incorporate two-way communication between Teachers who do Homework Help and student's teachers via a student self-assessment tool
 - Research Articles opportunities that address student ownership of learning for the committee to select ones to share to the community at subsequent
 - Create a PD to present at the beginning 2025 - 2026 school year
 - Create monitoring and self-assessment tools to include in the student handbook for the upcoming school year (i.e. attendance tracker)
 - Anonymous analysis of the data to identify the learning gaps via content area
 - Strategies to address areas of weaknesses
 - School wide survey on different learning styles
 - <https://www.middlesex.mass.edu/ace/downloads/lsl.pdf>
 - <https://vark-learn.com/the-vark-questionnaire/>
 - Assessment
 - Monitor Afterschool educator and homework help attendance
 - Percent completion of learning style survey
 - Incorporate data to create a comprehensive list of content weaknesses broken down by grade and progression over time as the basis for goals for the 25 - 26 school year.

PTA – No Report

SEPTA – No Report

Title Funds – (Nancy Allard)

- 24-25 Consolidated Grant has been submitted. We are currently waiting on approval.

- The Grants will continue to fund Reading and Math teachers, parental engagement, professional development, coaching and home-visits.
- We had the annual Districtwide Meet the Reading Teacher Night on October 24, 2024. It was very well attended by parents and students.
- UPK is up and running. We have taken on an additional provider, The Anne Brower School. There are currently 2 seats still available.

Assistant Superintendent for Curriculum & Instruction (Brenden Cusack)

- Working on PBIS measures across the district in each building with the help of our consultant.
- Each building has a PBIS team, which has convened over the course of the past week.
- A district-wide team is being convened on 11/22/24 to review data.

NEW BUSINESS – No Report

Future Meetings: February 25, 2025 and May 22, 2025

ADJOURNMENT

The meeting adjourned at **5:03** p.m.

Minutes compiled and prepared by Kisha Fowlkes