



BOYS' LATIN OF PHILADELPHIA

High School Fine Arts Department Meeting Quick Find

Semester 1, Quarter 1

<u><i>Thurs, 08/22/24</i></u>	<u><i>Mon, 09/09/24</i></u>	<u><i>Mon, 10/21/24</i></u>	

Semester 1, Quarter 2

<u><i>Mon, 11/18</i></u>	<u><i>Mon, 12/09</i></u>		

Semester 2, Quarter 3

Semester 2, Quarter 4

Mission Statement

We prepare boys for success in college and beyond, using as our foundation a classical Latin education, the positive influence of brotherhood, and rich relationships. We are a community that values and cultivates critical thinking, personal responsibility, emotional intelligence, and character development.


Vision Statement

Boys' Latin of Philadelphia is a collaborative community of motivated students, supportive families, and dedicated educators. The school serves as a national college-preparatory model for educating boys by nurturing personal responsibility, emotional intelligence, and character development. We empower students to understand their voice and increase their fortitude, shaping scholars who are successful in college and beyond.



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High School Fine Arts Department Meeting #1

Date: <i>Thurs, 08/22/24</i>	Time & Room: <i>11:30am, M3</i>	Note Keeper: Jones	Time Keeper:
Attendees			
Michael Carter	C.J. Celeiro	Renard Golden <i>In a meeting with Parker</i>	James Jones
Resources & Reminders			
Team Core Values			
Documents	<ul style="list-style-type: none"> ● Purchase Request DOC (please make a copy) ● Reimbursement Request DOC (please make a copy) ● Field Trip Request DOC (please make a copy) <ul style="list-style-type: none"> ○ Before submitting, please email me directly with an approximate total expense so I can ensure we have the budget available to approve. 		
Contact Me	<ul style="list-style-type: none"> ● Text preferred: 813.508.3399 ● Email: cceleiro@boyslatin.org 		
Desired Outcomes of Today's Meeting	<ul style="list-style-type: none"> ● 100% Commitment to our Team Core Values. ● Complete understanding and transparency of expectations & procedures. ● Collaboratively create a department vision for SY2025. 		

Meeting Agenda

Agenda Item	Time	Facilitator	Notes
Welcome/Introductions	5 min	Celeiro	Assignment of duties Field trip requests policy is being finalized.
Meeting Expectations	5 min	Celeiro	
Procedures <ul style="list-style-type: none"> ● Purchase Requests/Budget ● Lesson Plans ● Walkthroughs ● Summative Assessments 	20 min	Celeiro	Reviewing purchase order protocols. Review of Dept values, budget and vision. Chair to perform periodic walkthroughs during the semester to assure all domains of instruction are in alignment with our practice.



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<ul style="list-style-type: none">● Adding items to the agenda● Standing Meeting● Saturday School			Our agenda is a living document that can be added to by all members. Talking with leadership to confirm Saturday school expectations for our Dept.
Syllabi (Sample)	5 min	Celeiro	Norming with grading & attendance policies.
Schoolwide Writing Initiative (more info forthcoming)	5 min	Celeiro	Review of the need to add more written response assessments to assist with Keystone performance.
Department Vision	10 min	Full Dept. Collaboration	Legacy, Opportunity
Floor Open for Questions	10 min	Celeiro	Discussion re: clarifying environmental expectations for Phys. Ed and clarifying Health scheduling.
Next Steps <ul style="list-style-type: none">● ALL MEMBERS: Make copies of purchase request, reimbursement request, and field trip request docs for easy access.● ALL MEMBERS: Hang the Department Vision somewhere in your classroom.<ul style="list-style-type: none">○ CELEIRO: Send out finalized vision typed out to everyone for the team to put in classrooms.			



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High School Fine Arts Department Meeting #2

Date: <i>Mon, 09/09/24</i>	Time & Room: <i>3:15pm, M3</i>	Note Keeper:	Time Keeper:
Attendees			
Michael Carter	C.J. Celeiro	Renard Golden	James Jones
Resources & Reminders			
Team Core Values			
Documents	<ul style="list-style-type: none"> ● Purchase Request DOC (please make a copy) ● Reimbursement Request DOC (please make a copy) ● Field Trip Request DOC (please make a copy) <ul style="list-style-type: none"> ○ Before submitting, please email me directly with an approximate total expense so I can ensure we have the budget available to approve. 		
Contact Me	<ul style="list-style-type: none"> ● Text preferred: 813.508.3399 ● Email: cceleiro@boyslatin.org 		
Desired Outcomes of Today's Meeting	<ul style="list-style-type: none"> ● Create strategies of observation for upcoming walkthroughs ● Encouraged use of Kickboard with fidelity ● Awareness of Bullseye Action Item 		

Meeting Agenda

Agenda Item	Time	Facilitator	Notes
Temperature Check, how is the school year going so far? <ul style="list-style-type: none"> ● 1 glow and 1 grow for each person. 	5 min	Celeiro	Glows: -Celeiro: 4th period class is doing well with difficult text Jones: Carter: first 2 periods of health working better Golden: Getting grade team working together Grows: Celeiro: Large class management Jones: Adjusting to Monday schedules Carter: Managing 7th period



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			Golden: Gerring educators on grade books
Kickboard <ul style="list-style-type: none">● Use with fidelity● Tips and tricks● Don't forget to log tardies, uniforms, cell phones, and profanity	5 min	Celeiro	Keeping us aiming for the 85% ratio (positivity) Aiming towards 100-200 per day. Making sure we are logging: tardy, uniforms, cell phones and profanity (school appropriate language).
Upcoming Walkthroughs <ul style="list-style-type: none">● Is there anything you feel you need support with or would like me to specifically observe and comment on?	10 min	Celeiro	Jones: Floating/Proximity Carter: Transitions, overall management Golden: Routines and student delegation.
Bullseye Self Reflection <ul style="list-style-type: none">● Log into Bullseye● Click "Launch New Session"● Complete Teacher Self Reflection on your own time by Friday, 09/13	5 min	Celeiro	All members to complete self reflection and publish results.
Floor Open for Questions	5 min	Celeiro	Saturday School - waiting to hear from Doughty.
Next Steps <ul style="list-style-type: none">● ALL MEMBERS: Complete Bullseye Self Reflection by Friday, 09/13● CELEIRO: Complete walkthroughs of all department members by Friday, 09/13<ul style="list-style-type: none">○ Schedule times to debrief about walkthroughs○ Open classroom for 4th period Health class?			



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High School Fine Arts Department Meeting #3

Date: <i>Mon, 10/21/24</i>	Time & Room: <i>2:15pm, M3</i>	Note Keeper:	Time Keeper:
Attendees			
Michael Carter	C.J. Celeiro	Renard Golden	James Jones
Resources & Reminders			
Team Core Values			
Documents	<ul style="list-style-type: none"> ● Purchase Request DOC (please make a copy) ● Reimbursement Request DOC (please make a copy) ● Field Trip Request DOC (please make a copy) <ul style="list-style-type: none"> ○ Before submitting, please email me directly with an approximate total expense so I can ensure we have the budget available to approve. 		
Contact Me	<ul style="list-style-type: none"> ● Text preferred: 813.508.3399 ● Email: cceleiro@boyslatin.org 		
Desired Outcomes of Today's Meeting	<ul style="list-style-type: none"> ● Coordinate for next round of walkthroughs ● Review and provide support for benchmark revision 		

Meeting Agenda

Agenda Item	Time	Facilitator	Notes
Temperature Check, how was Q1 for everyone? <ul style="list-style-type: none"> ● Share at least 1 success 	5 min	Celeiro	Jones - Success: Ceramics classes are very productive, they have the handbuilding techniques, producing things they can take home // Graphic Design skills highly developed, higher software literacy, discovery Golden - Success: seeing connection with elections and ELA, rubrics, practice presentations, implementing feedback // improvements in music theory understudy // student-led choir leading their own rehearsals, working well with foreign languages Carter - Success: Soccer team had complete



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			season, accountability checks gave wakeup calls, developing winning habits Celeiro - Success: BAP students loving the creative projects that tie into ELA standards/using the things I learned at Drexel
<u>Bullseye</u> <ul style="list-style-type: none">Take a look at any/all feedback you may have received on your own time	2 min	Celeiro	
Upcoming Walkthroughs <ul style="list-style-type: none">I will be doing my best to visit different classes than the ones before. Please tell me which class you would like me to visit.What would you like me to focus on in this particular class?	8 min	Celeiro	<ul style="list-style-type: none">- Carter: 2nd Pd Health<ul style="list-style-type: none">- Lesson Plan Structure- Jones: 8th Pd Ceramics<ul style="list-style-type: none">- Management/Burn out- Space- *Tuesday- Golden: 2nd Pd Music Theory<ul style="list-style-type: none">- Flipped classroom- Engaging the space cadets
Benchmarks tomorrow <ul style="list-style-type: none">Check everyone's benchmarks, provide time to make last-minute modifications	5 min	Celeiro	
Open floor	10 min	Anyone	



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High School Fine Arts Department Meeting #4

Date: <i>Mon, 11/18/24</i>	Time & Room: <i>2:15pm, M3</i>	Note Keeper:	Time Keeper:
Attendees			
Michael Carter	C.J. Celeiro	Renard Golden	James Jones
Resources & Reminders			
Team Core Values			
Documents	<ul style="list-style-type: none"> ● Purchase Request DOC (please make a copy) ● Reimbursement Request DOC (please make a copy) ● Field Trip Request DOC (please make a copy) <ul style="list-style-type: none"> ○ Before submitting, please email me directly with an approximate total expense so I can ensure we have the budget available to approve. 		
Contact Me	<ul style="list-style-type: none"> ● Text preferred: 813.508.3399 ● Email: cceleiro@boyslatin.org 		
Desired Outcomes of Today's Meeting	<ul style="list-style-type: none"> ● Coordinate for next round of walkthroughs ● Discuss how I can best support you and put those plans into action 		

Meeting Agenda

Agenda Item	Time	Facilitator	Notes
Temperature Check, how has Q2 been for everyone? <ul style="list-style-type: none"> ● Share at least 1 success or growth area 	5 min	Celeiro	
Upcoming Walkthroughs <ul style="list-style-type: none"> ● I will be visiting classrooms after Thanksgiving Break based on the days/times discussed at previous meeting <ul style="list-style-type: none"> ○ Carter: 2nd Pd ○ Jones: 8th Pd on a Tues 	5 min	Celeiro	



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○ Golden: 2nd Pd			
Lesson Plan reminder - Thurs before midnight <ul style="list-style-type: none">● I put in a comment to have lesson plan submissions posted earlier for those that don't want to wait until Thursday	2 min		
Budget Overview	5 min	Celeiro	
How can I best support you?	10 min	Celeiro	<ul style="list-style-type: none">● Golden: Concert, Respecting stressors from other activities such as the concert (don't ask for extra lift during critical times like this)● Jones: Continuing speed with purchase orders, awareness of budget● Carter: Continuing support for resources
Open floor	10 min	Anyone	<ul style="list-style-type: none">● Carter: embracing the roller coaster, navigating accordingly● Jones: Feeling good about having backup from admin when dropping the hammer● Jones: Field trips (Ceramics: Magic Gardens, Black Hound)● Golden: Communication can be improved all the way around (top down, also laterally)<ul style="list-style-type: none">○ Burnout comes because of failed communication● Golden: Finger wag vs. Conversation, leading with grace and empathy● Golden: PDs should be focused on needs
PD in 108B at 3:05pm with ARB Flexible Instructional Day Bring Laptop			



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High School Fine Arts Department Meeting #5

Date: <i>Mon, 12/09/24</i>	Time & Room: <i>3:00pm, M3</i>	Note Keeper:	Time Keeper:
Attendees			
Michael Carter	C.J. Celeiro	Renard Golden	James Jones
Resources & Reminders			
Team Core Values			
Documents	<ul style="list-style-type: none"> ● Purchase Request DOC (please make a copy) ● Reimbursement Request DOC (please make a copy) ● Field Trip Request DOC (please make a copy) <ul style="list-style-type: none"> ○ Before submitting, please email me directly with an approximate total expense so I can ensure we have the budget available to approve. 		
Contact Me	<ul style="list-style-type: none"> ● Text preferred: 813.508.3399 ● Email: cceleiro@boyslatin.org 		
Desired Outcomes of Today's Meeting	<ul style="list-style-type: none"> ● Coordinate for next round of walkthroughs ● Discuss how I can best support you and put those plans into action 		

Meeting Agenda

Agenda Item	Time	Facilitator	Notes
Department Walk-thoughts postponed to 2025 <ul style="list-style-type: none"> ● Are there any changes in what you would like me to observe? 	2 min	Celeiro	
Upcoming Events - Brothers in Song Winter Concert (Wed, 12/18 at 6pm)	5 min	Celeiro / Golden	
Lesson Plan reminder - Thurs before midnight <ul style="list-style-type: none"> ● Submissions are open for remainder of the semester 	2 min	Celeiro	



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Pacing Guides <ul style="list-style-type: none">How is progress? Are you expected to complete all learning outcomes before the end of the semester?	5 min	Celeiro	<ul style="list-style-type: none">Golden is in line with pacing guides for Music Appreciation and Choir<ul style="list-style-type: none">Feels Music Theory is falling behind, reteachingJones is with pacing guide but students aren't always completing assignments/taking it seriously.Carter is with pacing guide and reframing the structure of class time with specific content necessary.
Gradebook Check <ul style="list-style-type: none">Each class should have ~20 assignments by the end of todayCurrent grade counts have been emailed to you individuallyIs there any way I can support/offer guidance with gradebooks?	5 min	Celeiro	
Saturday School - 12/14 <ul style="list-style-type: none">Carter on scheduleHave assignments ready in Schoology <u>or</u> printed copies in your mailbox	2 min	Celeiro	<ul style="list-style-type: none">Carter may not be available on Saturday School
Next week is going to be difficult! How can I best support you right before winter break? <ul style="list-style-type: none">I intend to pop in during my preps toward the end of the week to offer support within the space if needed.	5 min	Celeiro	<ul style="list-style-type: none">Golden & Celeiro - tech meeting for concert
Open floor	10 min	Anyone	
Independent Work Time		WFWYW	



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