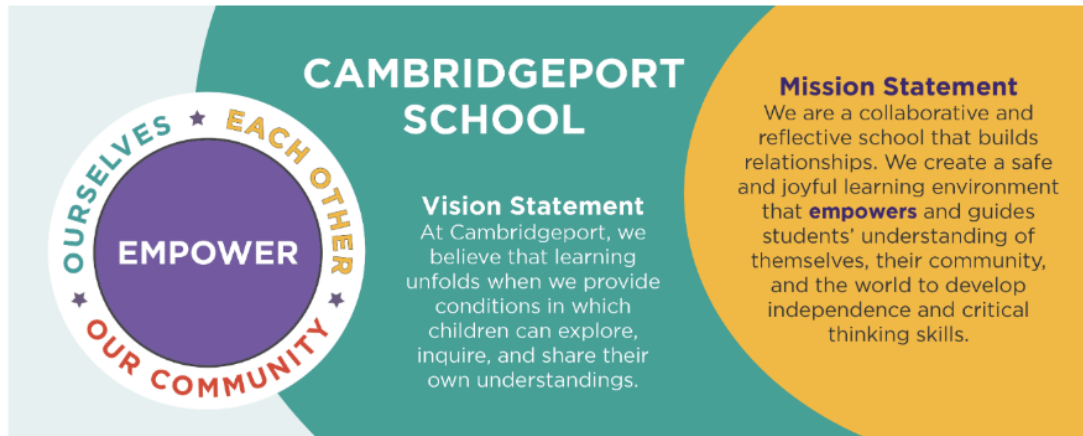


Cambridgeport School

School Site Council Meeting Agenda/Minutes

Date: April 16, 2025 Time: 4:45 pm - 6:45 pm



NORMS

Way of Working Together

- ☐ Be open-minded and non-judgmental
- ☐ Full participation and contributions
- ☐ Assume positive intentions
- ☐ Let priorities overrule history (solution-based approach)
- ☐ Listen to understand, not to reply
- ☐ Ground statements/decisions in evidence
- ☐ Allow for courageous conversations that encompass civility
- ☐ Maintain every person's humanity in words and actions.

Start and End on Time

Statement

The School Council is a state-mandated committee whose membership includes the Principal, a co-chair, and an equal number of school staff, parents, and community members. **The School Council functions as an advisory council to the Principal.** The work of the Council could include:

In Cambridge Public Schools, the School Council has the following main responsibilities:

- Adopt educational goals for the school that are consistent with local educational policies and statewide student performance standards;
- Identify the educational needs of students attending the school in relation to the goals;
- Collaborate with the school community and district instructional staff to form an annual School Improvement Plan (SIP) for approval by the Superintendent;
- Review the school budget annually;
- Review the student handbook, all areas of student behavior, and student disciplinary policies annually.
- *Making recommendations for the development, implementation, and assessment of the curriculum accommodation plan, as required under Sec. 38Q 1/2*

School Council should not become involved as an ombudsman (an official appointed to investigate/address individuals' complaints) **or a grievance committee in individual cases that involve students, parents, teachers, and other school staff.**

School Council as a Mechanism for Racial Equity

- Every School Council is a mechanism for working towards racial equity in schools. The School Council will catalyze and/or participate in racial equity initiatives and evaluate their progress and efficacy in collaboration with the school's equity team and the general school community.
- Becoming an anti-racist school will be a goal explicitly stated in the educational goals developed by every School Council, evaluated in the needs assessments, and addressed in the School Improvement Plan.
- The thread of racial equity is woven throughout every action the School Council takes and throughout every section of the Handbook.

What is the council's role in the school budget?

"The law specifies that the school council "shall assist [the principal] in the review of the annual school budget." This language refers to the school building budget, not the district budget.

"Review" means that the council and the principal read through documents that describe the budget in order to understand the implications for items in the school improvement plan that will be developed by the council. In many communities, the school budget is prepared by mid-year in order to allow for negotiation with other municipal agencies, i.e., finance committee, city council, and town meetings. Therefore, a council's review of the budget enables it to predict better which improvement projects that require funding could be implemented in the next school year under a budget constructed in the previous fall. Also, in school districts that encourage building-based budget planning, a school's improvement plan objectives developed in any given year can guide



	<p>the development of the school's budget in the next year. In these cases, the council's review of the budget helps implement the previous year's school improvement plan."</p> <p>http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/part2d.html</p>
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School Council Goals/Guided Question(s).	Guiding Question(s): <i>How do we use the school budget and subcommittees to enhance our students' social-emotional and academic experiences?</i>
Today's TOPIC	<input type="checkbox"/> Complete the School Council Self-Assessment <input type="checkbox"/> School Improvement Plan 2023-2025 <input type="checkbox"/> Subcommittee <input type="checkbox"/> Discuss Elections
Members Present:	Staff: Genteen, Justin Cravens , Sarah Rosenberg, Jennifer Martin Parents: Philomene Clercidor, Mojie Crigler, John Mussman, Alexandria Victoria Long Family Liaison: Kristen Emack Community Partner: Guests/Observers:
Task Manager:	Name: Jen
Note Keeper: Notecatcher BELOW	Name: John

Tools/Resources
<p>Here are the accounts for our non-CPS council members:</p> <ul style="list-style-type: none"> • <u>John Mussman</u> Google Account: mussmanj@partnerof.cpsd.us • <u>Mojie Crigler</u> Google Account: criglerm@partnerof.cpsd.us • <u>Alexandria Victoria Long</u> Google Account: victorialonga@partnerof.cpsd.us • <u>Julien Philomene</u> Google Account: philomenej@partnerof.cpsd.us • The email group is called Cambridgeport-school-council@cpsd.us. • C'Port Family Handbook • District Priorities CPS District Plan • Role of School Site Council: DOE Mass EDU • C'Port MTSS Overview Framework • CPS School Council Training Slides • CPS School Council Handbook • DRAFT C'Port Priorities

- C'Port School Improvement Plan [C'Port DRAFT SIP 2023-2025](#)
- MAEC [Equity Audit Self-Assessment](#): School Equity Site Council Sections
Criteria for an Equitable School
 - ☐ School Policy, Assessing Community Needs, School Organization/Administration, Staff 5.3 - 5.12

Date		April 16, 2025
Time	Facilitator	Agenda Topic/Item
4:45	Genteen & John	<input checked="" type="checkbox"/> Welcome <input checked="" type="checkbox"/> Review Norms and Agenda <input checked="" type="checkbox"/> Review and accept minutes from the last meeting <input checked="" type="checkbox"/> Updates and Comments from School Council Members <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Looping Conversation Update <input type="checkbox"/> Agenda items coming up <ul style="list-style-type: none"> <input checked="" type="checkbox"/> March 27th: SIP Monitoring, Subcommittee, Self-Assessment <input checked="" type="checkbox"/> April 16th: SIP Monitoring, Subcommittee, Election Planning <input type="checkbox"/> May 22nd: Review Family Handbook, SIP Monitoring, Subcommittee <input type="checkbox"/> June 5th: SIP 25-27 Timeline Overview, Complete SIP End-of-Year reflection on student goals. (note language from new template for "June 2025"), Complete 2nd Self-Assessment
5:00		Finalize School Council Self-Assessment See Appendix 6 for the School Council Assessment Template

		<div><h2>Equity Considerations</h2><h3>Fist to Five Consensus Building Process</h3><ul style="list-style-type: none">• Decisions are made by consensus.• Everyone shows a fist to five (0-5).• Decisions are only ready to be made when every person shows either a 4 or 5.• If not, the group needs to understand the thinking of anyone who didn't say 4 or 5 and talk more until consensus is reached.<div><table><tr><td>No way! I'll block this.</td><td>I see MAJOR issues we need to resolve.</td><td>I see MINOR issues we need to resolve now.</td><td>I see minor issues we can resolve later.</td><td>I'm fine with this as it is.</td><td>I love this! I will champion it.</td></tr></table><div> Lack of Consensus Consensus</div></div></div>		No way! I'll block this.	I see MAJOR issues we need to resolve.	I see MINOR issues we need to resolve now.	I see minor issues we can resolve later.	I'm fine with this as it is.	I love this! I will champion it.
No way! I'll block this.	I see MAJOR issues we need to resolve.	I see MINOR issues we need to resolve now.	I see minor issues we can resolve later.	I'm fine with this as it is.	I love this! I will champion it.				
5:30	John	School Council Sub-Committee <ul style="list-style-type: none"><input type="checkbox"/> Farm School: <i>How do we secure funding yearly for the 5th-grade overnight field trip to Farm School?</i> Mojie<ul style="list-style-type: none"><input type="checkbox"/> Kristen connected Kendall Square Business Association as a starting point.<input type="checkbox"/> Looking for companies to sponsor this program.<input type="checkbox"/> Jen, Ginger, Kristen & Mojie are the members of this sub-committee<input type="checkbox"/> Teaching Climate: <i>How can caregivers support staff in their teaching worklife?</i> John, Sarah R., & Jen<ul style="list-style-type: none"><input type="checkbox"/> Teaching Climate survey analysis<input type="checkbox"/> Making Meaning protocol							
6:20 pm	Genteen	Cambridgeport School Improvement Plan Monitoring <p><i>“Collaborate with the school community and district instructional staff to form an annual School Improvement Plan (SIP) to be approved by the Superintendent.”</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Update: C’Port School Improvement Plan C’Port SIP 2023-2025<ul style="list-style-type: none"><input type="checkbox"/> What We Are Doing Page<input type="checkbox"/> New for 24/25 Page							
6:30 pm	Genteen	Election Planning <ul style="list-style-type: none"><input type="checkbox"/> Page 19/20 CPS School Council Handbook							
6:40 pm	Guests	Open Comment	<i>Each meeting must include time for public comment.</i> <i>If members of the general community would like</i>						

			<i>to propose topics for discussion, they can reach out to a Representative in advance to suggest that the School Council discuss an issue.</i>
6:45 pm	THANK YOU SO MUCH	Meeting Dates C'Port School Site Council 4:45 pm - 6:45 pm Link to Leadership Team Meetings Thursday Sept 26th, Thursday, Oct 24th, Wednesday Nov 20th, Thursday Jan 23rd, Wednesday Feb 12th, Thursday, March 27th, Wednesday April 16th, Thursday May 22nd, Thursday, June 5th	

April 16, 2025

Note Taker John

Genteen shared update on looping: decision will likely be shared tomorrow, and there will be additional info sessions and meetings around that soon. Info will be shared with students as well.

Continued SEC self-assessment:

- Initiatives that support academic rigor and positive student outcomes: consensus is *progressing*
- Focus on focusing on SIP priorities: consensus is *progressing*
- Review student data and SIP data: consensus is *progressing*
- Review SIP budget: consensus is *progressing*
- Overall, our two *emerging* areas of focus are: inclusive communication with community, and serving as a mechanism for anti-racist practices

Farm School subcommittee connected with Kendall Square Business Association (via Kristen) and with Ginger Rockett. Will get advice re: which companies might be interested in this kind of sponsorship. Four members of subcommittee to date: Mojie, Kristen, Jen, Ginger Rockett. Strategize to identify experience/skills and make a plan. Economic uncertainty, but also lots of time. Signature event at Cport could be a way to encourage a funding relationship. Gala night. Possibly involve fourth graders.

Achievable: Farm School 2026 funded for all students.

Teaching Climate survey reviewed using Making Meaning Protocol.

- Read pp 1–3 silently for 10min.
- What do you see? Noticings: clarity on needs and satisfactions; survey went out to 49 people on staff and received 24 responses, almost 50%; staff happy with staff they work with; staff proud of their contributions to school community; staff looking for less formal time to collaborate, connect, work on things together; staff proud of doing challenging work; staff regarded colleagues as great and hard-working; staff need schedule that gives them enough time to do their job; trust / wanting to be trusted came up several times; staff would like more time with students; some staff acknowledged a desire for special and gen ed to work together; staff want more time for family engagement; staff felt that the school day feels rushed and want more unscheduled time; staff want more support for wide variety of student needs; staff asked for more people in the classroom
- What questions does the text raise for you: How do we slow things down (gentle, unscripted, organic moments); is it possible? What are the administrative meetings referred to? How to create/provide more time for staff in variety of ways? Is it possible to hire more hands for classrooms, and for classrooms with frequent disruptions; is this something we can hope for?

What tasks are irrelevant for teaching that are referred to in this document? How to lessen the administrative work? How to create more collaboration in a way that doesn't add more work? Effective deterrent consequences for disruptive student behavior: what does that look like for you? What does it look like when your work is recognized and valued: what does respect look and feel like to you?

- What is significant about this text: Pretty honest and high degree of participation; seemed to be a high degree of consistency; impressed by what people were proud of: quite a lot; honesty about needs; when people say what they need, that creates an expectation that the need will be addressed; teachers are really proud of the work they've done and their work with students and families, and they love their work and being part of our collaborative school community
- Read p 4 silently for 3min.
- Discussing implications for our work, thoughts about recommendations: ideas look good, but always need to get specific in order to implement well; what do these look like; want answers to and clarity around questions that are raised by this text: peer-to-peer classroom observations, for example, why isn't this already happening; general interest in peer-to-peer observations; concern about survey fatigue: need to build trust by delivering on ideas, otherwise can backfire; concern that with unclear asks, people feel that they are not listened to: paraprofessional funding, for example, is a huge ask; recommendations may not be answer to problem, and how do we have conversations about how to define problems; how do we build more collaborative solutions; misalignments about what teachers think administrators should be doing; don't know that there is expectation: purpose of subcommittee was to gauge and think about how to improve school culture; recommendations list is not supposed to be a to-do for Genteen

Elections are supposed to happen every May. It seems likely CPTO will manage caregiver elections. Faculty advisory will manage staff elections; in the past, only 3–4 staff members have generally expressed interest in a given cycle. This has limited the number of caregiver representatives. Staff elections can happen first. Jen and Justin's seats are up for reelection; Sarah's seat is continuing for another term. Philomene's seat is open for reelection, Mojie and John's seats are presumed open. Teachers will follow up with CEA to hold elections ideally before June 5; parents' election will have to follow. June 5 may be a meeting date we will try to change, TBD.

March 27, 2025

Note Take

Justin

Genteen, Kristen, Sarah, Mojie, John, Philomene, Jen,

John contributed an idea in the district to get more engagement with school council. Baldwin and G&P are linking the school council to a budget committee in some way and recommended we check back with them and find out if participation has improved.

Mojie updated about farm school funding from local businesses that might cover the cost of all students.

John updated the council with information about a survey the climate sub-committee sent out. 20 responses have been received, all staff were included.

Genteen shared about our SIP and outlined our datawise 'swish'

IELT SEL Attendance team helps to create action plan

Principals got to review the new SIP template in their own PLC earlier this month
June 25th will be a day for staff to work more on this
As we create new goals for our School Improvement Plan we are committed to serving all students.
When we see a group of students whose needs are not being met, we need to address this.
IELT members shared about safe to fail ideas being implemented
-classrooms are opening lending libraries in literacy and math for students and families
-making math games accessible to students and families
-uplifting voices of struggling students in classrooms
Genteen shared budget breakdown items that may not have been shared last time
SEC took winter self-assessment survey
Need to finish reviewing self-assessment survey