


Cambridgeport School

School Site Council Meeting Agenda/Minutes

Date: February 28, 2024 Time: 4:45 pm - 6:45 pm



CAMBRIDGEPORT SCHOOL

Vision Statement
At Cambridgeport, we believe that learning unfolds when we provide conditions in which children can explore, inquire, and share their own understandings.

Mission Statement
We are a collaborative and reflective school that builds relationships. We create a safe and joyful learning environment that **empowers** and guides students' understanding of themselves, their community, and the world to develop independence and critical thinking skills.

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

KINDNESS

/kin(d)nəs/ **noun**

1. Lending someone your strength instead of reminding them of their weakness.

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

	<p>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 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).	<p>Guiding Question(s):</p> <p><i>How do we continue enhancing our students' social-emotional and academic experiences?</i></p>
Today's TOPIC	<ul style="list-style-type: none"> ○ School Council Introduction Training ○ Finalizing our own C'Port Family Handbook ○ NEW School Improvement Plan 2023-2025 ○ Review School Budget
Members Present:	<p>Staff: Genteen, Justin, Tracey, Jennifer Parents: Miriam Goldstein, Philemine Clercior, Sriram Krishanan, Nisha Bhatia, & Anna Minya Staff School Equity Council Support: Kristen Emack Community Partner: Guests/Observers:</p>
Task Manager:	Name: Tracey
Note Keeper: Notecatcher BELOW	Name: Justin

Tools/Resources
<ul style="list-style-type: none"> ● 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 <p>Criteria for an Equitable School</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Policy <input type="checkbox"/> Assessing Community Needs <input type="checkbox"/> School Organization/Administration <input type="checkbox"/> Staff 5.3 - 5.12

Date		Feb 2024	
Time	Facilitator	Agenda Topic/Item	
4:45 pm	Genteen	<input checked="" type="checkbox"/> Welcome and Introductions <input checked="" type="checkbox"/> Review Norms <input checked="" type="checkbox"/> Review of Agenda, including reviewing Tools/Resources Section. <input checked="" type="checkbox"/> Review and accept minutes from the last meeting <input checked="" type="checkbox"/> Updates and Comments from School Council Members Our Work for This School Year <input checked="" type="checkbox"/> <i>Family Handbook</i> <input type="checkbox"/> <i>Monitor our School Improvement Plan</i> <input checked="" type="checkbox"/> <i>Review upcoming school year budget</i> <input type="checkbox"/> <i>Other: School Schedule Guidelines</i> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Guidelines, Elementary Guidelines Update <input type="checkbox"/> https://drive.google.com/drive/my-drive <input type="checkbox"/> <i>Strengthening school and parent partnerships</i> <input type="checkbox"/> <i>Other:</i>	
5:00 pm	Genteen	<input checked="" type="checkbox"/> Assistant Principal Interviews: Wednesday, March 13th, 9 am – 5 pm; Student Early Release Day @12:25 pm <input checked="" type="checkbox"/> CAMBRIDGEPORT STAFF & CAREGIVERS Workshop Growing Authentic & Effective Partnerships Between Home & School Session I: Monday, March 4th, 2:45-4:15 PM Session II: Monday, April 8th, 2:45-4:15 PM	
5:20 pm	Members	<input checked="" type="checkbox"/> Family Handbook DRAFT C'Port Family Handbook <ul style="list-style-type: none"> - Section 1: About Cambridgeport School - The School Day: Justine & - Section 2: Support Services - School Calendars and Events: Tracey & - Section 3: Open House - Appendices: Genteen & 	
6:15 pm	Genteen	Review Cambridgeport School Improvement Plan <ul style="list-style-type: none"> • DRAFT C'Port Priorities • C'Port School Improvement Plan C'Port DRAFT SIP 2023-2025 	
6:40 pm	Guests	Open Comment	2 minutes or less
6:45 pm	Next Meeting Date	Meeting Dates C'Port School Site Council 2023 - 2024 4:45 pm - 6:45 pm Sept 27, Meeting was Canceled because Principal and Family Liason was searching for missing student. Oct 25th, The Principal was on medical leave. Nov 29,, Dec 20, Jan 31, Feb 28th, March 27th, April 24th, May 29th Next Steps/Follow Up...	

February 28th Notes

Note Taker Justin

Overwhelming interest from parents for AP hiring, asking for volunteers from SEC

Made notes and changes to Handbook, worked in sections to update information and include relevant or unique items.

Notes January 2024

Note Taker: Justin

School Council Training
Handbook needs to be brought to caregivers for input

- School Council Training**
- [CPS School Council Training Slides](#)
 - [CPS School Council Handbook](#)
 - Did anyone go to the December 6th budget process at the City Wide Senior Center?

- Cambridgeport School Budget**
- [Training Budget Slides](#)
 - [Open Gov App](#)

Reviewed next year's projected budget numbers-questions about our title 1 eligibility

-SS classroom moving, adding JK classroom, observed that projected class #s for K changes

-discussion of ways to use budget for para and lunch aide staff that could match resources to student need, helped to review that paras are educators, not prep-workers.

