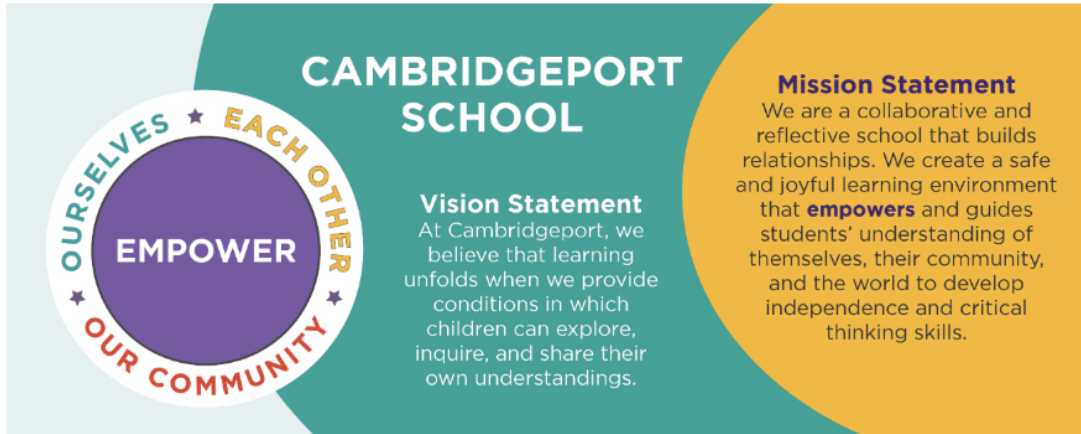


Cambridgeport School

School Site Council Meeting Agenda/Minutes

Date: January 23, 2025 Time: 4:45 pm - 6:45 pm



The graphic features a circular logo on the left with the text "EMPOWER" in the center, surrounded by "OURSELVES", "EACH OTHER", and "OUR COMMUNITY" in a circular arrangement. To the right, the text "CAMBRIDGEPORT SCHOOL" is displayed in large, bold letters. Below this, the "Vision Statement" and "Mission Statement" are presented in separate columns.

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

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><i>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."</i></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 use the school budget to enhance our students' social-emotional and academic experiences?</i></p> <p><i>As we deepen our partnerships with families, when we host family events, we want families to leave knowing more about what their child should know or be able to do at that grade/age level. Families leave school events knowing how to help with specific learning goals at home, and they share learning strategies and knowledge about their children.</i></p>
Today's TOPIC	<p><input type="checkbox"/> School Budget</p> <p><input type="checkbox"/> Review of School Council Self-Assessment to determine Sub-Committees</p> <p><input type="checkbox"/> School Improvement Plan 2023-2025</p>
Members Present:	<p>Staff: Genteen, Justin Cravens, Sarah Rosenberg, Jennifer Martin</p> <p>Parents: Philomene Clercidor, Mojie Crigler, John Mussman, Alexandria Victoria Long, Kelly Sherman</p> <p>Family Liaison: Kristen Emack</p> <p>Community Partner:</p> <p>Guests/Observers:</p>
Task Manager:	Name: John
Note Keeper: Notecatcher BELOW	Name: Justin

Tools/Resources
<ul style="list-style-type: none"> • 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		January 23, 2025
Time	Facilitator	Agenda Topic/Item
4:45 pm	Genteen	<input type="checkbox"/> Welcome <input type="checkbox"/> Review Norms and Agenda <input type="checkbox"/> Review and accept minutes from the last meeting <input type="checkbox"/> Updates and Comments from School Council Members <ul style="list-style-type: none"> <input type="checkbox"/> Looping Discussion : Engaged 20 people in Person, 23 People on Google Meet and 37 completed the Google Form to answer questions about benefits & challenges of looping from student, families and staff perspective <input type="checkbox"/> <p>Our Work for This School Year</p> <ul style="list-style-type: none"> ● Review Family Handbook in May ● Monitor our School Improvement Plan - Monthly ● Review the upcoming school year budget January & February ● Strengthening school and parent partnerships ● Have robust subcommittees to support school improvement planning
5:00 pm	Genteen	<ul style="list-style-type: none"> ● Co-Chair Voting <ul style="list-style-type: none"> ○ <i>Co-chairs: The duty of the Co-chairs is to jointly oversee and direct the Committee's meetings in a fair and productive manner. This includes preparing an agenda for each meeting and directing the discussions in a way that promotes clarity, understanding, and a full hearing of all views in a concise and respectful manner.</i> ● School Council Self-Assessment Template Review: <i>See Appendix 6 for the School Council Assessment Template</i> <p><i>The School Council will set goals relative to the above goals of the Handbook and the SIP, and then evaluate their progress against these goals twice throughout the year following the calendar below:</i></p> <ul style="list-style-type: none"> ○ <i>September/October: document the goals of the School Council for the year</i> ○ <i>February: self-evaluation of progress relative to the goals</i> ○ <i>June: review of accomplishments of the year and the goals that were not fully achieved</i> <p><i>In February and June, the school community will also be asked to complete surveys about the School Council's success in the areas of the handbook practices (i.e. communication, inclusivity, elections, etc.) and their support of the SIP educational goals. The School Council's self assessments and the community feedback will be submitted for review in October, February, and June</i></p>

to a School Council Oversight Committee made up of a team of School Council members from across the district, community partners, and district personnel.

Accessibility of School Council Representatives:

We believe that the success of every School Council is dependent on how the Representatives remain actively engaged and connected with the broader school community. It is the responsibility of elected Representatives to maintain an open line of communication with their communities in the following ways:

- *Representatives will actively recruit their communities to attend School Council meetings, and solicit their feedback in formal settings (e.g. council meetings) and informal settings (e.g. community functions, meetups, etc.)*
- *The school or district will lend technical support to set up a Gmail account for each school's Representatives to use for School Council communications. Ideally, this will either be a shared account between Representatives or one account per Representative.*
- *Representatives' contact information (school-sponsored email address at minimum) must be available on the school's website, in printed materials about the School Council, and on meeting reminders, as well as any other place where School Council information is shared.*
- *Representatives will be present at a variety of school-wide events throughout the year, where they can be introduced so the community knows who they are.*
- *The school can stipend stakeholder representatives as needed from the School improvement Plan.*

Here are the accounts for our non-CPS council members:

John Mussman

Google Account: mussmanj@partnerof.cpsd.us

Password: Teachers

Mojie Crigler

Google Account: criglerm@partnerof.cpsd.us

Password: Teachers

Alexandria Victoria Long

Google Account: victorialonga@partnerof.cpsd.us

Password: Teachers

Julien Philomene

Google Account: philomenej@partnerof.cpsd.us

Password: Teachers

You all will be forced to set up Multi-Factor Authentication once you sign in.

		<p>The email group is called Cambridgeport-school-council@cpsd.us.</p> <p><i>They will receive the emails that are sent to the group email address. They will know the email is coming from that group email, as email coming from that group email list, the subject line will be prefixed with [Cport Sch Council].</i></p>
5:30 pm	Genteen	<p>School Council Sub-Committee Discussion</p> <ul style="list-style-type: none"> ● CPS SC Handbook on Subcommittee meetings: <ul style="list-style-type: none"> ○ <i>School Councils are encouraged to establish subcommittees or working groups to work towards various objectives of the Council. These groups will include members of the general school community, and at least one elected School Council Representative. Subcommittees/working groups are an effective strategy for diversifying and increasing participation in the work of the School Council.</i> ○ <i>Subcommittee sessions are not subject to the Open Meeting Law because a quorum is not required, and no voting is taking place. All work completed by the subcommittees in working sessions must be presented to the full School Council during a public meeting to ensure transparency and give the general public a time for comment.</i>
5:50 pm	Genteen	<p>School Budget</p> <p>CPS Handbook Language <i>Reviewing the School Budget: Each CPS school’s budget includes discretionary funds for the purchase of supplies, instructional materials and services (“General budget”), and funds to support the School Improvement and Professional Development Plans (“SIP budget”). The district’s formula for allocating these funds to each school is based on a tiered funding formula that considers each school’s enrollment and student need. Budget allocations for the upcoming school year are finalized when the School Committee adopts the budget each year in April. Decisions about how the general budget and SIP budget funds will be spent are made at the school level.</i></p> <p><i>Each year in October, the principal is responsible for presenting the school’s general budget and the SIP budget to the Council and helping the Representatives understand the budget by answering questions. Budget conversations should include the following:</i></p> <ul style="list-style-type: none"> ● <i>An explanation of each of the budget types (General vs. SIP)</i> ● <i>A transparent, user-friendly version of the school’s General and SIP budgets, created with a focus on clarity and detail, including a line item breakdown of how the school plans to spend the funds.</i> ● <i>An explanation about the flexibility that schools have in spending their allocated funds and that specific line items may change during the course of the year, based on school needs.</i>

		<ul style="list-style-type: none"> • <i>Comparisons of the prior year SIP budget along with the accompanying School Improvement plan as an example of how the budget and SIP plan work together.</i> • <i>A full record of budget conversations in the public minutes of the School Council.</i> • <i>School Council's role in budgets: The School Council will review the school's general and School Improvement Plan budgets to understand their contents and ask questions, but it is not their role to approve the budgets. The School Improvement Plan budget, is the vehicle through which the School Councils can have rich discussions and advocate for specific uses for funding in alignment with the School Improvement Plan. The Council's knowledge of the SIP budget should be in depth so that they may advise the principal and school leadership teams in building a realistic and appropriate School Improvement Plan.</i> • School Improvement Plan Budget SY24/25 • School Budget Presentation
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6:20 pm	Genteen	<p>Cambridgeport School Improvement Plan Monitoring C'Port School Improvement Plan C'Port SIP 2023-2025</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Math Literacy </div> <div style="text-align: center; margin: 10px 0;"> <div style="background-color: #d9ead3; padding: 5px; border: 1px solid #ccc;"> <h3 style="margin: 0;">2024/2025 Additional Action Plan</h3> <p style="margin: 0; color: #c00000;">Deliver Ambitious Instruction & Effective Supports</p> </div> </div> <ul style="list-style-type: none"> • Extend Academics into the Home with Intentional Family Partnerships <ul style="list-style-type: none"> ○ Literacy Lending Library <ul style="list-style-type: none"> ■ Level Books from the Book Room (Level Bags with book titles and numbered) ■ Organize books to loan out and take home to read that are at a student's current reading level ○ Library Books: Generating classroom excitement around how many books we can check out/ return. Use All School Share to share and also bulletin boards. ○ Math Game Lending Library ○ All School Share Dates: Classroom Shares Same Day to extended sharing of student work • Intentionally Lifting Academic Identity/Status/Engagement for Students in the Low Academic Achievement Category. <ul style="list-style-type: none"> ○ Be purposeful in creating shared enrichment experiences. (Field Trips, guest speakers) ○ Connecting students in the low academic achievement group to outside community resources. ○ Select students to actively participate in small and whole group lessons. ○ Intentionally centering and lifting the voices of students of color in the classroom setting. <ul style="list-style-type: none"> ■ Calling on them in the whole group ■ Leading the warm-up ■ Uplifting their thoughts from small group ■ Demonstrating math center/game to the whole group ○ Grade 4 Math Affinity Group for African American Girls <ul style="list-style-type: none"> ■ Weekly math lunch bunch with girls </div>
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SMARTIE Goal - Key Areas of Need to Address: Our **ELA MCAS** 2023 data shows that 24% of African American/Black students are meeting or exceeding expectations. **By 2025** We aim for at least **60% of African-American students to meet or exceed standards on the MCAS.** **June ELA MCAS 2024 was 14%**

Our **Math MCAS** 2023 data shows that 50% of African American/Black students are meeting or exceeding expectations. **By June 2025**
SMARTIE Goal We aim for at least **70% of African-American students to meet or exceed standards on the MCAS.** **June MCAS Math 2024 was 28%**

Based on the fact that our **chronic absenteeism** rate was **18% (47 out of 263 students)** for the 23-24 school year, our goal is to decrease chronic absenteeism to **10% (26 out of 263 students)** or lower. Additionally, by the end of the year, our goal is to have an average daily attendance rate of **95%** or higher for the 24-25 school year.

State Target of 8.8 for 2025
 2023 was 11.4
 2024 was 12.1 with a (10.1 Target)

School Culture and Climate/ Social Emotional Learning Key Areas of Need to Address:

Our school community still needs to develop effective two-way communication and family partnerships to lead to academic and social-emotional achievement for all students.

- We aim to listen to and learn from families, which will help us design effective strategies for building a solid family engagement partnership.
- Implement SEL Guidelines that align across our school and district.

6:30 pm	Guests	Open Comment	<i>Each meeting must include time for public comment. If members of the general community would like to propose topics for discussion, they can reach out to a Representative in advance to suggest that the School Council discuss an issue.</i>
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Feb Meeting Topic Ideas:

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, Tuesday May 22nd, June TBD
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January 2025

Note Taker **Justin**

Minutes approved from last meeting

- Genteen shared that we had a looping discussion with our caregivers Wednesday
- John shared that a Cambridge Day reporter expressed an interest in writing about our school council
- Genteen shared that any response from CPS has to come from our Communications Director and Dr. Porch
- Several council members nominated John for Co-chair and he accepted
- In February we will do a self-assessment as a council, but Genteen asks that we do individual assessments before our next meeting using this link:
<https://drive.google.com/file/d/1zgxElj2INkKkAGrcbTFwvvgpF6ieyWFQN/view?usp=sharing>
- Genteen asked for a reminder at the next all school share to introduce the school council or PTO members
- John shared several sub-committee ideas: following up on panorama assessment, engagement with SMARTIE goals around MCAS, teaching values of Cport practices, building practice of teachers and parents coming together to reflect on teaching climate.
- *John note addition:* Mojie shared subcommittee idea for Farm School to be fully funded for all students.
- Second sub-committee idea: Safe to fail footprints for projects like language specials, cross grade buddy experiences, whole grade field trips
- *John takes over as note-taker forward:* Genteen reminded us that we don't want to overcommit; go deep on current safe-to-fail projects.
- Mojie will check with PTO about next steps for Farm School sponsorship.
- Email sharing/conversation from John to follow about next steps for Teaching Climate subcommittee and possibly other idea.
- Genteen shared that budget came out Friday night. Overview of school budget timeline. Difficulties with timing: sharing of school budget in October, when much else is taking place.
- Genteen reviewed Additional Action Plan items including literacy lending library, math game library, shared enrichment experiences including field trips that lift academic identity/status/engagement for students in Low Academic Achievement category.
- Next steps include: Mojie to connect with PTO about farm school, John will share more info by email about Teaching Climate (when to meet, who will be on it), can review slides before continuing budget conversation, will review SIP plan action steps along with budget, test out email accounts and listserv, do individual assessments of Council.

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November 2024 (NO December Meeting)	
Note Taker	Justin
	<ul style="list-style-type: none">• Reviewed minutes from last meeting• Jen shared about an SEL walkthrough that occurred today, Genteen shared that the notes from the walkthrough would be sent to teachers whose classes participated.• Moji shared a noticing about the attendance on specials curriculum night and brought a suggestion from parents that we consider combining the curriculum nights. Genteen explained how the current structure allows teachers enough time to convey something meaningful to families. More input from interested parties is needed to make changes to our curriculum night structure.• School council handbook review, Genteen would like to review the budget in a coming meeting and as part of the SIP• School council members agreed to share emails with larger school community• Parents invited to co-chair and John volunteered to help until a vote is made at the next meeting.• Making a plan to send out a survey to families about what time is best for future SEC meetings.• SEC self-assessment template to be added to May/June meeting• Talk further about the possibility of sub-committees at next meeting(January)• Discuss budget at next meeting(January)• Discuss looping at next meeting(January)