Cambridgeport School

School Site Council Meeting Agenda/Minutes

Date: March 27, 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*

	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." http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/part2d.html

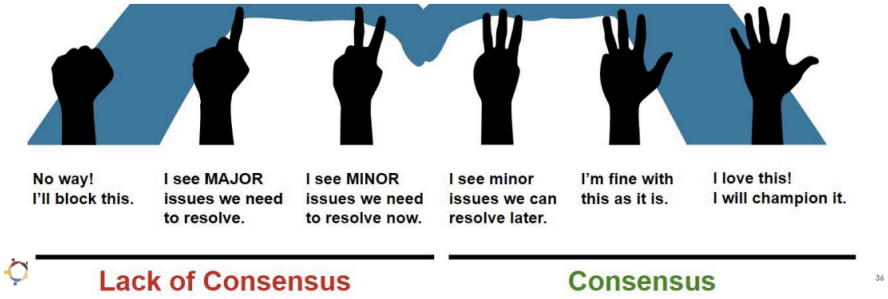
School Council Goals/Guided Question(s).	**Guiding Question(s):** *How do we use the school budget and subcommittees to enhance our students' social-emotional and academic experiences?*
Today's TOPIC	☐ School Budget ☐ Complete the School Council Self-Assessment ☐ School Improvement Plan 2023-2025
Members 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:
Note Keeper: Notecatcher BELOW	Name: John Mussman

Tools/Resources
Here are the accounts for our non-CPS council members: • **John Mussman Google Account: mussmanj@partnerof.cpsd.us** • **Mojie Crigler Google Account: criglerm@partnerof.cpsd.us** • **Alexandria Victoria Long Google Account: victorialonga@partnerof.cpsd.us** • **Julien Philomene 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		March 27, 2025
Time	**Facilitator**	**Agenda Topic/Item**
4:45	Genteen & John	☐ Welcome ☐ Review Norms and Agenda ☐ Review and accept minutes from the last meeting ☐ Updates and Comments from School Council Members ☐ Agenda items coming up ☐ ***March 27th:*** *SIP Monitoring, Subcommittee, Self-Assessment* ☐ ***April 16th:*** *SIP Monitoring, Subcommittee, Election Planning* ☐ ***May 22nd:*** *Review Family Handbook, SIP Monitoring, Subcommittee* ☐ ***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	John	**School Council Sub-Committee** ☐ **Farm School:** *How do we secure funding yearly for the 5th-grade overnight field trip to Farm School?* ***Mojie*** ☐ **Teaching Climate:** *How can caregivers support staff in their teaching worklife?* ***John, Sarah R., & Jen***
5:20 pm	Genteen	**Cambridgeport School Improvement Plan Monitoring** *"Collaborate with the school community and district instructional staff to form an annual School Improvement Plan (SIP) to be approved by the Superintendent."* This is the last year of our current SIP ☐ **C'Port School Improvement Plan C'Port SIP 2023-2025** ☐ **New SIP Template and Time Line SY25-26 / 26-27** ☐ *Two Days after school ends to review assessment data (June 13th is the end of the assessment window)* ☐ *(Data Wise) Weekly Grade level PLC Teacher Meetings -> Equity Leadership Team Meetings -> School Council*
5:45 pm	Genteen	**School Budget Clarifying Questions** ○ *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.* ● School Improvement Plan Budget SY24/25

		• **School Budget Presentation**	
5:55 pm	Genteen	**School Council Self-Assessment Template:** *See Appendix 6 for the School Council Assessment Template* *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:* ○ *September/October: document the goals of the School Council for the year* ○ *February: self-evaluation of progress relative to the goals* ○ *June: review of accomplishments of the year and the goals that were not fully achieved* *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 to a School Council Oversight Committee made up of a team of School Council members from across the district, community partners, and district personnel.* **Equity Considerations** **Fist to Five Consensus Building Process** • 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.  	
6:40 pm	Guests	Open Comment	*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.
		April 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 5th	

March 27, 2025	
Note Take	

February 12, 2025	
Note Taker	**John**

- Idea to come back to: go to in-person meetings?
- Genteen shared Panorama survey will take place in May, not March this year.
- Genteen shared that equity advocate teachers John R and Sarah G sent out a family survey about two-way communication and Family Engagement goal. Justin shared this goal helped him frame his presentation at the event last Wednesday.
- Genteen continued presenting on our budget.
    - We are in the Decisions phase of the superintendent's budget development.
    - About 84% of CPS budget goes to staffing, and this proportion is mirrored in Cport's budget.
    - Tiers of staffing: base + enrollment + need
    - Comparative example: different needs and budget allocations at Amigos, Baldwin, Cambridgeport
    - Professional development funds are allocated as a lump sum.
    - More funding for students who are early-childhood, are low-income, have IEPs, are English-language learners.
    - $66k school budget is the total amount that Genteen can actually allocate. Within that amount, money can be reallocated from one category/use to another. For example, if an art event requires more art funding, that money can be moved from a technology surplus.
    - Events at school outside of school time require custodial support.

    - We have three line items for food supplies, which gives more flexibility to plan food for parent events. Food has to come from by purchase orders from approved vendors.
    - School Improvement Plan budget items have to be approved by Dr. Madera and have restrictions. Cannot purchase FTEs, for example.
    - SIP budget items are explicitly linked to SIP goals. Examples: equity leadership team staff stipends (linked to goal: effective staff learning & support), funds to support student affinity groups (linked to goal: deliver ambitious instruction & effective supports).
    - A SIP line item might connect an academic goal to a PD opportunity and scheduling possibility: for example, post-school year professional development to support SIP areas.
    - One bus for a trip costs $480.
    - Teacher work time outside of school hours is stipended. This is the majority of SIP budget.
    - $65k SIP budget (as with school budget) is the total amount Genteen can allocate, and funds can be reallocated from one use to another within that amount.
    - Date to spend or encumber funds is usually early April.
    - General and SIP budgets are both generated by slightly different formulas around base + enrollment + need. These two budget areas tend to be about the same size, at Cport and across schools.
    - Most allocated money needs to be spent within each school year. A notable exception: $4k instructional materials grant that can be rolled over. This comes from surprising sources: Helpsy clothes donation bin and O'Connor Studio school photo purchases.
    - We are projected to lose one kindergarten next year, to have two classrooms at each grade level PK–5th. This could change. Projected total enrollment is 264 students.
- Started 2024–2025 SEC self-assessment based on CPS SC Handbook rubric. Used fist-to-five consensus.
    - Diverse membership: progressing/excelling; consensus: *excelling*
    - Transparency in engagement: emerging/progressing/excelling; consensus: *progressing*
    - Inclusive communication: emerging/progressing/excelling; consensus: *emerging*
    - To be continued.
- Plan to continue self-assessment during 3/27 meeting, likely after a subcommittees update/discussion.