

Cambridgeport School

Be Kind - Be Responsible - Be Reflective - Aim High

School Site Council Meeting Agenda/Minutes

Date: November 8, 2021

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

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 and parents, as well as a community member. **The School Council functions as an advisory council to the Principal.** The work of the Council could include:

- *Adopting educational goals for the school that are consistent with local and statewide policies*
- *Identifying the educational needs of the students attending Cambridgeport*
- *Making recommendations for the development, implementation, and assessment of the curriculum accommodation plan, as required under Sec. 38Q 1/2*
- *Reviewing the annual school building budget*
- *Reviewing the school handbook to consider changes, and*
- *Formulating a school improvement plan*

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.**

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 to 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, town meeting. A council's review of the budget, therefore, enables it to predict better which improvement projects that require funding could be implemented in the next school year under a budget that was 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 in the implementation of 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: <ol style="list-style-type: none"> How do we work together to support the development of strong school-family relationships and maximize the success of the children in school? How do we work on building strong school culture while creating our school's Mission Statement?
Today's TOPIC	What is our work for this school year?
Members Present:	Staff: Parents: Community Partner:
Task Manager:	Name:
Note Keeper: Notecatcher BELOW	Name:

Time	Facilitator	Agenda Topic/Item: March 8th	Tools/Resources/Guided Questions
4:45 pm	Genteen	<ol style="list-style-type: none"> Welcome Review Norms Review of Agenda Review and accept minutes from the last meeting 	<ul style="list-style-type: none"> District Priorities CPS District Plan <ul style="list-style-type: none"> Rigorous, Joyful, and Culturally Responsive Learning + Personalized Support Builds Postsecondary Success and Engaged Community Members C'Port School Improvement Plan SIP 2021-2023 C'Port Equity Report Report Link Role of School Site Council: DOE Mass EDU
5:00 pm	Genteen	<ul style="list-style-type: none"> Members Reflections Co-Chair? Review of last years work 	
5:30 pm	Genteen	<ul style="list-style-type: none"> <i>Work on Building Relationships and Creating our School's Mission and Vision</i> <ul style="list-style-type: none"> <i>By the end of May 2022, we will create opportunities for all stakeholders to build trust and relationships so as a community, we can get to a place where we can offer input into the creation of a Cambridgeport Mission Statement. By creating opportunities for stakeholders to participate in at least three restorative justice circles, at least two feedback sessions where stakeholders can share their hopes and dreams for our C'port students, families, & staff, and opportunities for staff to work regularly on a shared goal</i> 	

		<i>by grade level, we will build a common understanding of our school's mission.</i>	
6:00 pm	Genteen	● School Improvement Plan Introduction	
6:30 pm		Open Comment	2 minutes or less
6:40 pm	Wrapping Up	Meeting Dates C'Port School Site Council 2021-2022 - 4:45 pm - 6:45 pm Nov 8th, Dec 13, Jan 10, March 7th, March 21, April 4th, May 9th & June 13th Next Steps/Follow Up... ●	

REVIEW Minutes from June Meeting

Note Taker: Natalie Dean Task Manager: Elena Fagotto	
Time	May Minutes Date: June 14, 2021
4:30- 4:44	<ul style="list-style-type: none"> ● Welcome ● Read Norms ● Review of Agenda ● Review and accept minutes from the last meeting ● Updates <ul style="list-style-type: none"> ○ ESSA funds: decision about how to spend \$ may be decided before our next school council meeting; may have the opportunity for temporary two 1-year positions (interventionist for one; and another position with more flexibility - will know more soon at principal's meeting) ○ A school council member is leaving this year - we will be looking for more members; Genteen is looking into stipend teachers for school council work
4:50	<p><i>Work on Building Relationships and Creating our School's Mission and Vision</i> <i>"By the end of May 2022, we will create opportunities for all stakeholders to build trust and relationships so as a community, we can get to a place where we can offer input into the creation of a Cambridgeport Mission Statement. By creating opportunities for stakeholders to participate in at least three restorative justice circles, at least two feedback sessions where stakeholders can share their hopes and dreams for our C'port students, families, & staff, and opportunities for staff to work regularly on a shared goal by grade level, we will build a common understanding of our school's mission."</i></p> <ul style="list-style-type: none"> ● School Improvement Plan (SIP): <ul style="list-style-type: none"> ○ will be a one academic year plan (b/c of one-year interim superintendent) ○ The template is being developed and revised; will be finalized soon

	<ul style="list-style-type: none"> ○ Multiple sources of data used to create a plan - including MCAS data ○ The School council needs to be part of the plan (input from members) ○ Summer work for the instructional leadership team to develop it <ul style="list-style-type: none"> ● Restorative Justice Circles: one way to bring people back together to build trust <ul style="list-style-type: none"> ○ Circle Forward book ○ Stakeholders: families, students, staff ○ School council to help lead circles ○ What is an RJ Circle? - carefully constructed intentional dialogue space (see <i>Genteen's slide deck</i>) In Circle participants are practicing: respect, equality, empathy, and emotional literacy, problem-solving, responsibility, self-regulation and self-awareness, shared leadership ○ Genteen is thinking about: Can we have RJ Circles virtually? What would that be like? ○ Elena: important to be clear about our goals, especially because of how restorative justice is seen as a time to come together as a result of a conflict ○ Luba: how will circles help us to create our mission/vision? <i>The process of asking guiding questions will allow a deeper dive into values that will lead us to build a mission/vision. Really need to know more about who you are to build a mission/vision. What is common among all of us?</i> ○ Joining in a circle together on zoom - we tried it - incorporated a mindful minute, used chat for talking order, passed talking pieces, closing statement, and then debriefed the process at the end! Circles give everyone a voice, not just the loudest. Gives everyone an opportunity. ○ Deepa: using a variety of talk structures (ie. chalk talk) could also work (Ex. What do you need to be seen and heard?)

Note Taker: Task Manager:	
Date	Notes for November 27, 2021
4:45	<ul style="list-style-type: none"> ● Welcome ● Read Norms ● Review of Agenda

	<ul style="list-style-type: none">• Review and accept minutes from the last meeting
	<ul style="list-style-type: none">•