

Cambridgeport School

Be Kind - Be Responsible - Be Reflective - Aim High

School Site Council Meeting Agenda/Minutes

Date: November 29, 2022 **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)nas/ 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

	<p>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.”</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:</p> <ol style="list-style-type: none"> 1. How do we continue to enhance the social-emotional and academic experiences of our students? 2. How can we use the Equity Self Assessment to help us build our School Family Handbook?
Today's TOPIC	<ul style="list-style-type: none"> ○ CPS School Council Handbook and Building our own C'Port Family Handbook
Members Present:	<p>Staff:</p> <p>Parents:</p> <p>Community Partner:</p> <p>Guests/Observers:</p>
Task Manager:	Name:
Note Keeper: Notecatcher BELOW	Name:

Time	Facilitator	Agenda Topic/Item: 11/29/22	Tools/Resources/Guided Questions
4:45 pm	Genteen	<ol style="list-style-type: none"> 1. Welcome 2. Review Norms 3. Review of Agenda 4. Review and accept minutes from the last meeting 	<ul style="list-style-type: none"> ● District Priorities CPS District Plan ● C'Port School Improvement Plan SIP 2021-2023 ● Oct 2019 C'Port Equity Report Report Link ● Role of School Site Council: DOE Mass EDU ● Restorative Justice Circles ● C'Port MTSS Overview Framework ● MAEC Equity Audit Self-Assessment:
5:00 pm	Members	Updates and Comments from School Council Members	

5:15 pm - 6:30 pm		<ul style="list-style-type: none"> ● Meeting Dates for SY22-23 <ul style="list-style-type: none"> ○ Review and Approve NEW Meeting Dates that will be virtual ● Review Updates: C'Port School Improvement Plan SIP 2021-2023 ● CPS School Council Handbook ● School Equity Council Work for SY22/23 <ul style="list-style-type: none"> ○ How can we use the Equity Self Assessment as a tool to help us build our School Family Handbook?
<p>RESOURCE: MAEC Equity Audit Self-Assessment:</p> <p><input type="checkbox"/> School Equity Site Council 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 		
6:35 pm	Members	Summarize the meeting for our community School Equity Council met and we discussed...
6:40 pm	Guests	Open Comment 2 minutes or less
6:45 pm	Wrapping Up	<p>Meeting Dates C'Port School Site Council 2022- 2023 - 4:45 pm - 6:45 pm Sept, 26th, Oct 31st, Nov 21st, Dec 19th, Jan 9th, Feb 6th, March 20th April 24th, May 15th, & June 5th New Dates Nov 29th, Dec 20th, Jan 12th, Feb 8th, March 21st, April 27th, May 15th, May 25th & June 5 & Possibly June 8th</p> <p>Next Steps/Follow Up...</p>

Notes for November 29, 2022	
Note Taker:	

REVIEW Minutes from Last Meeting

Notes for September 26, 2022	
Note Taker:	
Justin Cravens	Recruitment ideas, we could use another staff member, Kristen
	Looking at the new mission statement and edits made by a parent Council felt positive about the final edit
	Looking at Equity assessment, Cport needs a handbook, School Council is responsible for creation. CPS has a handbook, and other schools have shared their handbooks with us.