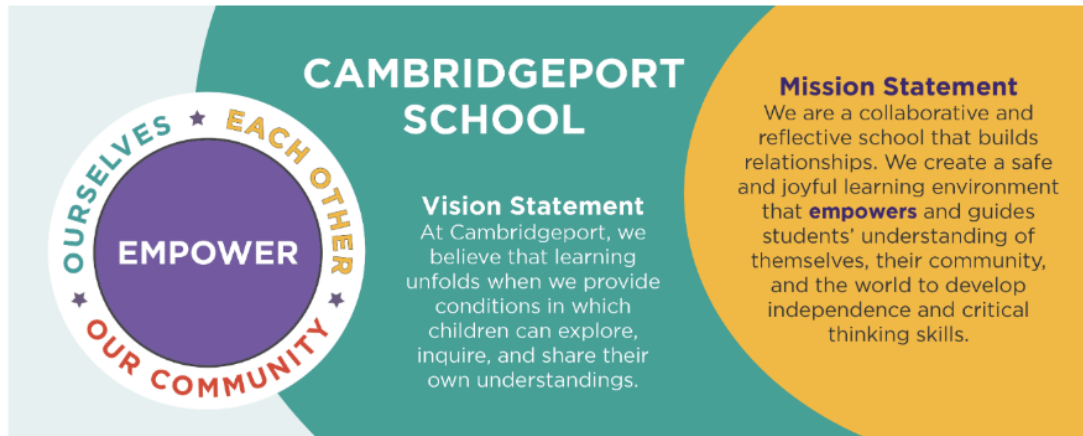


Cambridgeport School

School Site Council Meeting Agenda/Minutes

Date: February 12, 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

	<p>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).	Guiding Question(s): <i>How do we use the school budget and subcommittees to enhance our students' social-emotional and academic experiences?</i>
Today's TOPIC	<input type="checkbox"/> School Budget <input type="checkbox"/> Complete the School Council Self-Assessment <input type="checkbox"/> School Improvement Plan 2023-2025
Members Present:	Staff: Genteen, Justin Cravens, Sarah Rosenberg, Jennifer Martin Parents: Philomene Clercidor, Moje Crigler , John Mussman, Alexandria Victoria Long Family Liaison: Kristen Emaek Community Partner: Guests/Observers: Jasmine
Task Manager:	Name: Justin
Note Keeper: Notecatcher BELOW	Name: John Mussman

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 <ul style="list-style-type: none"> <input type="checkbox"/> School Policy, Assessing Community Needs, School Organization/Administration, Staff 5.3 - 5.12

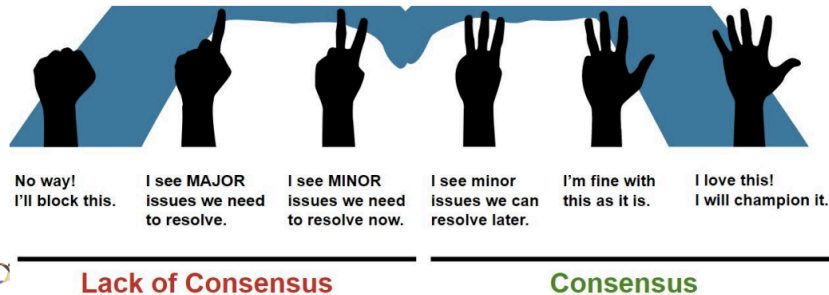
Date		February 12, 2025
Time	Facilitator	Agenda Topic/Item
4:45	Genteen & John	<input checked="" type="checkbox"/> Welcome <input checked="" type="checkbox"/> Review Norms and Agenda <input checked="" type="checkbox"/> Review and accept minutes from the last meeting <input type="checkbox"/> Updates and Comments from School Council Members <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CPS climate survey this year is shifting from March 2025 to May 2025 to allow CPS to capture feedback on a more complete year of school. SY23/24 it was given in October 2024. <input checked="" type="checkbox"/> Two teacher Equity Advocates just sent a survey to families regarding two way communication and how we are doing on our Family Engagement Goal.
5:00	Genteen	<p>School Budget</p> <ul style="list-style-type: none"> ● Cambridgeport School Improvement Plan Monitoring ● C'Port School Improvement Plan C'Port SIP 2023-2025 <p>CPS Handbook Language</p> <p><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> ● <i>Comparisons of the prior year's 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</i>

		<p><i>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></p> <ul style="list-style-type: none"> • School Improvement Plan Budget SY24/25 • School Budget Presentation
6:00 pm	Genteen	<p>School Council Self-Assessment Template: <i>See Appendix 6 for the School Council Assessment Template</i></p> <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 to a School Council Oversight Committee made up of a team of School Council members from across the district, community partners, and district personnel.</i></p>

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.



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.

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].

6:20 pm

Genteen

School Council Sub-Committee Discussion

- **CPS SC Handbook on Subcommittee meetings:**
 - *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*

		<p><i>Representative. Subcommittees/working groups are an effective strategy for diversifying and increasing participation in the work of the School Council.</i></p> <ul style="list-style-type: none"> ○ <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> <ul style="list-style-type: none"> ■ Farm School: <i>How do we secure funding yearly for the 5th-grade overnight field trip to Farm School? Mojie</i> ■ Teaching Climate: <i>How can caregivers support staff in their teaching worklife? John, Sarah R., & Jen</i> 	
6:30 pm	Guests	Open Comment	<p><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></p>
		<p>March Meeting Topic Ideas:</p> <p><input type="checkbox"/></p>	
6:45 pm	THANK YOU SO MUCH	<p>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</p>	

February 12, 2025	
Note Taker	John
<ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ○ 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.

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/1zgxEIj2lNkKkAGrbTFwvpgF6ieyWFQN/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.