


# Cambridgeport School

## School Site Council Meeting Agenda/Minutes

Date: November 20, 2024 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" separated by stars. To the right, the text "CAMBRIDGEPORT SCHOOL" is displayed above the "Vision Statement" and "Mission Statement".

**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><a href="http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/part2d.html">http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/part2d.html</a></p>
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<b>School Council Goals/Guided Question(s).</b>	<p><b>Guiding Question(s):</b></p> <p><i>How do we continue enhancing 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>
<b>Today's TOPIC</b>	<p><input type="checkbox"/> School Council Handbook Review (Training)</p> <p><input type="checkbox"/> School Improvement Plan 2023-2025</p>
<b>Members Present:</b>	<p><b>Staff:</b> Genteen, Justin Cravens, Sarah Rosenberg, Jennifer Martin  <b>Parents:</b> Philomene Clercidor, Mojie Crigler, John Mussman, -  <b>Family Liaison:</b> Kristen Emack  <b>Community Partner:</b>  <b>Guests/Observers:</b></p>
<b>Task Manager:</b>	Name: John
<b>Note Keeper: Notecatcher BELOW</b>	Name: Justin

Tools/Resources
<ul style="list-style-type: none"> <li>• <a href="#">C'Port Family Handbook</a></li> <li>• <b>District Priorities</b> <a href="#">CPS District Plan</a></li> <li>• Role of School Site Council: <a href="#">DOE Mass EDU</a></li> <li>• C'Port <a href="#">MTSS Overview Framework</a></li> <li>• <a href="#">CPS School Council Training Slides</a></li> <li>• <a href="#">CPS School Council Handbook</a></li> <li>• <a href="#">DRAFT C'Port Priorities</a></li> <li>• C'Port School Improvement Plan <a href="#">C'Port DRAFT SIP 2023-2025</a></li> <li>• MAEC <a href="#">Equity Audit Self-Assessment</a>: <b>School Equity Site Council Sections Criteria for an Equitable School</b></li> </ul> <p style="margin-left: 40px;"><input type="checkbox"/> School Policy, Assessing Community Needs, School Organization/Administration, <a href="#">Staff 5.3 - 5.12</a></p>

Date		November 20, 2024
Time	Facilitator	Agenda Topic/Item
4:45 pm	Genteen	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <del>Dinner &amp; Child Care</del></li> <li><input checked="" type="checkbox"/> <del>Welcome and Introductions</del></li> <li><input checked="" type="checkbox"/> <del>Review Norms</del></li> <li><input checked="" type="checkbox"/> <del>Review of Agenda, including reviewing Tools/Resources Section.</del></li> <li><input checked="" type="checkbox"/> <del>Review and accept minutes from the last meeting</del></li> <li><input checked="" type="checkbox"/> <del>Updates and Comments from School Council Members</del></li> </ul> <p><b>Our Work for This School Year</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Review Family Handbook in May</i></li> <li><input type="checkbox"/> <i>Monitor our School Improvement Plan - Monthly</i></li> <li><input type="checkbox"/> <i>Review the upcoming school year budget Dec &amp; January</i></li> <li><input type="checkbox"/> <i>Strengthening school and parent partnerships</i></li> <li><input type="checkbox"/> <i>Other:</i></li> </ul>
5:00 pm	Genteen	<p><b>School Council Training Part II</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <del><a href="#">GPS School Council Training Slides</a> (October Meeting)</del></li> <li><input checked="" type="checkbox"/> <del><a href="#">GPS School Council Handbook</a></del></li> </ul>
6:15 pm	Genteen	<p><b>Review Cambridgeport School Improvement Plan Monitoring June 2024</b>  <b>C'Port School Improvement Plan <a href="#">C'Port SIP 2023-2025</a></b></p> <p><b>Cambridgeport School Improvement Plan Review/Monitoring</b></p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"> <p><b>SMARTIE Goal - Key Areas of Need to Address:</b> Our <b>ELA MCAS</b> 2023 data shows that 24% of African American/Black students are meeting or exceeding expectations. <b>By 2025</b> We aim for at least 60% of African-American students to meet or exceed standards on the MCAS. <b>June ELA MCAS 2024 was 14%</b></p> </div> <div style="border: 1px dotted gray; padding: 10px; margin: 10px 0;"> <p>Our <b>Math MCAS</b> 2023 data shows that 50% of African American/Black students are meeting or exceeding expectations. <b>By June 2025</b></p> <p><b>SMARTIE Goal</b> We aim for at least 70% of African-American students to meet or exceed standards on the MCAS. <b>June MCAS Math 2024 was 28%</b></p> </div>

		<p>Based on the fact that our <b>chronic absenteeism</b> rate was <b>18% (47 out of 263 students)</b> for the 23-24 school year, our goal is to decrease chronic absenteeism to <b>10% (26 out of 263 students)</b> or lower. Additionally, by the end of the year, our goal is to have an average daily attendance rate of <b>95%</b> or higher for the 24-25 school year.</p> <p><b>State Target of 8.8 for 2025</b>  2023 was 11.4  2024 was 12.1 with a (10.1 Target)</p>	
		<p><b>School Culture and Climate/ Social Emotional Learning Key Areas of Need to Address:</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>We aim to listen to and learn from families, which will help us design effective strategies for building a solid family engagement partnership.</li> <li>Implement SEL Guidelines that align across our school and district.</li> </ul>	
6:30 pm	Guests	Open Comment	
6:45 pm	THANK YOU SO MUCH	<p><b>Meeting Dates C'Port School Site Council 4:45 pm - 6:45 pm</b>  <a href="#">Link to Leadership Team Meetings</a>  <del>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</del></p>	

November 2024	
Note Taker	Justin
<ul style="list-style-type: none"> <li>Reviewed minutes from last meeting</li> <li>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.</li> <li>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.</li> <li>School council handbook review, Genteen would like to review the budget in a coming meeting and as part of the SIP</li> <li>School council members agreed to share emails with larger school community</li> </ul>	

- 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)

**October Notes:** (Official Minutes)

<b>Note Taker</b>	Justin & Jen
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A quorum of the Cambridgeport School Council being present, the Co-Chair called the meeting to order at 4:45 pm and read the call of the meeting.

The meeting proceeded with a roll call of attendance

Genteen made it clear that families who need translation services can have those at our SEC meetings.

Norms are adopted by SEC @512

Notes from September are read and approved @522

Street Data, is a recommended book from council member John Mussman. The premise is thinking about what types of data are most helpful in guiding equity in schools?

Genteen explained how our datawise swoosh works and how it related to root cause analysis and how this feeds into our work on the SIP.

Alexandria: Could we have the students take a survey about how they're absorbing what's taught(what they struggle with) then compare their survey results to our academic results.

Jen: We just finished a survey of students in the SEL realm (Wayfinder) that gave us data about how they're feeling about themselves and their role as students.

School Council training slideshow @540,

Question about school budget and clarification that the overall percentage for teacher salary is stated, but not per individual staff, grade or subject @555

Clarification about SEC members receive two separate payments in the fall and spring to make the complete stipend @614

Genteen went over the "big picture" school improvement plan @6:16

Review of our current work toward our goals in the SIP: attendance team

John asked about whether our assessments like I ready or teacher input let us know to expect the MCAS results from last year.

Next meeting November, 20th.

