

# School Site Council



**Joyce Kilmer School**

**K-8**

2018-2019

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*All meetings are held at the Lower Campus (room 201)*

## Site Council Charge

### Joyce Kilmer School Site Council Bylaws

- Maintaining the school vision
- Annually reviewing the school's progress on indicators of student engagement and achievement
- Ensuring a plan is in place to address gaps in student achievement
- Developing school policies
- Approving the annual school budget
- Hiring personnel

### **2018-2019 Representatives ([Roster](#))**

<p><b>Parents, Voting</b></p> <ul style="list-style-type: none"><li>● Anna Dore, K2 and 4th grade, Co-chair</li><li>● Minnie Bareng, 4th and 5th grade</li><li>● Masai King, 2nd, 3rd, and 5th grade</li><li>● Kristin McSwain, 1st and 5th grade</li><li>● Roxanne Saravelas, 2nd and 5th grade</li><li>● Heather White, 2nd grade</li><li>● Karimah Williams, 5th grade</li></ul> <p><b>Parents, Alternate</b></p> <ul style="list-style-type: none"><li>● Nicole Bernier, 2nd, 3rd and 5th grade</li><li>● Andrea Jorgensen-Perry, 5th grade</li></ul>	<p><b>Faculty, Voting</b></p> <ul style="list-style-type: none"><li>● Kimberley Williams, Principal, Co-chair</li><li>● Katie Collins, 4th-8th SPED Para, SSC Secretary</li><li>● Leesha Boylan, Art 4th-8th</li><li>● Tara Ettis, K2/1st grade inclusion</li><li>● Aimee Francis, K2</li><li>● Jerina Harris, 4th grade</li><li>● Paul Kearnan, 3rd grade</li></ul> <p><b>Faculty, Alternate</b></p> <ul style="list-style-type: none"><li>● Dr. Fernando Cleves, 6th-8th Grade</li><li>● Elaine McCabe, 5th Grade</li></ul>
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### **NORMS**

- Assume best intentions while keeping kids at the center
- Speak with direct honesty, candor and empathy
- Keep conversation focused and on topic
- Operate with respect, open-mindedness and reflectiveness
- Embrace outcomes as a unified team

### **Consensus Decision Making Model (discussed at length in [Bylaws](#))**

- Discussion of the Item
- Formation of a Proposal
- Call for Consensus
- Identification and Addressing of Concerns
- Modification of the Proposal
- Call for Consensus
- No Consensus →  $\frac{2}{3}$  Majority Vote

**SSC 1 - 10.10.18 5:30pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitator: Kimberley Williams**

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>● Minnie Bareng</li> <li>● Nicole Bernier</li> <li>● Masai King</li> <li>● Roxanne Saravelas</li> <li>● Karimah Williams</li> <li>● Anna Dore</li> <li>● Heather White</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Kimberley Williams</li> <li>● Aimee Francis</li> <li>● Katie Collins</li> <li>● Tara Ettis</li> <li>● Shannon Wyman (non-voting)</li> <li>● Jerina Harris</li> <li>● Leesha Boylan</li> <li>● Elaine McCabe (alternate)</li> <li>● Kathleen Kearnan (non-voting)</li> </ul>

- Agenda:**
- Welcome to SSC
  - Elect a Co-chair
  - Brainstorm topics/timeline for future SSC meetings

**Schedule 60 Min**

Time	Min.	Notes
5:30-5:40	10	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Introductions</li> <li>● Objectives</li> </ul>
5:40-5:50	10	<b>Elect a co-chair</b> <ul style="list-style-type: none"> <li>● Nominations: Anna Dore - unanimous</li> </ul>
5:50-6:10	20	<b>Brainstorm topics/timeline for future SSC meetings</b> Budget - December discussion to set priorities, January review and vote BuildBPS - What's coming and what do we want (plan vs be planned for)? Solutions to 2-campus challenge: staggered start times? Afterschool? ELT - Review what's working and what's not? Parent Handbook - Do we have one - update? Rigor - Can we do more to infuse rigor in curriculum?
6:10-6:20	10	<b>Quality School Plan</b> Overview - Instructional Focus Inspiration - <a href="#">SAM Project</a> video on Quality and Rigor

Parking Lot:

Follow up from 2017-2018: 4yo surround care, ELT, Teacher-in-charge, homeless services funds

6:20-  
6:30

10

**Close - next steps and review**  
**Next Steps**

<b>Who</b>	<b>Task</b>	<b>Target date</b>
Anna	Facilitate November meeting in Kimberley's absence	11/14/18
Anna & Kimberley	Advance Co-Planning (agendas and notes document)	TBD prior to 11/14

**Review**

<b>What worked?</b>	<b>What can be improved?</b>

## SSC 2 - 11.14.18 5:30pm, Lower Campus

### Joyce Kilmer School Site Council

**Facilitator:** Anna Dore  
**Note taker:** Katie Collins  
**Timekeeper:**

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>• Anna Dore (P)</li> <li>• Minnie Bareng (P)</li> <li>• Nicole Bernier (P)</li> <li>• Andrea Jorgensen-Perry</li> <li>• Masai King</li> <li>• Kristin McSwain (P)</li> <li>• Roxanne Saravelas (P)</li> <li>• Heather White (P)</li> <li>• Karimah Williams (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Kimberley Williams (via phone)</li> <li>• Leesha Boylan</li> <li>• Fernando Cleves (P)</li> <li>• Katie Collins (P)</li> <li>• Tara Ettis (P)</li> <li>• Aimee Francis (P)</li> <li>• Jerina Harris</li> <li>• Paul Kearnan (P)</li> <li>• Elaine McCabe (P)</li> </ul>

**Agenda:**

- Orient to 2018-2019 Agenda/Notes Document
- Review [Roster](#), Terms, Elect Secretary and Personnel Subcommittee
- Review [Bylaws](#)
- Review and approve [Home-School Compact](#)
- Review and approve [Kilmer QSP Action Plan](#)
- Consider process to update Family Handbook
- Review upcoming agendas
- Close

### Schedule 60 Min

Time	Min.	Notes
5:30-5:35	5	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Agenda/Notes Document</li> <li>• Charge, Norms, Decision Making Process</li> <li>• Introductions - Review Roster, Terms</li> </ul>
5:35-5:40	5	<b>Elect Secretary, Personnel Subcommittee</b> <ul style="list-style-type: none"> <li>• Secretary: Katie Collins nominated- accepted nomination- vote unanimous</li> <li>• Personnel Subcommittee: Subcommittee consists of Principal, two parents and two teachers- For teachers, Paul Kearnan and Aimee Francis were nominated- both accepted nomination, vote unanimous. Parent representatives- Nicole Bernier and Kristin McSwain- after some discussion accepted nomination, Kristin abstained from vote, all other members voted unanimously.</li> </ul>
5:40-5:47	7	<b>Review Bylaws</b> <ul style="list-style-type: none"> <li>• Update made to clarify terms and staggered elections</li> </ul>

		<ul style="list-style-type: none"> <li>Update made to allow election of parent reps in spring or fall</li> <li>Update made to post budget 5 days in advance of meeting</li> <li>Bylaws are linked in rolling agenda. All changes were highlighted for consideration.</li> <li>Vote to approve changes - All in favor- None opposed.</li> </ul>														
	17	<b>Quality School Plan</b> <ul style="list-style-type: none"> <li>Academic and SEL Goal Review- QSP will help ensure the focus of all stakeholders toward an aligned understand of the implementation and progress of ours schools improvement initiative.</li> <li>PDF will be posted on website.</li> <li>Kimberley has submitted to district.</li> <li>Kimberley was able to highlight our 3 action plans- Priority #3 drafted by PLC for cohort of schools has members concerned. The wording is negative and is not representative of the Kilmer.</li> <li>Vote- SSC is only voting on Priority 1 &amp; 2 - all in favor- none abstained.</li> <li>Kimberley will wait for feedback from PLC for Priority #3 - SSC will revisit</li> </ul>														
6:05-6:15	10	<b>Home-School Compact</b> <ul style="list-style-type: none"> <li>Ms. Williams updated from language on our website</li> <li>Move last item- Feel free to call, email or request..... move to the top of the list.</li> <li>There is no phone at the upper school for teachers to use, which makes it difficult to return calls- printer bumped the phone out of the teachers room- Kimberley is going to look into it</li> <li>48 hours is acceptable amount of time to respond- but what about weekends? Clarify “48 hours during the school week” or “within two school days”</li> <li>Vote- All in favor- None opposed</li> <li>For future - Edit to make the document a little more “friendly and welcoming”</li> </ul>														
6:15-6:20	5	<b>Family Handbook</b> <ul style="list-style-type: none"> <li>Create subcommittee?- No time will move to agenda for next month.</li> </ul>														
6:25-6:28	3	<b>Review upcoming agendas</b> <ul style="list-style-type: none"> <li>Any additions?</li> </ul> <table border="1" data-bbox="279 1444 1437 1696"> <thead> <tr> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>- projections - budget priorities - family handbook</td> <td>-approve budget</td> <td></td> <td></td> <td></td> <td></td> <td>-planning for SY19-20</td> </tr> </tbody> </table>	Dec	Jan	Feb	Mar	Apr	May	Jun	- projections - budget priorities - family handbook	-approve budget					-planning for SY19-20
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- projections - budget priorities - family handbook	-approve budget					-planning for SY19-20										
<b>Parking Lot:</b> From SSC 1: ELT, Rigor, Start Times Follow up from 2017-2018: 4 yo surround care, ELT, Teacher-in-charge, homeless services funds																
6:28-	2	<b>Close - next steps and review</b>														

6:30	<b>Next Steps</b>		
<b>Who</b>	<b>Task</b>	<b>Target date</b>	
none noted			
<b>Review</b>			
<b>What worked?</b>  Thank you Anna- Good job Co-Chair Thank you Kimberley for Calling into meeting from AZ		<b>What can be improved?</b>	

**SSC 3 - 12.12.18 5:30pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitator:** Kimberly Williams  
**Note taker:** Katie Collins  
**Timekeeper:** Anna Dore

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>● Anna Dore (P)</li> <li>● Minnie Bareng</li> <li>● Nicole Bernier (P)</li> <li>● Andrea Jorgensen-Perry (P)</li> <li>● Masai King (P)</li> <li>● Kristin McSwain (P)</li> <li>● Roxanne Saravelas (p)</li> <li>● Heather White (P)</li> <li>● Karimah Williams</li> <li>● Sarah</li> <li>● Katelyn</li> </ul>	<ul style="list-style-type: none"> <li>● Kimberley Williams (P)</li> <li>● Leesha Boylan (P)</li> <li>● Fernando Cleves</li> <li>● Katie Collins (P)</li> <li>● Tara Ettis (P)</li> <li>● Aimee Francis (P)</li> <li>● Jerina Harris (P)</li> <li>● Paul Kearnan (P)</li> <li>● Elaine McCabe</li> <li>● Shannon Wyman (P)</li> <li>● Katie Burke (P)</li> </ul>

**Agenda:**

- Welcome
- Family Handbook
- Enrollment Projections and Budget Priorities
- Review Upcoming meetings

**Schedule 60 Min**

Time	Min.	Notes
5:30-5:40	10	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Introductions- Welcome Ritual- Christmas break festivities and what we are looking forward to</li> <li>● Approval of Notes- Any questions or concerns or can we move forward with approval- Unanimous</li> </ul>
		<b>Family Handbook</b> <ul style="list-style-type: none"> <li>● Subcommittee to review and update</li> <li>● Updates needed- Volunteers needed for subcommittee- Katie Burke- Anna Dore- Nicole Bernier- Kimberley Williams</li> </ul>
5:55-6:15	10	<b>2019-2020 Enrollment Projections and Budget Priorities</b>



		<ul style="list-style-type: none"> <li>● <a href="#">Parents Priorities Discussion</a></li> <li>● Brief review of Staff priorities discussions if time allows</li> </ul>
6:15-6:20	5	<p><b>Determine Next Steps</b></p> <ul style="list-style-type: none"> <li>● <b>Budget will be sent for review on or before 1/4 - discussion meeting 1/4 or 1/5?</b> Tentative meeting on Friday or Saturday prior to having to vote- <b>Friday 14 Saturday 13</b> - not official vote- just gauging availability. <b>Friday AM 10 Friday PM 6-</b> Kimberley will have the budget for us on the day for review.</li> <li>● <b>Budget approval meeting 1/9</b></li> <li>● <b>Budget submission to district 1/10</b></li> <li>● Kilmer is taking cuts this year- This years projection- 483 students (not actual number)</li> <li>● District took a “snapshot” in October to see how many students reported to school. Based off our school projections 438 students</li> <li>● Why are we under-enrolled? Fewer students choosing BPS- enrollment across the district is down 12K</li> <li>● Kimberley is hoping that before vacation- she has a better understanding of the school budget</li> <li>● K-2 class capacity 22</li> <li>● 3-5 class capacity 25</li> <li>● 6-8 class capacity 28</li> <li>● Inclusion capacity 20 (Hard NO- adding students to inclusion- no over enrolling)</li> <li>● We do not want to go over capacity- teachers can grieve to the Union- Teachers are provided with stipend- or a para- District is not good with the stipends- We will make decisions based off budget</li> <li>● Goal is to roll out bubble by 3rd grade- Thoughts??</li> <li>● Could we be over capacity? Possibly</li> <li>● Next year we will have 3 6th grade classrooms (including the bubble)</li> <li>● Bubble Classroom concerns- Staffing- not ideal for many teachers because it is only a year- lots of turn around for staff and students- Can we get rid of the bubble? Lots of agreement by SSC- Having the inclusion classroom is difficult-</li> <li>● Extra money because we are two schools- we have not lost that money- Kimberley will be pushing back with what the allocation is and what it can be used for</li> <li>● in the bubble classroom-The ability to move students around is positive and the other classrooms seem to have had a more difficult time with students not getting along and bullying- Is this perception accurate?</li> <li>● Family interest in the Kilmer</li> <li>● Is the district talking about going full inclusion-</li> <li>● Priorities include- SEL- Arts (PE/Science)- Increasing Rigor and cognitive demand- Parent Family Partnerships- Full time Nurse (<b>does not come from the school budget</b>)- Inclusion and Inclusion practices- Increased ACE Programming (Sub- Sep Classrooms)</li> <li>● Lower Campus- 1.0 Art- .8 Music</li> <li>● Upper - .8 Art .8 Music</li> <li>● K-5 .1.0 Sci 1.0 PE</li> <li>● 6-8 .4 PE</li> <li>● How is the resource room being utilize- Every year calculations change- Might have more FTE’s than for servicing- More demand in the Upper Campus in RR- Not trying to take services away, have to explore- RR/Inclusion-</li> <li>● Moving forward- we look a priorities and try not to focus on staff- cuts may have to be made- but Kimberley will have those conversations with staff affected</li> </ul>

		<ul style="list-style-type: none"> <li>• Budget conversations will continue.....</li> <li>•</li> </ul>																						
6:20-6:25	5	<p><b>Review upcoming agendas</b></p> <ul style="list-style-type: none"> <li>• Any additions?</li> </ul> <table border="1"> <thead> <tr> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>-approve budget -ILT report -QSP priority #3</td> <td>-Family Handbook update -ELT</td> <td></td> <td></td> <td></td> <td>-planning for SY19-20</td> </tr> </tbody> </table>	Jan	Feb	Mar	Apr	May	Jun	-approve budget -ILT report -QSP priority #3	-Family Handbook update -ELT				-planning for SY19-20										
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Parking Lot:																								
6:25-6:30	5	<p><b>Close - next steps and review</b></p> <p><b>Next Steps</b></p> <table border="1"> <thead> <tr> <th>Who</th> <th>Task</th> <th>Target date</th> </tr> </thead> <tbody> <tr> <td>Kimberley</td> <td>Distribute draft budget</td> <td>1/4/19</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Review</b></p> <table border="1"> <tr> <td><b>What worked?</b></td> <td><b>What can be improved?</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Who	Task	Target date	Kimberley	Distribute draft budget	1/4/19													<b>What worked?</b>	<b>What can be improved?</b>		
Who	Task	Target date																						
Kimberley	Distribute draft budget	1/4/19																						
<b>What worked?</b>	<b>What can be improved?</b>																							

**SSC 4 - 1.9.19 5:30pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitator: Kimberley Williams**  
**Note taker: Katie Collins**  
**Timekeeper: Anna Dore**

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>• Anna Dore (P)</li> <li>• Minnie Bareng</li> <li>• Nicole Bernier (P)</li> <li>• Andrea Jorgensen-Perry (P)</li> <li>• Masai King (P)</li> <li>• Kristin McSwain (P)</li> <li>• Roxanne Saravelas</li> <li>• Heather White</li> <li>• Karimah Williams (P)</li> <li>• Natalie Rivkin McSwain</li> </ul>	<ul style="list-style-type: none"> <li>• Kimberley Williams (P)</li> <li>• Leesha Boylan</li> <li>• Fernando Cleves (P)</li> <li>• Katie Collins (P)</li> <li>• Tara Ettis (P)</li> <li>• Aimee Francis (P)</li> <li>• Jerina Harris (P)</li> <li>• Paul Kearnan (P)</li> <li>• Elaine McCabe (P)</li> <li>• Katie Burke</li> <li>• Kimberly Schindler</li> <li>• Shannon Wyman</li> </ul>

- Agenda:**
- Welcome
  - Budget- Breakdown of changes Kimberley made based on feedback
  - Questions/ Concerns
  - Vote on Discretionary Funds

**Schedule 60 Min**

Time	Min.	Notes
5:30-5:40	10	<p><b>Agenda Item</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2019-2020 Kilmer K8 Budget &amp; Staffing Plan</a></li> <li>• <a href="#">Notes from budget presentation on 1/4/19</a></li> <li>• <b>Welcome- Budget-</b> Welcome- Right down to budget- rolling document to voice concerns regarding budget- Some adjustments have been made- New plans includes two inclusion teachers which will come at a cost- Tonight vote has to made about discretionary funds- New 1-9-19 proposal includes- 1.0 ESL AND 2.6 RR positions at the LC and make a 1.0 ESL/Resource position- (could possibly be job share)- Keep both inclusion teacher positions at the LC- Change the current climate coordinator position to a security para position based mainly at the lower school (coding change) Prioritize Title 1 grant money for a stipend para position at the Upper School for operational and student support</li> </ul>
5:40-5:50	10	<p><b>Agenda Item</b></p>

- Questions and concerns- Kimberley is open- Must submit a balanced budget by noon tomorrow- Support Para will be full time position- ABA classrooms will keep 2 paras- K1 Para- 3 and 4 year old children coming in with unknown needs- not having additional support might be challenging- Need to gain and retain families, we need to make families comfortable with the level of support their children are getting- Kimberley has spoken to staff- new student intake is an area of concern- K2 Para will be a .5 person - Para is being added for 4th grade- There will always be two adults in the inclusion classrooms- as great as the Paras are the trade off is having the second teacher within the classroom, which based off conversations is ideal- Trade offs will happen- Can we vote to use supply money for staff?- Yes and No- our compliance dollars are pushing the limit- we can only take \$3k from the supply line- New technology can happen- Wallace Grant money \$5K- Almost lost completely- All is based off projections, if our enrollment comes up, the school is entitled to extra money- Can we be proactive with recruiting- Upper Campus- scheduling might be tricky- .5 person for inclusion- security para focused on lower- Miss Collins, role made clear as support at Upper, possible change of title- Vision is for Kimberley and Danikka to be able to focus more on instructional support- If Katie does .5 resource, what will the title be- Role wouldn't change- stay at upper- role wouldn't change- other than flexing time and formalizing title- EXF program 4, 5, 6th grade more rigorous curriculum, but resources they add to the school are fantastic- Will help with support structures- something to explore- Kimberley is open to becoming a EXF school- Student Teacher partnerships?
- Want to make sure SSC comments that our budget is no reflective of this inclusion model- BPS needs to take into account our two buildings- Language needs to be crafted so that they get our perspective- Security Para is mainly based at lower- Miss Collins will assist with 4 and 5th grade-

- Vote- Consensus on budget- bringing back inclusion teachers- Yes- No objections- Vote All in Favor- None Opposed- Teachers (7) Parents (6)

6:20-6:25

5

**Review upcoming agendas**

- Any additions?

Feb	Mar	Apr	May	Jun
				-planning for SY19-20

Parking Lot:

6:25-6:30

5

**Close - next steps and review**

**Next Steps**

Who	Task	Target date
Kimberly and Anna	sign-off on budget submission	1/10/19
Kimberly and Anna	draft comments on budget	

<b>Review</b>		
<b>What worked?</b>	<b>What can be improved?</b>	

**Joyce Kilmer School Site Council**

**Facilitator:** Anna Dore, Kimberley Williams  
**Note taker:** Katie Collins  
**Timekeeper:** Anna Dore

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>• Anna Dore*</li> <li>• Minnie Bareng*</li> <li>• Masai King*</li> <li>• Kristin McSwain*</li> <li>• Roxanne Saravelas*</li> <li>• Karimah Williams*</li> <li>• Sarah Roth-Gaudette</li> <li>• Kristen Leathers</li> </ul>	<ul style="list-style-type: none"> <li>• Kimberley Williams*</li> <li>• Leesha Boylan*</li> <li>• Fernando Cleves*</li> <li>• Katie Collins*</li> <li>• Tara Ettis*</li> <li>• Aimee Francis*</li> <li>• Paul Kearnan*</li> <li>• Elaine McCabe*</li> <li>• Katie Burke</li> <li>• Catherine Cunningham</li> </ul>
*SSC voting/alternate member	*SSC voting/alternate member

- Agenda:**
- Opening ritual - Celebrations
  - Budget update
  - Mid-year SSC reflection and review
  - ILT report
  - Closing - upcoming agendas, next steps, review

**Schedule 60 Min**

Time	Min.	Notes
5:30-5:40	10	<b>Celebrations</b> <ul style="list-style-type: none"> <li>• Opening rituals - building community, bringing focus to positive</li> <li>• Celebrations</li> <li>• New opening Ritual- lots of things to celebrate</li> </ul>
5:40-5:50	10	<b>Budget update</b> <ul style="list-style-type: none"> <li>• 2019-2020 Budget update</li> <li>• Polite no from the budget director of BPS- Kimberley spoke to her instructional superintendent- and as of now- it is on the radar, that the district does not have additional funding at this time- but they are adding to the list of concerns- Kimberley made a request/appeal for the money for the ½ time para versus the larger amount that we were looking for- Kimberley will gather more information- and at March meeting we can discuss further</li> <li>• 2018-2019 Budget items</li> </ul>

		<ul style="list-style-type: none"> <li>○ Homeless services funds- (\$3500) Must be voted on by SSC. Kimberley would like to give technology for homeless students who do not have access to technology- District pushed back- If the school buys technology, the technology should stay at school- These are not families that qualify for “Tech Goes Home”- Which is not practical- There are ways for families to obtain internet access too</li> <li>○ Some schools create closet of toiletries and “Boost Bags”- Can we purchase a refrigerator? We would need a fridge in order to be apart of a “Boost Bag” type of program-</li> <li>○ SSC is leaning towards technology and purchasing a fridge</li> </ul> <p>* Parent engagement funds (\$900)</p> <ul style="list-style-type: none"> <li>○ Providing child care for meetings, SSC and Parent Council meetings- We want the money to be spent- What is the back up?- Supplies- Field Trips- Calm down spaces in speciality classes- There is money in SEL Kimberley has been talking about break boxes for every room K-8- Sensory</li> <li>○ no vote required- none in disagreement</li> </ul>
5:50-6:08	18	<p><b>Mid-year SSC reflection and review</b></p> <ul style="list-style-type: none"> <li>● What’s working and what can be improved</li> <li>● Small group discussion</li> <li>● Report out</li> <li>● What is working- communication- Anna is a great co-chair- We feel like a lot is being put into planning the meetings- Agenda- Sharing to wider community- Last year there were different budget scenarios that we were able to see and discuss-</li> <li>● What is not working- Budget timeline (which we realize is a district problem) Name tags, we want to make sure Everyone knows each other- Recruiting for next year- Starting and ending on time- Update from city wide parent council member- maybe we should be communicating more with SPC- Is the meeting too short? Do we need more time?- Could parent council move meetings back to 7:00- Could we start meeting sooner? Having child care might be a good idea so that we can extend the SSC meeting time- Maybe during budget time, could give more time for discussion- Something to think about? No time for reflection</li> <li>● Vote on if people are in favor of extending the time?- All in favor of adding 30 min - all in favor (12 yes votes) Maybe move the start time to 5:00 or 5:15- We are going to try for 5:15</li> </ul>
6:08-6:20	12	<p><b><u>ILT report</u></b></p> <ul style="list-style-type: none"> <li>● ILT overview- Catherine and Fernando- team of teachers who meet and lead the instructional work of the school- Goal is to finish two cycles by the end of the school year- The Kilmer will learn the 8-step process datawise inquiry process in order to analyze student learning/date to drive instruction- Prepare-Inquire-Act- Finding a learning centered problem- Great student outcomes- Currently at step 4- Planning out at CPT what is the next step</li> <li>● Updated QSP</li> </ul>
6:20-6:25	5	<p><b>Review upcoming agendas</b></p> <ul style="list-style-type: none"> <li>● Any additions?</li> </ul>

		<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
		-Family Handbook - review updates -EFA -4 yr old child care for before and after school -personnel subcommittee debrief	-Schedule -Partnerships		-planning for SY19-20

Parking Lot:

6:25-6:30	5	<b>Close - next steps and review</b>			
		<b>Next Steps</b>			
		<b>Who</b>	<b>Task</b>	<b>Target date</b>	
		Anna	send out meeting notice re: family handbook/web update	2/15	
		Anna and Kim	review SSC feedback, implement suggestions where feasible	3/6	
		Roxanne	send Curley handbook for reference	2/15	
		<b>Review</b>			
		<b>What worked?</b>		<b>What can be improved?</b>	
		see reflection sheets		see reflection sheets	



**SSC 6 - 3.13.19 5:15pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitators/Note takers: Kimberley Williams/Anna Dore**

**Attendance:**

<b>Parents</b>	<b>Staff</b>
<ul style="list-style-type: none"> <li>● Anna Dore*</li> <li>● Minnie Bareng*</li> <li>● Nicole Bernier*</li> <li>● Andrea Jorgensen-Perry*</li> <li>● Masai King*</li> <li>● Kristin McSwain*</li> <li>● Roxanne Saravelas*</li> <li>● Heather White*</li> <li>● Sarah Roth-Gaudette</li> <li>● Kristen Leathers</li> <li>● Rosie Levine</li> </ul> <p>*SSC voting/alternate member</p>	<ul style="list-style-type: none"> <li>● Kimberley Williams*</li> <li>● Leesha Boylan*</li> <li>● Fernando Cleves*</li> <li>● Tara Ettis*</li> <li>● Aimee Francis*</li> <li>● Paul Kearnan*</li> <li>● Elaine McCabe*</li> <li>● Katie Burke</li> <li>● Shannon Wyman</li> </ul> <p>*SSC voting/alternate member</p>

**Agenda:**

- Welcome
- Family Handbook and Website update
- Personnel Subcommittee update
- Partnerships
- SPC - SSC Communication

**Schedule 90 Min**

<b>Time</b>	<b>Min.</b>	<b>Notes</b>
5:15-5:25	10	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Introductions</li> <li>● Celebrations</li> </ul>
5:25-5:40	15	<b>Family Handbook update</b> <ul style="list-style-type: none"> <li>● <b>SSC volunteers met 3/1</b></li> <li>● <b><u>Example</u> of revisions - Arrival/Dismissal</b> <ul style="list-style-type: none"> <li>○ SSC reviewed Anna's example of arrival and dismissal</li> <li>○ Suggested policy changes will be brought back to this body</li> <li>○ There is a new Health &amp; Wellness policy that can be linked in or the language can be added</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Code of conduct changes are coming - KW will be at Principal PD tomorrow some changes previewed - no suspensions K-2 as opposed to only with Supt. permission.</li> <li>● <b>Policy implications - discipline, attendance, holiday, communication, wellness, dress code, homework, electronic device</b> <ul style="list-style-type: none"> <li>○ homework policy w Ms Matlin</li> <li>○ dress code revisions with Ms Van der Luft</li> </ul> </li> <li>● Discipline policy at district level being revised - no suspension without superintendent review of K-2 students</li> <li>● Most policy revisions around notification of parents - schools avoiding hearing process by asking parents to pick up their child (undocumented suspension)</li> </ul> <p><b>Website update</b></p> <ul style="list-style-type: none"> <li>● <b>SPC volunteers met 3/1</b> - website is secure, updates ongoing</li> </ul>
5:40-6:00	20	<p><b>Personnel Subcommittee update - K Williams</b></p> <ul style="list-style-type: none"> <li>● <b>Open positions, hiring committees</b></li> <li>● <b><u><a href="#">Inclusion Teacher Job Description</a></u></b> <ul style="list-style-type: none"> <li>○ Colleen Cummings will be Gr 4 Inclusion Teacher, hiring for MS Inclusion Teacher</li> <li>○ 6th Grade - 3 classrooms are full (1 inclusion, 2 gen ed) - will need space for 2 7th and 2 8th grade classes (1 inclusion, 1 gen ed each) in out years (May move meeting space to trailer?)</li> <li>○ 1 MS teacher already sped cert; hiring 1 additional - classes will rotate, ELA and Math w/inclusion, SS and Sci may have push in</li> <li>○ Hiring committee will include MS teacher, Nicole is grade level parent</li> </ul> </li> <li>● <b>Security Para - not yet posted, committee could help define job posting</b> <ul style="list-style-type: none"> <li>○ counseling will be separate, not part of this position - through partnerships</li> <li>○ someone who can support students in crisis, checkin/checkout with students, run lunch bunch</li> <li>○ can be point person in building - lower campus</li> <li>○ qualifications - will be defined through job responsibilities - preferred experience with age group, one-on-one with students</li> <li>○ Wallace Grant - SEL office could help train position, recruit candidates - could stipend position to attend trainings right away</li> <li>○ Other schools have had success at this position level - running restorative justice, lunch bunches, deescalating kids</li> <li>○ such an important position - but salary is kind of low; need to find someone with passion for the work, may be turned over more frequently b/c pay rate, may be able to upgrade position in time</li> <li>○ Health class taught by Michaela Bowles, could have push in from Katie Collins or others if need for second adult (Jamie currently pushes in)</li> <li>○ Lower school will need the support in behavior/SEL realm, no deescalation space at lower</li> <li>○ Ms. Moses can focus on upper - do some of the student support; Ms. Williams will also be more available at upper with this position at lower</li> <li>○ Ms. Collins caseload is dropping and can provide additional support at available times, checkins, lunch bunch, less crisis support b/c schedule</li> <li>○ Lunch bunch supports students developing SEL strategies - builds confidence</li> <li>○ Family engagement - may not be easy to find - could grow into these roles</li> </ul> </li> </ul>
6:00-6:25	25	<p><b>Partnerships</b></p>

		<ul style="list-style-type: none"> <li>● <b>Existing Partnerships</b> - suggestions/ideas for new <ul style="list-style-type: none"> <li>○ Altenheim - previously used theater, improv plays, provided space to come together as a school</li> <li>○ Making Music Matters - \$6-8k, instrumental music lessons (grades 3-5)</li> <li>○ existing - Mass College of Art - MS partnership</li> <li>○ Mass Art - Art ed - tile ampitheater?</li> <li>○ existing - Reebok - boks</li> <li>○ existing - Tech Goes Home</li> <li>○ Maximizing YMCA partnership?</li> <li>○ Upper School Afterschool? BCYF? Sports?</li> <li>○ Consistency with student teachers - partnership w/College?</li> <li>○ William James College - counseling interns</li> </ul> </li> <li>● Excellence for All <ul style="list-style-type: none"> <li>○ Schools designated by the district - not something we can apply for, district will note our interest</li> <li>○ Most schools are former AWC schools which eliminated AWC because of inclusion/equity concerns</li> <li>○ Budget tightening - schools are having to choose between language and robotics for example</li> <li>○ Curriculum not rigorous, but offers additional resources in language/robotics, includes capstone projects.</li> </ul> </li> </ul>												
6:25-6:30	5	<p><b>SSC/SPC communication</b></p> <ul style="list-style-type: none"> <li>● <b>Liaison</b> <ul style="list-style-type: none"> <li>○ Makes sense to have 2-3 rotating people to ensure it does not fall to one person and so if someone misses a meeting there will still be a report</li> <li>○ Masai King, Anna Dore and Sarah Roth-Gaudette</li> </ul> </li> <li>● <b>CPC</b> - under-attended, hasn't been productive environment. Kathleen hasn't attended recent meetings. Kristin will send out flyer re: upcoming meeting</li> </ul>												
6:30-6:35	5	<p><b>Review upcoming agendas</b></p> <ul style="list-style-type: none"> <li>● Any additions?</li> </ul> <table border="1" data-bbox="279 1291 1432 1518"> <thead> <tr> <th data-bbox="279 1291 662 1356">Apr</th> <th data-bbox="662 1291 1045 1356">May</th> <th data-bbox="1045 1291 1432 1356">Jun</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1356 662 1518">-Review Data on engagement/achievement -Excellence for All - other alternatives for rigor/curriculum expansion</td> <td data-bbox="662 1356 1045 1518">-School schedule -Vision/mission</td> <td data-bbox="1045 1356 1432 1518">-review SY18-19 -planning for SY19-20 -SSC meetings, agenda -school events calendar</td> </tr> </tbody> </table>	Apr	May	Jun	-Review Data on engagement/achievement -Excellence for All - other alternatives for rigor/curriculum expansion	-School schedule -Vision/mission	-review SY18-19 -planning for SY19-20 -SSC meetings, agenda -school events calendar						
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6:35-6:45	10	<p><b>Close - next steps and review</b></p> <p><b>Next Steps</b></p> <table border="1" data-bbox="279 1661 1432 1921"> <thead> <tr> <th data-bbox="279 1661 581 1726">Who</th> <th data-bbox="581 1661 1192 1726">Task</th> <th data-bbox="1192 1661 1432 1726">Target date</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1726 581 1791">Kristin</td> <td data-bbox="581 1726 1192 1791">Send CPC Flyer to SSC members</td> <td data-bbox="1192 1726 1432 1791">3/21/19</td> </tr> <tr> <td data-bbox="279 1791 581 1856">Masai</td> <td data-bbox="581 1791 1192 1856">Provide update to SPC</td> <td data-bbox="1192 1791 1432 1856">3/14/19</td> </tr> <tr> <td data-bbox="279 1856 581 1921">Anna</td> <td data-bbox="581 1856 1192 1921">Send out notes via SPC</td> <td data-bbox="1192 1856 1432 1921">3/21/19</td> </tr> </tbody> </table>	Who	Task	Target date	Kristin	Send CPC Flyer to SSC members	3/21/19	Masai	Provide update to SPC	3/14/19	Anna	Send out notes via SPC	3/21/19
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		Anna	Collect policy revisions from last year for inclusion in handbook	
		<b>Review</b>		
		<b>What worked?</b>  5:15 start ok		<b>What can be improved?</b>

**Joyce Kilmer School Site Council**

**Facilitator: Kimberley Williams**  
**Note taker: Katie Collins**  
**Timekeeper: Anna Dore**

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>● Anna Dore* (P)</li> <li>● Andrea Jorgensen-Perry* (P)</li> <li>● Masai King* (P)</li> <li>● Kristin McSwain* (P)</li> <li>● Roxanne Saravelas* (P)</li> <li>● Heather White*(P)</li> <li>● Karimah Williams* (P)</li> <li>●</li> </ul> <p>*SSC voting/alternate member (P) = Present</p>	<ul style="list-style-type: none"> <li>● Kimberley Williams* (P)</li> <li>● Fernando Cleves* (P)</li> <li>● Katie Collins* (P)</li> <li>● Tara Ettis* (P)</li> <li>● Aimee Francis* (P)</li> <li>● Paul Kearnan* (P)</li> <li>● Elaine McCabe* (P)</li> <li>● Katie Burke</li> </ul> <p>*SSC voting/alternate member (P) = Present</p>

- Agenda:**
- Welcome
  - Open House Feedback
  - Review Data on Engagement and Achievement
  - Excellence and Rigor - Discussion
  - Close

**Schedule 90 Min**

Time	Min.	Notes
5:15-5:20	5	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Introductions</li> <li>● Celebrations</li> </ul>
5:20-5:30	10	<b>Open House Feedback</b> <ul style="list-style-type: none"> <li>● If we are going to have three different sessions, starting the first session immediately after school- might see a better turnout-</li> <li>● Timing between lower and upper school is off- some parents couldn't get from lower to upper</li> <li>● More structured- being in a group with students in the same class as your child</li> <li>● Starting right after school- problematic for parents who have students in both buildings</li> <li>● Second open house tends to be a little more informal- do parents prefer a presentation or less structured?</li> <li>● Last session empty in both buildings- 2 ½ hours but keep it early</li> <li>● It is easier having it all on one night</li> <li>● Presentations are good, but depending on the age</li> </ul>

		<ul style="list-style-type: none"> <li>● Pizza! Relieved stress for parents</li> <li>● Fall Open House- Children or no children? Hard to have conversations with parents when students are around</li> <li>● Earlier in the year, so it is more focused of academic- have childcare so that parents are able to still attend- Movie Night (gets kids excited)? Gets more parents out and to open house</li> </ul>
5:30-6:00	30	<p><b>Review Data on Engagement and Achievement</b></p> <ul style="list-style-type: none"> <li>● Highlights to celebrate- Kilmer exceeded the following targets- ELA and SCI</li> <li>● Did not meet ELA and Math Student Growth Percentile and attendance</li> <li>● Missed the Math target by .03</li> <li>● Kimberley has more grade specific data</li> <li>● Part of the issue with the targets is that it doesn't highlight the achievement gaps</li> <li>● Diversity changes as the grades go up</li> <li>● Interventions to close the gaps</li> <li>● As students progress, the class size decreases-</li> <li>● Students who enter in middle school tend to be 2-3 grade levels behind Kilmer students</li> <li>● Most grades are beating the district, but still a lower percentile</li> </ul>
6:00-6:30	30	<p><b>Excellence and Rigor - Discussion</b></p> <ul style="list-style-type: none"> <li>● Interim data is less informative if it does not test what has been taught in class - teachers can customize tests to cover what they've covered in class</li> <li>● Teachers struggle with spectrum of abilities, motivation, engagement - capture majority of students with confidence</li> <li>● If we are not following scope and sequence that the data is not reflective of students ability - ok to go off scope and sequence sometimes, but has to be thoughtful and driven by meeting standards at the end of the year</li> <li>● Mindset of not moving on until you get it doesn't serve students - kids may struggle with addition, they can still learn multiplication. If you stay on addition, they may get bored and lose opportunity for growth</li> <li>● PD Next year- unpacking the standards together</li> <li>● Kimberley wants staff to feel comfortable differentiating the curriculum- it is okay going off scope and sequence- we have built enough trust to be comfortable doing that</li> <li>● Kids need to learn how to struggle- change mindset so that we're not just giving them information but that they will struggle if it is hard, and that is okay- What is rigor? We don't want the students to be struggling so much that they're then fighting to catch up- still room for differentiation</li> <li>● What is the amount of growth that we want our students to have year after year?</li> <li>● We're not serving kids if we're not giving them opportunities to struggle and learn how to handle struggle, not let it break them, not spoon-feed them</li> <li>● Good base to move the students forward- Kimberley has resources for PD for next year, breaking down standards- to make work best for students</li> <li>● How can SSC support this work? Parental support - workshop for teachers? curriculum night - empower parents to help children figure out problems, not just ask for answers from parents or teachers (e.g. student says I can just ask the teacher tomorrow - parent expects child to work with the problem and identify the part of the problem (s)he needs help with</li> <li>● Homework - doesn't need to be many problems, give them something to struggle with</li> <li>● Teachers not funnels to students - build supports, give students tools to struggle - early grade centers - teachers set up stations - kids experiment, struggle</li> </ul>

		<ul style="list-style-type: none"> <li>• Tier 2 supports will be a focus for next year- the students in Tier 2 are the students who can throw the learning off track</li> </ul>				
6:30-6:35	5	<p><b>Review upcoming agendas</b></p> <ul style="list-style-type: none"> <li>• Hiring committee- a lot of applications are coming in- Kimberley is trying to keep Climate Coordinator position- Wallace Grant program- Kimberley put a proposal out to Wallace Grant- District pushed back- but it might be out of BPS hands-</li> </ul> <table border="1" data-bbox="279 415 1507 638"> <thead> <tr> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>           -School schedule            -Vision/mission            -District Vision of Inclusion            - Handbook/Dress Code         </td> <td>           -review SY18-19            -planning for SY19-20            -SSC meetings, agenda            -school events calendar            -recruiting new members         </td> </tr> </tbody> </table>	May	Jun	-School schedule -Vision/mission -District Vision of Inclusion - Handbook/Dress Code	-review SY18-19 -planning for SY19-20 -SSC meetings, agenda -school events calendar -recruiting new members
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6:35-6:45	10	<b>Close</b>				

**SSC 8 - 5.8.19 5:15pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitator:** Kimberley Williams  
**Note taker:** Katie Collins  
**Timekeeper:** Anna Dore

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>● Anna Dore* (P)</li> <li>● Minnie Bareng* (P)</li> <li>● Nicole Bernier* (P)</li> <li>● Andrea Jorgensen-Perry* (P)</li> <li>● Masai King*</li> <li>● Kristin McSwain* (P)</li> <li>● Roxanne Saravelas* (P)</li> <li>● Heather White* (P)</li> <li>● Karimah Williams*</li> <li>● Sarah Roth-Gaudette (P)</li> <li>● Jennifer Godin (P)</li> </ul> <p>*SSC voting/alternate member (P)=Present</p>	<ul style="list-style-type: none"> <li>● Kimberley Williams* (P)</li> <li>● Leesha Boylan*</li> <li>● Fernando Cleves* (P)</li> <li>● Katie Collins* (P)</li> <li>● Tara Ettis* (P)</li> <li>● Aimee Francis*</li> <li>● Jerina Harris* (P)</li> <li>● Paul Kearnan* (P)</li> <li>● Elaine McCabe*</li> <li>● Shannon Wyman (P)</li> <li>● Katie Burke (P)</li> </ul> <p>*SSC voting/alternate member (P)=Present</p>

**Agenda:**

- Welcome
- District Vision of Inclusion
- Schedule
- Health & Wellness Team Report
- SEL Leadership Team Report
- Close

**Schedule 90 Min**

Min.	Notes
5	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>● Hello and Introduction</li> </ul>
30	<p><b><u>District Vision of Inclusion</u></b></p> <ul style="list-style-type: none"> <li>● Roll out of inclusion started in K2 5 years ago (20 schools started)</li> <li>● Agreement with BTU was that district would come out to discuss inclusion, have discussions with staff and receive feedback</li> <li>● Focus on continuing to build inclusive practices - identification and placement, quality of instructional supports and services, students family and community engagement, equity and accountability (compliance), transition services</li> <li>● Priorities for 2018-2019 school year included providing quality pd, ensuring least restrictive environment....</li> <li>● SWD represent 21% of students enrolled in BPS</li> </ul>



	<ul style="list-style-type: none"> <li>● Inclusion is not a placement or a setting- it involves the implementation of systems and processes that allow all students to learn within an education community- Still working out of the mentality that it is a placement!</li> <li>● 26.4 % of students in special ed at Kilmer - 13.7% of sub separate students at the Kilmer</li> <li>● Questions- Is the district collecting data on staffing across the district. How the models affect the different gaps in race and achievement?- District working on it because there are so many different models.</li> <li>● One teacher and one para model is extremely challenging- This year was a change that a teacher pushes into inclusion classrooms and are able to co-teach. A SPED teacher pushes into each classroom for half of the day, typically two adults always in the room- Able to address the needs of the Special education students in the classroom as well as the other students in the classroom- Inclusion teacher supports all assessments, so that the teacher can focus on the planning. This model is working much better- budget makes it difficult to support</li> <li>● Comment- District needs to know that we have to sacrifice to be able to support the inclusion model-</li> <li>● Some students in a regular education class that has a lot of pull out services for resource room, and would probably benefit in an inclusion setting and there needs to be more clarification/training/support for staff</li> <li>● We are working on how to support the model for the Inclusion classroom that is moving up to 6th grade- MS teachers are going to teach the 5 block schedule so that the inclusion teacher can travel with the classroom all day</li> </ul>
10	<p><b>Schedule Overview of priorities:</b></p> <ul style="list-style-type: none"> <li>● PD &amp; CPT and Specialties the same time every day or minimally 4 out of 5 days/week</li> <li>● More consistent instructional blocks</li> <li>● Less travel time for teachers who work across both buildings</li> <li>● No shared classrooms empty for days</li> <li>● 5 Block Middle School schedule versus 4- which will provide constant support to the inclusion classroom</li> <li>● Team is getting together next week at Boling Bldg to work with district on schedule</li> <li>● SSC does not need to vote on the schedule - no objections</li> </ul>
40	<p><b><u>Health &amp; Wellness and SEL Team Report</u></b></p> <ul style="list-style-type: none"> <li>● The goal of the wellness council is to promote wellness throughout the school for students, families and teachers</li> <li>● Made up of staff members and families</li> <li>● This year focused on the physical environment (creating sensory spaces for students, recycling education, decluttering events)</li> <li>● Annual events include- Walk to School Day, Staff vs. Student Rowathon, Staff walking challenge, Field Day</li> <li>● Run Club and Boks</li> <li>● PSELI- 4 year partnership, we are on our second year- (Open Circle, Colleen Labbe Instruction coach, playworks, YMCA Before and After school supports)</li> <li>● Data- RAND Teacher surveys, SELWeb k-8 students</li> <li>● Common Language- Calm Breathing, Cooperation, Positive Leaders, and Positive Self Talk</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaboration with Partners- Open Circle Training- YMCA Before/After School Program-Playworks</li> <li>• Family Engagement- Opening Ritual, SSC, Family Newsletter, Open House (families able to participate in Open Circle)</li> <li>• One thing we have learned? a shared language and how to effectively use the SEL curriculum to support students. One thing we look forward to for next year- deeper adult learning around strengthening our partnership, using our SEL practices and being ready with Tier 2 interventions</li> <li>• How are we building sustainability?</li> </ul>																		
	<p><b>June Meeting Date?</b></p> <ul style="list-style-type: none"> <li>• June 12 is Kilmer Red Sox night</li> <li>• Agreed to meet June 5, same time</li> <li>• Need to send out notice well in advance</li> </ul>																		
5	<p><b>Close - next steps and review</b></p> <p><b>Next Steps</b></p> <table border="1" data-bbox="191 709 1339 1102"> <thead> <tr> <th data-bbox="191 709 492 772">Who</th> <th data-bbox="492 709 1101 772">Task</th> <th data-bbox="1101 709 1339 772">Target date</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 772 492 840">Anna</td> <td data-bbox="492 772 1101 840">Post notes to website/SPC email</td> <td data-bbox="1101 772 1339 840">5/15</td> </tr> <tr> <td data-bbox="191 840 492 907">Kimberley</td> <td data-bbox="492 840 1101 907">Include new SSC date in Family newsletter</td> <td data-bbox="1101 840 1339 907">5/15</td> </tr> <tr> <td data-bbox="191 907 492 974">Anna</td> <td data-bbox="492 907 1101 974">Uniform/dress code on agenda for June</td> <td data-bbox="1101 907 1339 974">5/15</td> </tr> <tr> <td data-bbox="191 974 492 1041"></td> <td data-bbox="492 974 1101 1041"></td> <td data-bbox="1101 974 1339 1041"></td> </tr> <tr> <td data-bbox="191 1041 492 1102"></td> <td data-bbox="492 1041 1101 1102"></td> <td data-bbox="1101 1041 1339 1102"></td> </tr> </tbody> </table>	Who	Task	Target date	Anna	Post notes to website/SPC email	5/15	Kimberley	Include new SSC date in Family newsletter	5/15	Anna	Uniform/dress code on agenda for June	5/15						
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**SSC 9 - 6.5.19 5:15pm, Lower Campus**

**Joyce Kilmer School Site Council**

**Facilitator:** Kimberley Williams  
**Note taker:** Katie Collins  
**Timekeeper:** Anna Dore

**Attendance:**

Parents	Staff
<ul style="list-style-type: none"> <li>● Anna Dore* (P)</li> <li>● Minnie Bareng*</li> <li>● Nicole Bernier* (P)</li> <li>● Andrea Jorgensen-Perry* (P)</li> <li>● Masai King* (P)</li> <li>● Kristin McSwain* (P)</li> <li>● Roxanne Saravelas*</li> <li>● Heather White*</li> <li>● Karimah Williams* (P)</li> <li>● Natalie Rivkin McSwain (P)</li> <li>● Sarah Roth-Gaudette (P)</li> </ul> <p>*SSC voting/alternate member</p>	<ul style="list-style-type: none"> <li>● Kimberley Williams* (P)</li> <li>● Leesha Boylan* (P)</li> <li>● Fernando Cleves*</li> <li>● Katie Collins* (P)</li> <li>● Tara Ettis* (P)</li> <li>● Aimee Francis* (P)</li> <li>● Jerina Harris*</li> <li>● Paul Kearnan*</li> <li>● Elaine McCabe*</li> <li>● Katie Burke (P)</li> <li>●</li> </ul> <p>*SSC voting/alternate member</p>

**Agenda:**

- Welcome
- Schedule Update
- Personnel Subcommittee Update
- Uniform/Dress Code
- Planning for SY20 - ran out of time
  - School Events Calendar
  - SSC Agenda
- Close

**Schedule 90 Min**

Min.	Notes
10	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>● Introductions - Share something you are grateful for</li> </ul>
10	<p><b>Schedule Update</b></p> <ul style="list-style-type: none"> <li>● Teams have PD at same time majority of time</li> <li>● Better schedule of specialty days in shared space</li> <li>● Feedback from teachers</li> </ul>
5	<p><b>Personnel Subcommittee Update</b></p> <ul style="list-style-type: none"> <li>● 6th-8th grade position</li> </ul>

	<ul style="list-style-type: none"> <li>● What is going to be the model? 6-8th grade inclusion certification was a must- Wanted to make sure the candidate had enough experience and has all required certification- the new hire comes from the Lee, and has worked with students with autism which is great- will be able to include mainstreaming in ABA students-New hire has been a lead teacher for Math and ELA - Still working on schedule- Para will be W.Josephs to support inclusion- New contact states full time para in K1/K2- Principal PD tomorrow</li> </ul>
15	<p><b>Uniform/Dress Code</b></p> <ul style="list-style-type: none"> <li>● Per BPS Circular SUP-18: Vote on Uniform Policy:       <ul style="list-style-type: none"> <li>○ Options:           <ul style="list-style-type: none"> <li>■ No Uniform</li> <li>■ Voluntary Uniform</li> <li>■ Mandatory Uniform</li> </ul> </li> <li>○ Initial Vote- 7 Yes - 3 - Opposed - 1 Abstained</li> <li>○ Discussion           <ul style="list-style-type: none"> <li>■ Equity - less attention/targeting of vulnerable students; reduce clothing competition; differences will persist (footwear, clothing options); we have climate issues, especially at Upper - this could really help address them</li> <li>■ Kids have loved wearing their Kilmer gear - uniform can include those options; we can be flexible about bottoms - any bottoms or just a color choice, no style requirements - some kids have sensory issues around clothing - button pants might be hard sell</li> <li>■ Will make getting ready for school easier in the morning - not for everyone, some kids are very particular about their clothing</li> <li>■ Less expensive - lots of affordable choices at Old Navy Uniform Sale, Target, etc. Logo shirts can be expensive</li> <li>■ Uniform shifts focus to school work/achievement in class, reduces distractions around who's wearing what</li> <li>■ May be difficult to enforce, particularly with Middle School population; teachers don't want burden of enforcement; policy can't be strictly mandatory - parents will have opt-out option; Uniform will be easier to enforce than dress code - bare midriffs, muscle shirts, etc.</li> <li>■ Process - should we poll parents - should we bring discussion to SPC tonight - opinions will be mixed no matter - we are elected body, elected to make these decisions; polling parents won't necessarily get a fully representative response; optional uniform doesn't solve issues we're trying to solve; change is hard - best to move ahead committed to our decision</li> </ul> </li> <li>○ Second Vote- 9 Yes- 2 Opposed - "mandatory" uniform policy adopted</li> <li>○ Mandatory uniform policy will be announced after field day to focus messaging on key points: equity/climate, ease/expense, pride</li> <li>○ Subcommittee for rollout: Kristin, Natalie, Nicole, Masai, Aimee, Kimberley, Andrea</li> <li>○ Message from Kimberley after field day will be circulated for review</li> </ul> </li> <li>● Dress Code       <ul style="list-style-type: none"> <li>○ Revisions suggested last year</li> <li>○ Not necessary - Kilmer is now a uniform school!</li> </ul> </li> </ul>
10	<p><b>SY20 School Events Calendar - not discussed</b></p> <ul style="list-style-type: none"> <li>● Open House Curriculum Night</li> <li>● Winter Concert</li> <li>● Art Show</li> <li>● Open House Showcase</li> </ul>

15	<b>SSC Annual Schedule (<i>votes</i>) - not discussed</b>									
	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Yes - meet in Sept.	<b>*Elections Bylaws Home/School Compact Topics</b>	Achievement/ Engagement Data <b>QSIP</b>	Enrollment Projections Budget Priorities	Budget Review/ <b>Approval</b>	Mid-Year Reflection			<b>Uniform Schedule</b>	Reflection Planning
Schedule of Committee Reports? (Personnel subcommittee (fall/spring) / ILT / Health & Wellness Team / SEL Leadership Team)										
*SSC Elections: Personnel Sub-committee, Co-chair, Secretary										

**Loose Ends:**  
Climate Coordinator - SEL Budget meeting next Thursday  
Counseling - Home partnership - meeting next Tuesday  
Child care for SSC/SPC - budgeted. logistics?  
BPS Discipline Policy - revisions to Kilmer policy will be required - plan for vote in fall  
Family Handbook/Website - Work in Progress  
New BTU Contract - expecting FT nurse in each building; K1/K2 Para - may get increased support (0.5 or 1.0 additional)