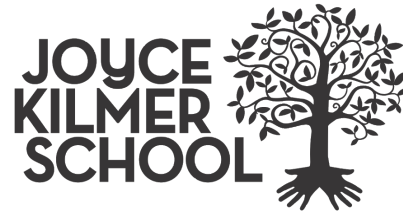


School Site Council



2019-2020

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Site Council Charge

- 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

[Joyce Kilmer School Site Council Bylaws](#)

2019-2020 Representatives ([Roster](#))

<p>Parents, Voting</p> <ul style="list-style-type: none">● Anna Dore, K1, 1st and 5th grade● Holly Jordan, 6th grade● Masai King, 3rd, 4th and 6th grade● Kristin McSwain, 2nd and 6th grade● Roxanne Saravelas, 3rd and 6th grade● Jessica Tahiraj, 2nd and 5th grade● Heather White, 3rd grade <p>Parents, Alternate</p> <ul style="list-style-type: none">● Nicole Bernier, 3rd, 4th and 6th grade● Andrea Jorgensen-Perry, 5th grade	<p>Faculty, Voting</p> <ul style="list-style-type: none">● Kimberley Williams, Principal● Katie Collins, Support Para● Colleen Cummings, 4th Grade Inclusion● Aimee Francis, K2● Paul Kearnan, 3rd Grade● Elizabeth Swanson, Occupational Therapist● Christa von der Luft, 6th-8th Grade ELA/SS <p>Faculty, Alternate</p> <ul style="list-style-type: none">● Kimberly Schindler, 5th Grade
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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 - 09.25.19 5:15pm, Lower Campus

Joyce Kilmer School Site Council

Facilitator: Kimberley Williams

Notetaker: Katie Collins

Attendance: * non-member

Parents	Staff
<ul style="list-style-type: none"> ● Kristin McSwain ● Andrea Jorgensen-Perry (alt) ● Anna Dore ● Jessica Tahiraj ● Roxanne Saravelas ● Masai King ● Heather White ● Natalie Rivkin- McSwain* ● Sarah Roth-Gaudette* 	<ul style="list-style-type: none"> ● Kimberley Williams ● Katie Collins ● Kimberly Schindler (alt) ● Colleen Cummings ● Christa von der Luft ● Paul Kearnan ● Amiee Francis ● Allison Irwin*

Agenda:

- Welcome to SSC
- Bylaws
- Elections
- Personnel Subcommittee report
- Brainstorm topics/timeline for future SSC meetings

Schedule 90 Min

Min.	Notes
15	<p>Welcome</p> <ul style="list-style-type: none"> ● Introductions- Welcome Back Everyone ● Orientation, Norms, Objectives
15	<p>Bylaws</p> <ul style="list-style-type: none"> ● Review proposed changes <ul style="list-style-type: none"> ○ mechanisms to achieve diversity - considerations: naming elements of diversity, being inclusive, recruitment, being proactive rather than reactive ○ allowing SSC to determine who should serve in voting positions vs. alternate positions if necessary ○ defining quorum - 10 members, 6/4, 5/5, 4/6 BTU/parent split permissible ○ create SPC Liaison and Faculty Senate Liaison positions ○ clarify Personnel Subcommittee process and clarify selection committee parameters ● voted to add Faculty Liaison and SPC Liaison (unanimous) ● Additional revisions in response to feedback will be presented in October
15	<p>Elections</p>

- Parent co-chair - 1 parent - Anna Dore (unanimous)
- Clerk - 1 parent or faculty - Katie Collins (unanimous)
- SPC liaison - 1 parent - (Nicole Bernier and Jessica T as alternate)
- Faculty senate liaison - 1 faculty - Colleen for Upper (Kim S Alt) - Aimee for Lower (Paul K Alt)
- Personnel subcommittee - 2 parents, 2 faculty - Kim Schindler (Upper) Paul Kearnan (Lower) Andrea Jorgensen-Perry and Masai King
 - Nicole Bernier, Roxanne Saravelas, Jessica Tahiraj and Natalie Rivkin-McSwain expressed interest in serving on selection teams when needed

15 **Personnel Subcommittee Report**

- Report on new hires, vacancies [Staffing Update](#)

15 **Brainstorm topics/timeline for future SSC meetings**

Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<i>Elections Bylaws</i>	<i>Home/School Compact Final Review of Bylaws</i>	Achievement/Engagement Data <i>QSIP</i>	Enrollment Projections Budget Priorities	Budget Review/ <i>Approval</i>	Mid-Year Reflection			<i>Uniform</i> Schedule	Reflection Planning

- Schedule of Committee Reports? (Personnel subcommittee (fall/spring) / ILT / Health & Wellness Team / SEL Leadership Team)
- Mechanisms for recruiting diversity
- Snack policy - upper school/Schoolwide?
- Child care for SSC/SPC
- Uniform clarification re: sweatshirts/sweaters, incentives for uniform adherence in middle school
- Revisit at next meeting

15 **Close - next steps and review**

Next Steps

Who	Task	Target date
Kimberley/Anna	revise bylaws based on feedback	10/9/19

Joyce Kilmer School Site Council

Facilitator: Kimberley Williams
Note taker: Anna Dore
Timekeeper: Anna Dore

Attendance:

Parents	Staff
<ul style="list-style-type: none"> ● Anna Dore, Co-Chair (vote) ● Griffin Cherry (visitor) ● Jessica Tajiraj (vote) ● Heather White (vote) ● Kristin McSwain (vote) ● Andrea Jorgensen-Perry (alternate) ● Roxanne Saravellas (vote) ● Nicole Bernier (alternate) ● Masai King (vote) ● Holly Jordan (vote) ● Natalie Rivkin McSwain (visitor) ● Aiden Murphy (visitor) 	<ul style="list-style-type: none"> ● Kimberley Williams, Co-chair Principal (vote) ● Christa von der Luft (vote) ● Alison Irwin (visitor, 2nd grade) ● Aimee Francis (vote) ● Elizabeth Swanson (vote) ● Kimberly Schindler (alternate, participating remotely)

Agenda:

- Welcome
- Update: Superintendent's visit
- Bylaws approval
- SSC Schedule/Timeline
- Home-School Compact
- Close

Min. Notes

10	<ul style="list-style-type: none"> ● Welcome <ul style="list-style-type: none"> ○ Introductions, opening ritual
15	<ul style="list-style-type: none"> ● Update: Superintendent's visit ● Visited both campuses, 40 minutes each <ul style="list-style-type: none"> ○ Sat in on circle in Ms. Smith's 2nd grade class ○ K2/1st grade team meeting ○ Upper school Book fair, met some parents ○ Middle School Students led tour (6th, 7th, 8th) ● Highlights: <ul style="list-style-type: none"> ○ inclusion model - added support of shared teacher ○ student social-emotional competencies ○ challenges: start time, distance between 2 campuses ○ facilities - no gymnasium or auditorium, accessibility
5	<ul style="list-style-type: none"> ● Bylaws approval

- Anna recapped the changes while others looked on (on computers/phones/paper)
- **Bylaws approval, Vote - 11 in favor, 0 nays, 1 abstention**

- 10
- SSC Schedule/Timeline
 - November meeting - 11/20 so Ms. Williams can attend (will be at Wallace Foundation SEL convening on 11/13)
 - December meeting - 12/18 so we will have budget information to discuss
 - Agreed to keep start time at 5:15
 - Could be best for SPC to stay on 12/11 since budget discussion runs long, SPC may want to move November meeting
 - **Reschedule Nov and Dec mtgs, Vote - 12 approval, 0 abstentions, 0 nays**
 - Upcoming timeline and topics

Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Elections Bylaws Personnel Cmte	Bylaws Home/School Compact	Achievement/Engagement Data QSIP SSC Recruiting	Enrollment Projections Budget Priorities	Budget Review/ Approval SEL Team	Mid-Year Reflection Health & Wellness Team Family Handbook	Instruction Leadership Team Family Handbook	Uniform discussion	Uniform School Schedule Personnel Cmte	Reflection Planning

- 40
- Home-School Compact - rename Kilmer Community Commitments
[Prior Kilmer Home School Compact](#)
 Example from [Curley 2019](#)
[Work Group Worksheet](#)
 - [Notes from groupwork](#) collected to create draft
 - Liked Curley example, modify to make our own
 - Incorporate Kilmer language: Positive Self-Talk, Positive Leader, Cooperation
 - Will get student feedback - student council developing this year
 - **Vote - next meeting**

10 **Close - Next Steps**

Who	Task	Target date
Anna/Kim	Draft Community Commitments	11/20
Kim	Check that SPC/SSC reps are submitted	10/23
Kim	Snacks in class - clarify standards	ASAP
Anna	Add explicit opportunity to raise new business to SSC agenda	11/20
Aidan Murphy	Friends of the Kilmer meeting October 23rd, Squealing Pig, 7:30pm	10/23

Review

What worked?	What can be improved? Opportunity to add new business Have child care regardless of sign up
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Joyce Kilmer School Site Council

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

Attendance:

Parents	Staff
<ul style="list-style-type: none"> ● Anna Dore, Co-Chair* ● Jessica Tajiraj* ● Heather White* ● Andrea Jorgensen-Perry* ● Roxanne Saravellas* ● Nicole Bernier* ● Masai King* ● Holly Jordan* ● Sarah Roth-Gaudette 	<ul style="list-style-type: none"> ● Kimberley Williams, Co-chair Principal* ● Christa von der Luft* ● Aimee Francis* ● Kimberly Schindler* ● Katie Collins* ● Paul Kearnan* ● Elaine McCabe ● Colleen Cummings* ●

*voting or alternate SSC member

Agenda:

- Welcome
- Achievement/Engagement Data
- QSIP approval
- Family Engagement Plan
- Community Commitments approval
- Close

Min. Notes

15	<p>Welcome</p> <ul style="list-style-type: none"> ● Introductions ● Old Business/Updates <ul style="list-style-type: none"> ○ Classroom snacks- committed to adding snack time for 6th graders who have early lunch, Kimberley discussing with lunch monitors, teachers, parents. Working on a way to do it so that it is inclusive, healthy, working, optional. Later in day, before ELT time. Language out to parents before kick it off in December. Can we provide snacks to homeroom teacher? Yes - working on communication. Will continue discussion with goal to have available in early December. ○ SSC/SPC roster- submitted to district ○ Old Business/New Business Agenda item - added ● New Business/Agenda Items <ul style="list-style-type: none"> ○ None
25	<ul style="list-style-type: none"> ● Achievement/Engagement Data Presentation <ul style="list-style-type: none"> - School wide achievement data (k-2 lexia literacy screener, 3rd-8th MCAS, School wide climate/SEL data) - Quality School Plan (Early literacy and writing, SEL Tier 2 Support and building staff capacity, Understanding by Design-UbD) - School Quality Report - Copies of slides handed out and linked above

20	<ul style="list-style-type: none"> ● Quality School Plan <ul style="list-style-type: none"> ○ 90 day Action Plan ○ The Kilmer K-8 will use the quality school plan as a way of ensuring all students meet a “standard of excellence” and meet or exceed grade level standards ○ 3 Priorities- Instructional Goal, School Improvement Initiative Focus Area, CLSP/SEL instructional Focus ○ Copies of QSP handed out and linked above ● School Quality Report <ul style="list-style-type: none"> ○ This year we dropped from a Tier 1 to a Tier 2 in BPS school quality rating system ○ Missed Tier 1 by 1 point, student scores 75% of rating, data from school climate survey contributes to 25% of rating ○ Reviewed previous years’ scoring, strategies to return to tier 1 next year. ● Approval - ran out of time 						
15	<ul style="list-style-type: none"> ● Family Engagement Plan - not discussed, ran out of time <ul style="list-style-type: none"> ○ SSC Recruiting 						
10	<ul style="list-style-type: none"> ● Community Commitments Approval - not discussed, ran out of time 						
5	<p>Close - next steps and review Next Steps/New Business</p> <table border="1" data-bbox="191 905 1339 1073"> <thead> <tr> <th data-bbox="191 905 492 968">Who</th> <th data-bbox="492 905 1101 968">Task</th> <th data-bbox="1101 905 1339 968">Target date</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 968 492 1073"></td> <td data-bbox="492 968 1101 1073">SSC budget training 11/21, 12/2, 12/4 5:30-7:30, BPS flyer</td> <td data-bbox="1101 968 1339 1073"></td> </tr> </tbody> </table>	Who	Task	Target date		SSC budget training 11/21, 12/2, 12/4 5:30-7:30, BPS flyer	
Who	Task	Target date					
	SSC budget training 11/21, 12/2, 12/4 5:30-7:30, BPS flyer						

Joyce Kilmer School Site Council

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

Attendance:	
<p>Parents</p> <p>Parents, Voting</p> <ul style="list-style-type: none"> ● Anna Dore, K1, 1st and 5th grade (P) ● Holly Jordan, 6th grade ● Masai King, 3rd, 4th and 6th grade ● Kristin McSwain, 2nd and 6th grade (Phone-and Present) ● Roxanne Saravelas, 3rd and 6th grade (P) ● Jessica Tahiraj, 2nd and 5th grade (P) ● Heather White, 3rd grade ● Kristen Leathers (P) ● <p>Parents, Alternate</p> <ul style="list-style-type: none"> ● Nicole Bernier, 3rd, 4th and 6th grade ● Andrea Jorgensen-Perry, 5th grade (P) 	<p>Staff</p> <p>Faculty, Voting</p> <ul style="list-style-type: none"> ● Kimberley Williams, Principal (P) ● Katie Collins, Support Para (P) ● Colleen Cummings, 4th Grade Inclusion ● Aimee Francis, K2 (P) ● Paul Kearnan, 3rd Grade (P) ● Elizabeth Swanson, Occupational Therapist (P) ● Christa von der Luft, 6th-8th Grade ELA/SS (P) ● Allison Irwin (P) ● Patty Smith (P) ● Elaine McCabe (P) <p>Faculty, Alternate</p> <ul style="list-style-type: none"> ● Kimberly Schindler, 5th Grade (P)

Agenda:

- Welcome
- Community Commitments (School Compact)
- Quality School Plan
- Budget Priorities
- Family Engagement Plan

Schedule 90 Min

Min. Notes

5	<p>Welcome</p> <ul style="list-style-type: none"> ● Introductions ● New business/Agenda Items <ul style="list-style-type: none"> - How we can make lower school more handicapped accessible? Is it legal that we do not have handicapped parking available at either building - Upper School play-yard and possibility of jungle gym - Snacks for Upper School will start for 6th grade following break ● Old business/Updates
5	<ul style="list-style-type: none"> ● Community Commitments - Approval - Any questions or concerns before we move to vote? No- We can proceed with vote- 11 - 5 Parent Votes for Yes- 6 Staff Votes for Yes. We can have ready for the beginning of the year.

5	<ul style="list-style-type: none"> ● Quality School Plan - Approval ● Concern with Science scores- Kids not doing well within the classroom- Testing given last minute. Not MCAS- but Science in general- Students are getting tested last minute, and not given time to prepared for exams- One parent is hearing complaints across the board from parents, who have concerns about Science curriculum- Ms. Williams is happy to address specific issues, but given time restraints, can address at a different time- Ms, Williams is aware of specific concerns regarding curriculum ● Based on data- we know that we need to focus on ELA and Science. Because we were able to meet the goal for Math this year ● Move to Vote- 3 Parents-Yes 1- Abstain- 5 Staff-Yes 1 Opposed - Not passed- We have not met the quorum for parents- One parent is strongly opposed- Do we have to vote at next meeting? Review bylaws, “fist or five” vote measures levels of opposition. ● Discussion of concerns in context of the QSP document - Ms. Williams can address specific concerns, but QSP addresses improvement plans for whole school. ● Revote based off Bylaws- Voting on the QSIP- 4 Parents- 5 Staff- 1 Abstain, QSIP Approved
40	<ul style="list-style-type: none"> ● Budget Priorities <ul style="list-style-type: none"> - Feedback form given to everyone on Budget Information and Priorities - 2020-21 Budget Priorities ● Enrollment snapshot taken by district in October to project for following school year ● Budget received Thursday night, and guidance given on Tuesday the following week ● Kimberley had meeting pre-probable or\g
15	<ul style="list-style-type: none"> ● Family Engagement Plan - Move to January meeting for approval, didn't get to this topic <ul style="list-style-type: none"> ○ SSC Recruiting

SSC 5 - 1.8.20 5:15pm, Lower Campus

Joyce Kilmer School Site Council

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

Attendance: *SSC voting member *(a) SSC alternate member

Parents	Staff
<ul style="list-style-type: none"> ● Anna Dore* ● Anne King ● Jessica Tahiraj* ● Masai King* ● Andrea Jorgensen-Perry*(a) ● Holly Jordan* ● Natalie Rivkin-McSwain ● Nicole Bernier*(a) ● Roxanne Saravelas* ● Heather White* ● Sarah Roth-Gaudette ● Allen Tenney 	<ul style="list-style-type: none"> ● Katie Collins* ● Kim Schindler*(a) ● Colleen Cummings* ● Christa von der Luft* ● Elizabeth Swanson* ● Paul Kearnan* ● Kathleen Kearnan ● Allison Irwin ● Patty Smith ● Kimberley Williams* ● Tara Ettis ● Aimee Francis*

Agenda:

- Welcome
- Budget Presentation
- Family Engagement Plan
- SSC Scheduling

Schedule 90 Min

Min. Notes

10	<ul style="list-style-type: none"> ● Welcome ● Introductions
50	<p>Budget Presentation</p> <ul style="list-style-type: none"> ● Budget Review ● Discussion <ul style="list-style-type: none"> ○ Hard copy of budget handed out to all attendees ○ Total “funds” for 2020-2021 \$5,339,406 ○ Kimberley will explain page by page, and take any questions from attendees ● Approval of Discretionary Budget <ul style="list-style-type: none"> ○ Vote for discretionary budget \$83, 340.00 Only ○ Pending cluster sub approval - if denied, technology line will have to move into substitute budget ○ Parents- 6 ○ Staff- 7 ○ Discretionary Budget approved

20	<ul style="list-style-type: none">● Family Engagement Plan - Move to February meeting for approval, didn't get to this topic<ul style="list-style-type: none">○ SSC Recruiting
	<ul style="list-style-type: none">● Schedule for SSC<ul style="list-style-type: none">○ 2nd Wednesday conflicts with BTU meeting○ Could move to 1st or 4th, 3rd conflicts with vacation in Feb and April○ Would like to coordinate with SPC○ 501c3 meets on 1st - check in with them○ February 1st wednesday is PD @7am, 3rd wednesday is vacation - keep February on 2/12, vote in Feb on moving March-June to 1st Wednesday.

SSC 6 - 2.12.20 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"> ● Jessica Tahiraj (P) ● Andrea Jorgensen-Perry (P) ● Roxanne Saravelas (P) ● Nicole Bernier (P) ● Sarah Roth-Gaudette (P)* ● Kristin McSwain (P) ● Holly Jordan (P) ● Masai King (P) <p>*non-voting member</p>	<ul style="list-style-type: none"> ● Paul Kearnan (P) ● Christa Van der Luft (P) ● Colleen Cummings (P) ● Katie Collins (P) ● Kim Schindler (P) ● Kimberley Williams (P)

Agenda:

- Welcome
- New Business/Old Business
- SSC Schedule
- Family Engagement Plan
- Mid-Year SSC Review
- Budget Update (tentative)
- Topics for remaining SSC meetings
- Close

Schedule 90 Min

Min. Notes

10	<ul style="list-style-type: none"> ● Welcome
10	<ul style="list-style-type: none"> ● SSC Schedule - move to 1st or 4th Wednesday? ● 1st: March 4, April 1, May 6, June 3 ● 4th: March 25, April 22 (vacation wk), May 27th, June 24th (eoy?) ● Put to vote- Move to the third Wednesdays- all in favor- no opposed ● Remaining meetings will be held on March 18th, April 15th, May 20th, June 17th
20	<ul style="list-style-type: none"> ● Family Engagement Plan <ul style="list-style-type: none"> ○ SSC Recruiting ○ Email for parents- suggestions include, making sure we have the email addresses for parents- Is there a way to make sure that we get accurate email addresses for parents? Sharing information and privacy- Re-visit at the beginning of the year, to

	<p>make sure we have the right guidance on how to obtain- Should we include a page in the packet that is sent home in the beginning of the year, for parents to fill out and return to school. Opt- Out form?</p> <ul style="list-style-type: none"> ○ Communication steam lined with communication/ One email to send communication to multiple groups ○ Room parents - Room parents fall under SPC- ○ Make sure there are not legal ramifications to share information- Can we ask parents to opt out? We have to make sure that legally we are allowed to ask parents for their email to be shared with all the groups ○ We want to maximize communication with parents ○ Family Engagement- Parent University- training for parents on SEL- if we are using it in school, we should offer parents the opportunity to also be trained ○ Newsletter- should it come out more frequently? Great document- but should we roll it out more often, maybe twice a month? To help people feel more engaged? ○ Music program? Making music matters- Friends of the Kilmer is looking into alternative music programs ○ Vote to approve the Family Engagement Plan - Approved Unanimous 										
15	<ul style="list-style-type: none"> ● Mid-Year SSC Review - Anna will send out a google survey 										
20	<ul style="list-style-type: none"> ● Budget Update- SSC will co-sign letter re: budgetary impact of 2 campuses, asking to be made whole 										
10	<p>Topics for remaining SSC meetings</p> <table border="1" data-bbox="188 968 1505 1400"> <thead> <tr> <th data-bbox="188 968 430 1031">Feb</th> <th data-bbox="430 968 716 1031">Mar</th> <th data-bbox="716 968 979 1031">Apr</th> <th data-bbox="979 968 1242 1031">May</th> <th data-bbox="1242 968 1505 1031">Jun</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1031 430 1400"> Mid-Year Reflection Family Engagement Plan </td> <td data-bbox="430 1031 716 1400"> SSC recruiting ILT update Health & Wellness Update SEL update Rigor/AWC loss Hiring Update </td> <td data-bbox="716 1031 979 1400"> Uniform discussion (pros and cons) Family Handbook (specific items) We need to have a sub-committee of teachers and parents for school based rules Masai, Nicole, Christa, Kim and Colleen volunteered. Kimberley will also be on the subcommittee </td> <td data-bbox="979 1031 1242 1400"> Uniform Specialty Schedule Personnel Subcommittee updates School Climate Survey Check-in </td> <td data-bbox="1242 1031 1505 1400"> Reflection/Celebration Planning </td> </tr> </tbody> </table>	Feb	Mar	Apr	May	Jun	Mid-Year Reflection Family Engagement Plan	SSC recruiting ILT update Health & Wellness Update SEL update Rigor/AWC loss Hiring Update	Uniform discussion (pros and cons) Family Handbook (specific items) We need to have a sub-committee of teachers and parents for school based rules Masai, Nicole, Christa, Kim and Colleen volunteered. Kimberley will also be on the subcommittee	Uniform Specialty Schedule Personnel Subcommittee updates School Climate Survey Check-in	Reflection/Celebration Planning
Feb	Mar	Apr	May	Jun							
Mid-Year Reflection Family Engagement Plan	SSC recruiting ILT update Health & Wellness Update SEL update Rigor/AWC loss Hiring Update	Uniform discussion (pros and cons) Family Handbook (specific items) We need to have a sub-committee of teachers and parents for school based rules Masai, Nicole, Christa, Kim and Colleen volunteered. Kimberley will also be on the subcommittee	Uniform Specialty Schedule Personnel Subcommittee updates School Climate Survey Check-in	Reflection/Celebration Planning							

SSC - 3.18.20 Meeting Cancelled

Joyce Kilmer School Site Council

Meeting Cancelled

Agenda:

- SSC recruiting
- ILT update
- Health & Wellness Update
- SEL update
- Rigor/AWC loss

Schedule 90 Min

Min.	Notes

SSC 7 - 5.13.20 7:00pm, Zoom

Joyce Kilmer School Site Council

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

Attendance:
Technical difficulties w/Zoom screenshot - not all community members present are documented- Used Chat to add to attendance list

Parents	Staff
<ul style="list-style-type: none"> ● Anna Dore * ● Lauren Bryant ● Kristin McSwain * ● Natalie Rivkin ● Jessica Tahiraj * ● Alan Tenney ● Holly Jordan * ● Andrea Jorgensen-Perry * ● Aidan Murphy ● Heather White * ● Masai King * ● Nicole Bernier * ● Katie Simons ● Kara Williams ● Sarah Roth-Gaudette ● Roxanne Saravelas * ● Bill Michael ● Quanda Burrell ● Nancy Sharky ● Bill Michel ● Jenn Godin ● Ann Ashford ● Yun Shen ● Dorion Levy (8th grade student) <p style="margin-top: 20px;">*SSC voting/alternate member (P)=Present</p>	<ul style="list-style-type: none"> ● Kimberley Williams * ● Katie Collins * ● Christa von der Luft * ● Megan Walsh ● Kimberley Schindler * ● Colleen Cummings * ● Karen Feeney ● Aimee Francis * ● Kathleen Kearnan ● Patty Smith ● Sarah Gallagher ● Paul Kearnan * ● Shannon Wyman ● Nicole Weiner ● Tara Ettis ● Leesha Boylan ● Danikka Moses ● Elizabeth Swanson * ● Diane Favorito ● Ann Ashford ● Pedro Turcios <p style="margin-top: 20px;">*SSC voting/alternate member (P)=Present</p>

Agenda:

- Welcome
- Personnel Subcommittee Update - Open Positions
- Vote to postpone other SSC business
- New Principal Screening Process - Academic Superintendent Marjorie Soto
- Proposed SSC Meeting Schedule through June
- Implementation of Remote Learning Phase 2
- New Business

Schedule 90 Min**Min. Notes**

Min.	Notes
10	<ul style="list-style-type: none"> ● Welcome ● Zoom protocol for the meeting- Questions may be typed directly into the chat- Voting members have been renamed- ● Majorie Soto is joining us for tonights meeting-
10	<ul style="list-style-type: none"> ● Personnel Subcommittee Update <ul style="list-style-type: none"> ○ Cluster Sub-setting up interviews ○ 6th-8th Inclusion- made offer, position still open (should hear back tomorrow or Friday) ○ K-8 Science- checking references, hoping to make an offer tomorrow ○ 4th-8th Grade Spanish- made offer, accepted and sent to the office of Human Capital ○ Members K. Williams, P. Kearnan, K. Schinder, A. Perry, M. King ○ Music and ABA position are certification issues- but there is a freeze on certifications through the state
5	<ul style="list-style-type: none"> ● Vote to postpone other SSC business (<i>discussion, vote</i>) until next year and leave in place all existing policies <ul style="list-style-type: none"> ○ <i>SSC Recruiting Strategy</i> ** This might need to be addressed before the end of the year ○ <i>ILT update</i> ○ <i>Health & Wellness Update</i> ○ <i>SEL update</i> ○ <i>Rigor/AWC loss</i> ○ School Based Rules ○ Uniform Policy ○ Family Handbook ○ <i>Specialty Schedule</i> ** This might need to be addressed before the end of the school year ○ <i>School Climate Survey</i> ○ Vote by SSC to postpone other SSC business until next year, leaving all current policies in place. Given a new principal will be coming in, and might want to be included- Vote - any no votes will be entered in the chat and will note any areas of concern- ○ Vote on holding off all other policies until next year- Jessica T. is voting a No based on uniform policy- all other SSC members vote to postpone all other agenda items
30	<ul style="list-style-type: none"> ● New Principal Screening Process ● Majorie Soto- District is working to place Principals- There are other school leaders interested in a “different challenge” and the district is giving them the option to pursue other schools if need be- It is a process to choose a new school leader- Marjorie will be leading the process- HR has already vetted the candidates- a lot of quality candidates available- Office of

	<p>Engagement will help with a SSC meeting to assist in the process of selecting a new school leader- Office of Engagement will actually facilitate this meeting- The committee is different than the personnel subcommittee- Rigorous process to be on the principal subcommittee and it is commitment-</p> <ul style="list-style-type: none"> • *Some members have already had the diversity training • Questions- The district needs to know that it is frustrating that the district is implying that other schools are taking precedence over the Kilmer- The turnover rate of the Kilmer is frustrating- • Would BPS consider giving two principals? Lots of agreement over the frustration of only having one principal with two buildings- Will the district change the model? Can we have two vice principals- Majorie will support in asking whether or not two principals can be considered- but financially might not be do-able considering what the district has spent switching to remote learning- Majorie has already asked and presented to the superintendent- Hoping that by July 1st selection is made- the whole process could potentially take 3 weeks- Majorie is hoping that the process goes quickly- There is a strong frustration that Kimberley is being taken from us- are the needs of the other school (Edison) greater than ours- We did have one principal for 7 years- How quickly can we expect the community meeting to be scheduled? That will depend on how quickly we get the outreach out and get feedback- Can we make suggestions- Yes we can send Majorie requests- Kimberley included her email in the Zoom chat 															
20	<ul style="list-style-type: none"> • Implementation of Remote Learning Phase 2 • Feedback Form • We appreciate the staff and family work and we all acknowledge how hard this is • Remote Learning Phase 2 Expectations include- Student Success Plans, grading process for both k-5 and 6-8, students being marked in attendance daily, video or phone conference check in every 3 days • Kimberley will be sending out to entire Kilmer community • Any questions or concerns- 															
5	<ul style="list-style-type: none"> • Proposed SSC Meeting schedule <ul style="list-style-type: none"> ○ May 27 7pm - vote (unanimous - by all voting SSC members) ○ June 10 7pm ○ Add another SSC meeting in May since we missed our April meeting 															
10	<ul style="list-style-type: none"> • New Business 															
	<p>Close - next steps Next Steps</p> <table border="1" data-bbox="191 1411 1339 1738"> <thead> <tr> <th data-bbox="191 1411 492 1476">Who</th> <th data-bbox="492 1411 1101 1476">Task</th> <th data-bbox="1101 1411 1339 1476">Target date</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1476 492 1541">M. Soto/K. Williams</td> <td data-bbox="492 1476 1101 1541">Schedule community meeting</td> <td data-bbox="1101 1476 1339 1541">5/20</td> </tr> <tr> <td data-bbox="191 1541 492 1606"></td> <td data-bbox="492 1541 1101 1606"></td> <td data-bbox="1101 1541 1339 1606"></td> </tr> <tr> <td data-bbox="191 1606 492 1671"></td> <td data-bbox="492 1606 1101 1671"></td> <td data-bbox="1101 1606 1339 1671"></td> </tr> <tr> <td data-bbox="191 1671 492 1738"></td> <td data-bbox="492 1671 1101 1738"></td> <td data-bbox="1101 1671 1339 1738"></td> </tr> </tbody> </table>	Who	Task	Target date	M. Soto/K. Williams	Schedule community meeting	5/20									
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Joyce Kilmer School Site Council

Facilitator: Kimberley Williams
Note taker: Katie Collins
Timekeeper: Marjorie Soto

Attendance: *from zoom chat roster*

Parents	Staff
<p>Parents, Voting</p> <ul style="list-style-type: none"> ● Anna Dore, K1, 1st and 5th grade ● Holly Jordan, 6th grade ● Masai King, 3rd, 4th and 6th grade ● Kristin McSwain, 2nd and 6th grade ● Roxanne Saravelas, 3rd and 6th grade ● Jessica Tahiraj, 2nd and 5th grade ● Nicole Bernier, 3rd, 4th and 6th grade <p>Parents, community</p> <ul style="list-style-type: none"> ● Sarah Roth-Gaudette ● Lauren Bryant ● Holly Knight ● Natalie Rivkin McSwain ● Susan Archambault ● Kara Danz ● Brian Danz ● Jessica Noonan ● Jack Noonan ● Cinthya Gonzalez ● Jowanda Brown ● Katie Campbbell Simons ● Dagne Hall ● Jennifer Godin ● Jason Godin ● Chris Williams ● Kara Williams ● Eric Shi ● Aidan Murphy ● Jodi Lindsey ● Nancy Sharky <p>Students</p> <ul style="list-style-type: none"> ● Dorian Levy 	<p>Faculty, Voting</p> <ul style="list-style-type: none"> ● Kimberley Williams, Principal (abstains) ● Katie Collins, Support Para ● Colleen Cummings, 4th Grade Inclusion ● Aimee Francis, K2 ● Paul Kearnan, 3rd Grade ● Elizabeth Swanson, Occupational Therapist ● Christa von der Luft, 6th-8th Grade ELA/SS ● Kimberly Schindler, 5th Grade <p>Faculty/Staff, community</p> <ul style="list-style-type: none"> ● Blossom Bingham ● Meghan Walsh ● Shannon Wyman ● Natalie Moran ● Nicole Weiner ● Pedro Turcios ● Aimee Francis ● Kim Fortune ● Fernando Cleves ● Catherine Cunningham ● Beth Matlin ● Patricia Smith ● Tara Ettis ● Diane Favorito ● Karen Feeney ● Sarah Gallagher ● Kathleen Kearnan ● Maria Centeio ● Aimee Smith Munnelly ● Anne King <p>District Staff</p> <ul style="list-style-type: none"> ● Christina (Natalie) Louis ● Marjorie Soto

Agenda:	
<ul style="list-style-type: none"> • Welcome/SSC Introductions • Community input regarding principal search priorities • Principal Screening Committee Nominations/Elections • New Business 	
Schedule 90 Min	
Min. Notes	
	Welcome/Norms SSC introductions/recruiting
	<p>Community input regarding principal search priorities</p> <ul style="list-style-type: none"> • Parents and staff will have the opportunity to share and discuss what they want in a principal • What are the qualities and characteristics of a good school leader? will post in chat- Responsive, empathetic, and experienced BPS principal (either current or past), Teaching experience, well versed in special education- previous teaching experience. “strand” experience, deep instructional and knowledge across grade levels, someone organized that can handle both buildings, inclusion experience, good listener, confident enough to tap on the expertise and knowledge of people around them, takes time to observe classroom and know the kids, patience, commitment to transparency, experience with middle school, someone able to delegate, good listener, good communicator, understanding of inclusion and child-centered, bilingual, allow students to be involved in school projects, higher degree in education or other areas in a plus, part of or familiar with the boston community, someone relatable, leader who is committed to a longer term at the Kilmer, leads by example, constant visibility in the classroom and in the buildings, prioritizes diverse representation in staffing, leadership and engagement, values student involvement, student council
	<p>Principal Screening Committee Nominations/Elections</p> <ul style="list-style-type: none"> • 10 participants (5 parents and 5 staff) <ul style="list-style-type: none"> - 5 Parents- Min of 2 LatinX, Black or Asian, 1 Must be a SSC member, at least one parent should be a parent of special education or ELL - 4 BTU Staff and 1 BASAS Staff (Danikka Moses)- Min of 2 LatinX, Black or Asian, 1 Must be an SSC member • 1 mandatory staff participant will be Ms. Moses as our only BASAS union member • 4 staff members will be from the BTU • The committee needs to be racially diverse across both parent and staff groups with the goal of 50% participants of color. • Screening Committee- (10 hours max commitment- Review resumes and determine which candidates to interview- interview principal candidates and evaluate them based on a range of criteria, assess candidates for fit with school, based on school academic goals and specific student needs, make a hiring recommendation to the Superintendent) <ul style="list-style-type: none"> -Elect Screening Committee- Train screening committee and select interview questions- Review resumes-Select 3-5 candidates to interview- Interview candidates- Recommend top 3 candidates to the Superintendent • Nominations-

- Parent Nominations- Masai King, Holly Knight, Natalie Rivkin, Aidan Murphy, Holly Jordan, Katie Simons, Jessica Tahiraj, Eric Shi (8 Parent Nominations)
- Staff Nominations- Kimberley Schindler, Pedro Turcios, Catherine Cunningham, Paul Kearnan, Colleen Cummings, Fernando Cleves, Aimee Smith Munnely, Katie Collins, Catherine Cunningham, Shannon Wyman, Christa von der Luft,
- Voting in breakouts rooms for voting members of SSC

Election Results/Your Kilmer Principal Screening Committee:

- Masai King
- Natalie Rivkin
- Aidan Murphy
- Katie Simons
- Eric Shi
- Danikka Moses
- Paul Kearnan
- Christa Von der Luft
- Colleen Cummings
- Pedro Turcios

- New Business
 - June 10 - combined SSC/SPC - email to follow with times and agenda

Close - next steps and review

Next Steps

Who	Task	Target date
Kimberley Williams	contact info to Natalie Louis	5/27
Marjorie Soto	Convene Principal Screening Committee	
Everyone	Join us June 10 for special SPC/SSC Mtg	6/10

Joyce Kilmer School Site Council

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

Attendance: *compiled from Zoom chat roster*

Parents	Staff
<ul style="list-style-type: none"> ● Anna Dore* ● Natalie Rivkin McSwain ● Andrea Jorgensen-Perry* ● Heather White* ● Holly Jordan* ● Jessica Tahiraj* ● Roxanne Saravalas* ● Lauren Bryant ● Kristin McSwain* ● Nicole Bernier* ● Nancy Sharkey ● Sarah Roth-Gaudette ● Dorion Levy, Student <p>*SSC voting/alternate member</p>	<ul style="list-style-type: none"> ● Kimberley Williams* ● Katie Collins* ● Kimberly Schindler* ● Aimee Francis* ● Paul Kearnan* ● Colleen Cummings* ● Ann Ashford ● Elizabeth Swanson* ● Diane Favorito ● Kathleen Kearnan ● Shannon Wyman ● Jessie Pero <p>*SSC voting/alternate member</p>

Agenda:

- Welcome
- SSC Recruiting Strategy
- Specialty Schedule [Kilmer K8 LC & UC Draft 20/21 Schedule](#)
- Principal Search Update/Other Hiring Updates
- New Business
- 7:00pm School Parent Council

Schedule 60 Min

Min.	Notes
5	<ul style="list-style-type: none"> ● Welcome <ul style="list-style-type: none"> ○ Thank you from Ms. Williams
15	<ul style="list-style-type: none"> ● SSC Recruiting Strategy <ul style="list-style-type: none"> - Have discussion and have everyone share ideas- Diverse school site council- if you are planning on cycle off, and not going for reelection, it is good to recruit- Teachers can suggest to parents, if they think that they would make a good fit for school site council- How can we recruit, and how does that work for our students?

	<ul style="list-style-type: none"> - Can we have a “Welcome Back Zoom” or “Zoom Movie Night” and use as a way to recruit new- Personally asking parents is a good way? - Please ask friends and colleagues to consider it - we need to fill at least 2 parent positions and parent co-chair for the fall.
20	<ul style="list-style-type: none"> ● Specialty Schedule- Kimberley is sharing schedule with the group <ul style="list-style-type: none"> - Upper and Lower school schedule was shared with SSC- Some issues have been corrected- Teacher teams need time together (CPT) to plan and discuss. - Questions/Concerns- - Ms. Bowes was .4 and the new position is .2 Who is getting less P.E. ? When will the art position be posted? Was the Sub Separate para position filled? OR is it still open? - We really need to look at specialists in a balanced way that is best for students- It is hard to be in both buildings- PE and movement is very important- Spanish was cut back- Hopefully with program being more established we want to stick with it- Music was added to the Upper grade, and had to downsize Spanish to make room for Music- - Inclusion model is costly, but is working- If we were in one building- it could ultimately work differently- - Everyone can take time and look at schedules and reach out with questions
10	<ul style="list-style-type: none"> ● Principal Search Updates <ul style="list-style-type: none"> - Any questions must be kept general, because it is a confidential process - They are about to start interviewing- some strong candidates- set up 4 interviews, possibly more- vetted principals (people with experience)- ● New Staff Updates- <ul style="list-style-type: none"> - Spanish final stages, Science final stages, waivers for music and ABA in process, 6-8 inclusion finalist fell through- good 2nd round candidates, K-3 art position being posted, .2 PE position looking for good internal BPS candidates that could add to their schedule.
5	<ul style="list-style-type: none"> ● New Business <ul style="list-style-type: none"> ○ Saturday Kilmer Cares Food drive - will help Kilmer families who are struggling right now ○ After Saturday - consider Rose’s Bounty in West Roxbury, serves surrounding communities too
5	<p>Close - next steps and review</p> <ul style="list-style-type: none"> ● Thank you to Ms. Williams and best wishes at the Edison ● When new principal is selected, SSC open to a summer meeting