

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* ● Heather White 	<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