

January 10, 2019

Attendance – Jenn Dobbins (Co-Chair/Parent Rep.), Meredith Condon (Teacher Rep.), Crystal DeMayo (Teacher Rep.), Kelli Gaynor (Parent Rep.), Richard Lawton (Community Rep.), Taylor Murphy (Teacher Rep.), Andrea O’Leary (Assistant Principal), Ilene Pearson (Principal)

I. Approval of December 2018 Minutes

Site Council reviewed and approved minutes from the December 2018 meeting.

II. Budget

Mrs. Pearson explained the new budget protocol to the Site Council. The Council discussed the new budget structure, as well as recommendations for the upcoming budget.

- Mrs. Pearson explained that the budget will be created online this year, and will be built from the bottom, up
- The teachers will create supply and material lists in order to meet teacher and student needs for the upcoming school year
 - On each grade or department’s supply/material list, teachers will rank items in order of importance on a scale from 1-3
 - This list may also include professional development, subscriptions used in the classroom, specialists, and interventionists
 - Forecast for class size is being included in budget considerations
- Mrs. Pearson spoke to the Site Council’s input on the budget, explaining the role of the School Improvement Plan in budget considerations
- Mr. Lawton then spoke to the school’s physical needs and inquired to what the school’s budget covered verse the Capital Budget
 - Mr. Lawton spoke to the need for repairs on cafeteria tiles and briefly shared input and quotes from contractors who had seen the tiles
 - Mrs. Pearson used the district’s budget document to clarify that most repairs that Mr. Lawton spoke to were not within the realm of our school budget, but the Capital Budget
- The Council discussed the PTO’s recent concerns about a lack of crossing guard or School Resource Officer during arrival and dismissal. Currently, if there are available police officers, there is a police presence at the top of the hill, but there is no guaranteed police presence.
 - The town has posted a crossing guard position since the prior crossing guard’s leaving, but has not received interest
 - Last year, the budget did not allow for a crossing guard position
- Ms. Dobbins revisited a BCBA or behavior classroom, as the Council had previously discussed
- Mrs. Condon asked about an additional custodian in next year’s budget

The Site Council looked through the School Improvement Plan to ensure all goal steps are included in budget considerations.

Goal 1

- The Council agrees that the school would greatly benefit from a part-time ELL teacher
- The Council agrees that the school would also greatly benefit from another full-time reading teacher
- The Council agrees that the school would greatly benefit from a math interventionist and/or coordinator
- The Council agrees the school would greatly benefit from an ELL coordinator
- The Council would like to factor the retention of the added kindergarten teacher into the budget

Goal 3

- In order to meet technology goals, the ELL department will need Chromebooks and headphones
- There is already a 1:1 with Chromebooks in second grade, but Mrs. O'Leary is going to look further into the number of available iPads, and whether or not more iPads will need to be factored into the budget

III. Explanation and review of WPS District Curriculum Accommodation Plan

The district's DCAP was recently reviewed by teachers and the Council with the intention to articulate accommodations that should be available to every student.

- The Council reviewed pages 6-8 of the DCAP in order to review and confirm the accommodations listed as being provided by our school.
 - Mrs. Pearson suggested that page 8 mentions that the school's library is staffed with a librarian, and this is not accurate for our school
 - Mrs. Pearson also explained that some accommodations provided by teachers are not listed
- The Council discussed the importance of teachers carefully reviewing the DCAP before bringing students to SST. When a student is brought to SST, the Massachusetts Tiered System of Supports forms must be completed to assure all appropriate accommodations have already been attempted.
- Director of Curriculum, Lori Gallivan, will be speaking to teachers about the new SST process next week.

IV. Miscellaneous

- Mrs. Pearson addressed the new format for the School Improvement Plan. The Council discussed the new format, and overall approved of the format with the agreement that two problems must first be addressed:
 1. There is no space for the status of goals
 2. There is no space to summarize survey results

- ALICE
 - The district is trying to schedule an ALICE simulation (staff only) – it is currently scheduled for the Middle and High School, but we’re looking for a date in March
 - Some materials have already been provided for teachers and students for ALICE

- February Agenda
 - I. Budget
 - II. Start looking over surveys and considering the use of technology for this year’s survey
 - The Council will look further into what technology the District may have available for the survey, and what the Cummings School uses for their surveys