

Cumberland School Site Council
Meeting Minutes
September 9, 2019 3:00 pm to 4:00 pm
Library Conference Room

Present: Laurie Carlson, Cynthia Spinella, Melissa Bennett, Emily Triplano, Shelli Zuccato, Doug Kunz, Ron Guay, Kathleen D'Silva

- 1) Review and approval of Previous [Meeting Minutes \(May 6, 2019\)](#)
 - a. The May 6, 2019 minutes were approved with one correction: add an "e" to the name "Lesli"
- 2) Introduction of members; review of bylaws; appointment of chair
 - a. Team members introduced themselves
 - b. Ms. Carlson directed members to review a copy of the bylaws. As indicated in the bylaws, the team commenced discussion around appointing a chairperson
 - i. Katie D'Silva was nominated and the committee unanimously approved her appointment as chairperson
- 3) Principal Update
 - a. Ms. Carlson made a motion to amend the bylaws regarding Article VI.1 - Meetings so that they indicate the SSC will meet a minimum of 6 times a year with additional meetings being called when necessary.
 - b. The team discussed pros and cons to the proposal and agreed unanimously to amend the bylaws as follows:

Article VI – Meetings
*1. The SSC shall meet ~~once a month~~ **a minimum of 6 times a year** from September to June for every school year; additional meetings shall be called when necessary. ~~The only exception is the December meeting, which may be optional, at the discretion of the serving committee.~~*
 - c. Ms. Carlson will revise the Bylaws doc and upload it to the shared SSC Cumberland Folder
 - d. Ms. Carlson then presented the "Cumberland School Site Council Meeting Minutes Sign-up" doc. Ms. Spinella updated the doc with the new dates for this year's meetings and team members signed up to serve as Recording Secretary for each meeting of the year. Ms. Spinella offered to update the doc shared in the SSC Cumberland shared folder.
 - e. Ms. Carlson presented the council members with the "SSC_2019-20 members and meetings" doc to verify names, emails and to revise the meeting dates for 2019-20. Ms. Carlson clarified that this doc is internal.
- 4) Review and approve the Single Plan for Student Achievement (SPSA)

- a. Ms. Carlson presented the 2019-2020 SPSA Goals and Related Actions for review and input
 - b. The team provided input on Goal 1 - consider adding a SMART Goal to measure student progress in science. Ms. Carlson confirmed that a measure does exist for monitoring student progress in science: the 5th grade CAASPP Science Test (CAST). She will consider adding this to the plan. She needs to verify if the assessment is considered valid, as it has been in a pilot phase for the past 2 years.
 - c. The team asked to clarify the meaning of "student groups." Ms. Carlson explained that these are sub-groups of students identified for more targeted monitoring of progress. For example: English learners, Special Education students, etc.
 - d. Ron Guay requested an acronyms dictionary of some type. Ms. Carlson will share that out with team members.
 - e. The time was 4:05. Ms. Carlson proposed giving the council additional time to review the SPSA outside of the meeting and provide input via email - the council agreed. Ms. Carlson will verify with Sarah Tellaz at the District Office the deadline for input on the plan.
 - f. Ms. Carlson made a motion to move the next agenda item (5) to the October 7th meeting. The council unanimously approved.
- 5) Review Staff Development Grant Requests - *This item will be moved to the October 7th meeting.*
- a. Universal Design for Learning Community of Practice PD
 - b. Grade Level ½ day release for PD and Collaboration
- 6) Input for next agenda/Community input
- a. No input

Ms. Carlson adjourned the meeting at 4:10pm.

Next meeting: MON October 7, 2019
3:00-4:00 PM
Library Conference Room

Meeting adjourned at 4:10pm
Meeting Minutes prepared by: Laurie Carlson

Meeting Minutes approved on : _____