ELC School Site Council Meeting

November 20, 2025

Team Builder

Introductions - Name and Thanksgiving Plans

- **Alex Rock, Principal**
- **Rebecca Martin, Teacher**
- **Danielle Reilly, Teacher**
- **Becky Tso, Parent**
- **Julie Demusz, Parent**

Agenda

- Role of School Site Council in School Improvement Plan Process
- Review of Data
- Discussion
- Next Steps

MA Law outlines 4 areas of responsibility

School councils shall assist the principal in:

1) Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2) Identifying the educational needs of students attending this school
3) Reviewing the annual building budget
4) Formulating a school improvement plan

Assist means…

- ***Provide input & feedback***
- ***Support with soliciting broader stakeholder perspective (for ex: surveys)***
- ***Principal as ultimate decision-maker at the school level***

The role in budget…

What is the council's role in the school budget?

The law specifies that the school council "shall assist [the principal] .... in the review of the annual school budget." This language refers to the school building budget, not to the district budget. "Review" means that the council and the principal read through documents that describe the budget in order to understand the implications for items in the school improvement plan that will be developed by the council. In many communities, the school budget is

SCAN ME

In our June 2026 meeting, once the City Budget is passed, School Councils will meet to review the school-based allocation. SY26 Budget is at the QR code at left.

In Malden, staffing and programmatic (ie- curriculum) allocations are part of the District Budget. In years past, the school budgets have typically been 20,000-40,000 (depending on school-size) for operational expenses.

Where may councils not be involved?

What are some areas in which councils cannot be involved?

The law enables school committees to grant school councils additional authority in the area of educational policy except for matters covered by Chapter 15OE of the General Laws. Chapter 150E governs labor relations and collective bargaining for public employees including teacher contracts. This provision leaves such issues as compensation, workload, conditions of work and worker evaluation procedures subject to collective bargaining.

Good practice suggests that a council should not become involved as an ombudsman or a grievance committee in individual cases that involve students, parents, teachers and other school staff.

Malden School Cmte Policy re: School Councils Fully aligns with state laws

Introduction

The intent of this policy is to implement the operating parameters for school councils, consistent with the provisions of Chapter 71 of the Acts of 1993-Section *53,* which require the establishment of School Advisory Councils in all the public schools in the Commonwealth of Massachusetts. Under this policy, the principal shall have primary responsibility for the management of his or her school. Such school level decisions must be aligned with the long and short term goals, budget, policies and the curriculum adopted by the Malden School Committee. In addition, decisions must comply with state and federal law and regulations and with negotiated contracts of the Malden Public Schools.

Role of the School Council and Principal:

The school council shall meet with the principal of the school and shall advise and assist in:

1. Adopting educational goals for the school, consistent with state and local policies and standards.
2. Identifying the educational needs of the students attending the school.
3. Reviewing the school buildings´ annual budget.
4. Formulating a school improvement plan for the school membership.

Procedural rules

Quorum:

A quorum for conducting school council business shall be half of the membership of the council plus one.

Conduct of School Council Business:

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected from within the council membership and by majority vote of members present at its first meeting of the school year subsequent to the annual election of new school council members. The co-chairs will be responsible for preparing the agenda to each meeting.

Consensus shall be used by school councils as the primary method to resolve issues and formulate recommendations. Votes by majority will be taken at the discretion of the principal, and Roberts´ Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Sections 23A, B, and C which stipulate that meetings be open to the public; that meetings to be posted 48 hours in advance (excluding Sundays); and that minutes of the meeting shall be maintained as required. The scope of the duties of the school council does not require, and therefore, does not qualify for executive session.

The Superintendent shall receive an agenda and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

- ***Quorum = half + 1***
- ***Elect a co-chair***
- ***Follow open-meeting law (no executive session)***
- ***Attend orientation meeting***

What does that mean for us?

How frequently do our Councils meet?
In Massachusetts, school councils are required by state law to "meet regularly" with the principal and must hold their first meeting within 40 days of the school year's start, but there is no specific requirement for a set number of meetings per year beyond this first one.

What should we do in our first meeting?

- *Elect co-chairs*
- *Establish dates for the year*
- School Improvement plan overview
- Discussion: opportunities for family update & engagement in SIP

What other meetings should we have?

- *February 27th: Mid-year Data Update on SIP implementation*
- *April 16th: SIP development for next year*
- *May 21st: review of budget & SIP*

***Attendance**: The ELC will work collaboratively with families to maintain an average daily attendance rate of 95%.*

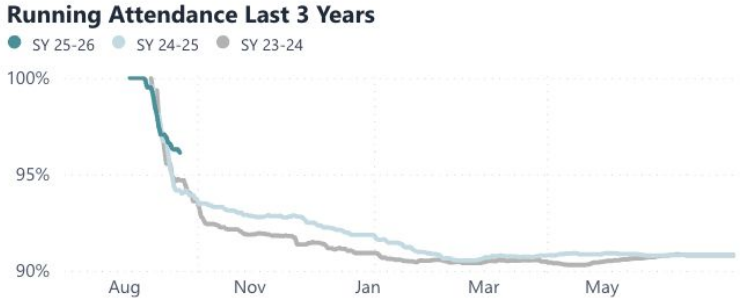
The ELC will proactively collaborate with families that express barriers to regular attendance. We will take a data informed approach to intentionally reach out to families that have struggled to consistently attend school. The ELC will engage in collaborative problem solving with families to help identify solutions to attendance barriers.

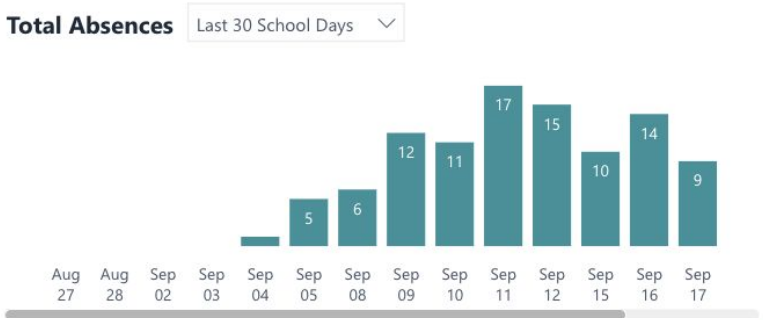


Chronic Absence & Attendance - ELC 24-25

90.8%

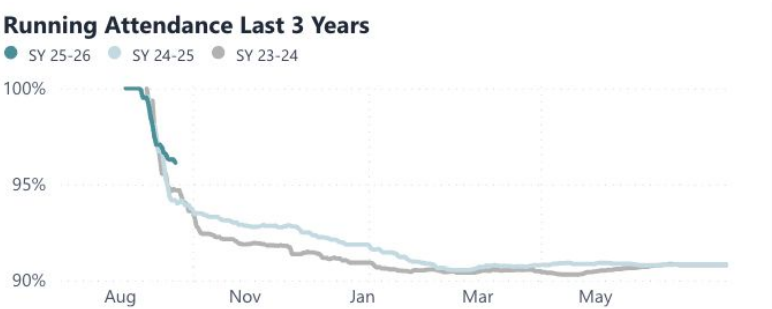
Attendance Rate
Full Year

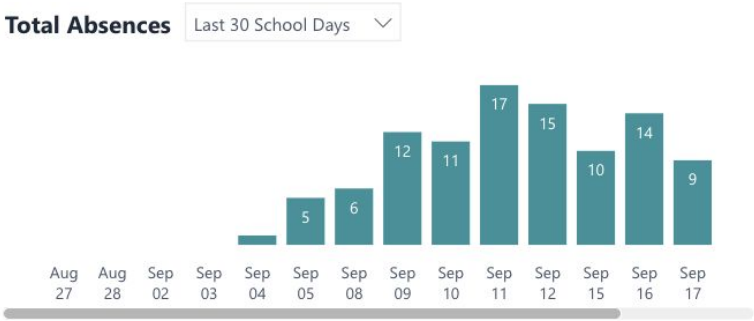




32.1%

Chronic Abs. Rate
Full Year



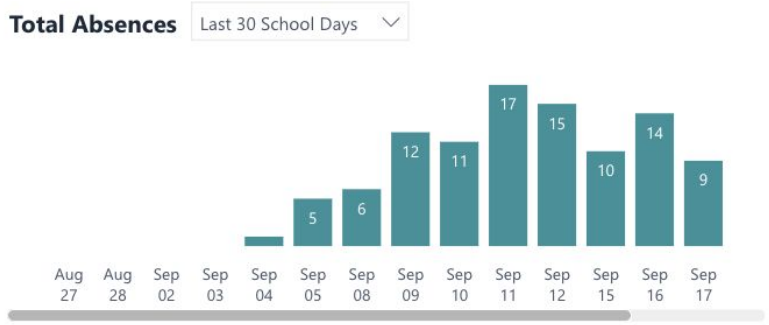


Chronic Absence & Attendance - ELC (year to date)

96.1%

Attendance Rate Year-to-date

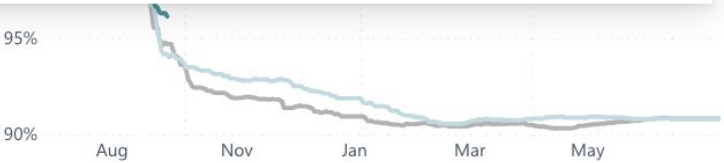


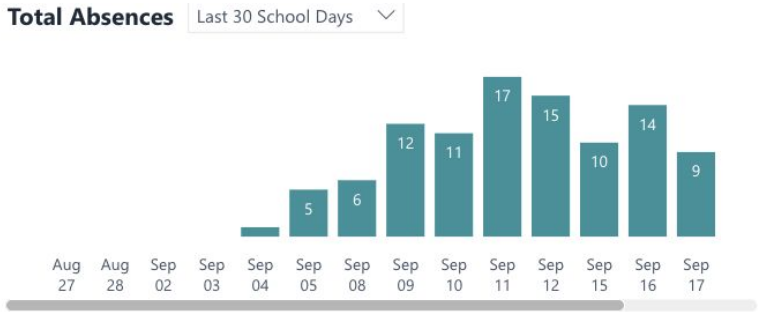


12.1%

Chronic Abs. Rate Year-to-date

the number of days attended by the total number of instructional days.





Academic: *100% of students will show significant progress towards Kindergarten readiness determined by pre and post screening tool. 80% of students from the ELC will be Kindergarten ready upon transitioning to their K-8 school.*

Teacher Actions	Instructional Leaders & Teachers Actions
• Collaborate with colleagues to improve instructional practices, engage with student data and develop curriculum coherence. • Develop in collaboration with students an inclusive learning environment that positively affirm each other's background, identity, language, ideas, skills and/or perspective. (Include and Collaborate) • Appropriately select, sequence and pace instructional tasks from curriculum to engage students in learning at the depth of the standard. (Doing Right by All Kids) • Check for student understanding and provide real-time feedback to all students. (Embrace Growth) • Take a language focused approach to support Multilingual Learners.	• Engage in regular classroom observations both at the ELC and in receiving Kindergarten classrooms. They will utilize the Malden Public Schools Priority “Look Fors” in classroom observations. • Meet consistently in admin-guided professional development time to support educators in lesson planning. • Collaborate during professional development days to norm on instructional practices and enhance pedagogy to meet the needs of each individual student. • Utilize a portion of monthly building faculty meetings to review progress towards School Improvement Plan (SIP).

Discussion

How can we better inform families about the School Improvement Plan?

How can we better engage families in the School Improvement Plan?

Next Steps

- Co-chair: Julie Demusz
- Communicating SIP Goals
  - Explain why the goals benefit students
  - Make accessible to audience with limited amount of time and might not work in education
- Create opportunities for caregivers to engage with the school
  - What is developmentally appropriate?
  - How caregivers can help support their child be more prepared for Kindergarten?
  - How caregivers can create a network to support each other and develop relationships?