

Estabrook School Site Council Minutes

10/26/22

4:15-5:15pm

In attendance: Gerardo Martinez, Tom Grasso, Christina Gavin, David Boyer, Hatim Zariwala

Reviewed open meeting laws

- Anyone can attend
- Only members can actively participate in the discussion

Reviewed practice of opening with public comments

- No public comments today

Reviewed Meeting [Norms](#)

- Approved or any proposed changes? Approved, looks good.

Discussed option for continuing Co-Chair role or a new Co-Chair

- Discussed Hatim Zariwala was co-chair last year
- This year, David Boyer will be co-chair

Discussed term limits

- Two year minimum membership
- Principal is a lifetime member

Discussed future meeting dates

- If members are not able to attend a specific meeting, this is ok. Mr. Martinez will inform members if a quorum is required for a meeting so all attendees can be present.
- SSC meeting dates for the year are scheduled as: 11/30/22, 1/25/23, 3/22/23, 5/31/23, 6/14/23 (tent.)
- Meetings can be added as needed.

Discussed bylaws

- Discussed general purpose of School Site Council, partnership with families and [bylaws](#)
- Referenced LPS Strategic Plan and Core Values
- Discussed the Innovation Plan (previously named School Improvement Plan)
 - General purpose of SIPs
 - Estabrook's one page summary of the [Innovation Plan](#)
 - Reviewed equal representation on SSC for families and school members
- Discussed first meeting date of SSC timeline and future membership options
 - Our School Resource officer was invited to attend, she may not be able to attend. Are there other community members we can consider? E.g. Would CAAL be interested in joining as a School Site council community member?
 - [Contact info](#) for CAAL
- Reviewed agenda sharing bylaws: 48 hours in advance

- General overview of bylaws was discussed

Discussed preferred meeting format

- Different views for preferences: virtual or in person?
- The SSC decided to alternate formats, in person and virtual.
 - 11/30 will be an in person meeting.
 - 1/25/23 will be a virtual meeting
 - 3/22/23 will be an in person meeting.
 - 5/31/23 will be virtual.
 - The tentative June meeting will be in person.
 - For any one from the public hoping to join, the SSC agenda will include the location/meeting type if they choose to join (in person or virtual).
 - E.g. Meeting will be in person at Estabrook School in the Conference Room.
 - E.g. Meeting will be virtual with link.
- Mr. Martinez shared about his entry to Estabrook and getting to know the school community.
 - Mentioned the parent feedback process around the proposed change to the elementary start time. The Superintendent has put this decision on hold. The start time for elementary will not change next year.
 - A member discussed the push back from families. 7:40am was not received very well by many families. Many families are relieved this isn't happening. Uncertainty from many families about why this early time is being proposed. Families may not feel any differently when this is brought up again in a year's time.
 - Estabrook had about ~350 families that completed the feedback form about this topic.
 - Budget Meeting is coming up for Estabrook. Considerations for the current context. We are in post-Covid conditions and there are opportunities for innovation and adding new programming.
 - A member asked: What is the working budget for Estabrook? Those figures are not available right now, Mr. Martinez will share when available. There is a small window of funds available for some things such as supplies and professional development. The budget allotment is typically determined by the numbers of pupils in the school.
 - Discussed alternative options for funding sources like LEF grants and PTO stipends. These are separate from the school budget but are reliable options when/if teachers or the school are seeking funds.
 - A member discussed wonderings about new LPS programs, like World Language, for instance. Will the town absorb these budget needs? Most likely. There may be a need for a budget override in some cases.

- A member requested if the SSC could provide updates and report out on the [Innovation Plan](#) at our next School Site Council meeting on 11/30/22.
- Discussed other topics of interest.
 - A member shared appreciation of the Illustrative Math program info night.
 - A member shared curiosity about the addition of the World Language program and the impact this has on the overall budget. Could that be discussed at our next meeting? What is being prioritized or deprioritized with this new programming?
 - A member shared that the size of Estabrook and our enrollment here impacts our teacher to student ratio. When compared to other smaller schools, this seems like a big difference.
- Closing
 - Minutes will be shared with the SSC team for review
 - We will reconvene in November
- Minutes Approved by council and emailed to archives@lexingtonma.gov