

# **School Site Council Transition Plan**

**Philbrick Elementary School  
Sumner Elementary School**



**Office of Family and Community Advancement  
Capital Planning Department  
Thursday, November 21, 2024**

# Meeting Overview

## **Welcome and Introductions**

- Brief overview of the meeting purpose.

## **At A Glance: 2024 SSC Communications**

- Highlights and key takeaways from the 2024 school year.

## **Where We Are Now: *Timeline***

## **Where We Are Going: *SSC Transition Plan and School Renaming***

- Overview of the SSC Transition Plan.
  - Objectives and goals of the transition.
- Renaming of the school

## **Next Steps & Closing Remarks**

- Summary of action items.
- Closing gratitude and acknowledgments.

# Recap 2024

## May 2024

- Initiated discussions on merging the School Site Councils (SSCs) of Philbrick and Sumner schools in anticipation of the merger in SY25-26.
- Met with school leaders on May 13, 2024, to outline the SSC election process and their responsibilities.

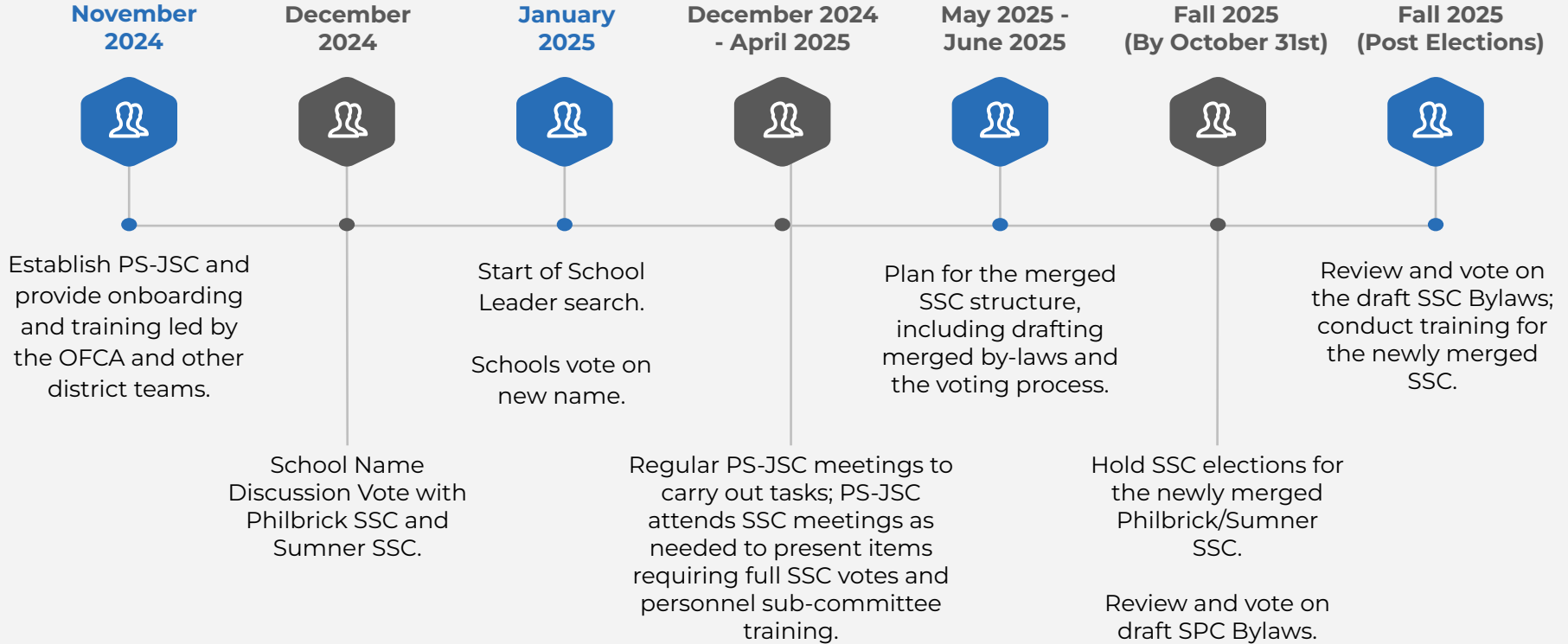
## June 2024

- **June 3, 2024:** Consulted with the Office of Family and Community Advancement (OFCA).
  - **Guidance:** Maintain current SSC structures for SY24-25 and merge into a unified SSC for an interim year.
- **June 4 & 11, 2024:** Gathered feedback from the Sumner SSC and Philbrick SSC.
  - **Key Concern:** Balancing time to address individual school business (SY24-25) alongside merged school planning (SY25-26).
  - **Request:** Development of a time commitment schedule to support SSC planning.

## Community Engagement

- Drafted a time commitment schedule based on SY23-24 SSC meeting data.
- Shared the proposed schedule with the school communities at a meeting on June 23, 2024.

# Timeline and Milestones



# School Site Council Transition Plan

**The objective of the SSC Transition Plan** is to foster a smooth and inclusive transition process by actively engaging and collaborating with members of both the Philbrick and Sumner school communities as they go through the process of merging as one school community. Through this collective effort, we aim to cultivate a sense of belonging and unity as we come together to form one cohesive school for the 2026 school year and prepare for the fall elections of the new SSC.

## **Role of the Family-School Engagement Practice Team:**

- Support both the Philbrick and Sumner during this transition and leading up to the election of the new SSC once the schools are merged,
- Recommendations for school events including both school communities during the 2024-2025 school year,
- Election facilitation in the fall,
- School Site Council training in collaboration with the BTU,
- Ongoing support, coaching, and technical assistance and overall understanding of the role of the SSC.

# School Site Council Joint Sub-Committee

## **Objective:**

To promote shared decision-making and a smooth transition, the Philbrick and Sumner School Site Councils (SSCs) will create a joint sub-committee. This sub-committee will review and recommend decisions impacting the 2025-2026 school year, focusing on items needing votes from both councils during the current school year.

## **Formation of the PS-JSC:**

The PS-JSC will be established through votes by both Philbrick and Sumner SSCs. It will include representatives from each SSC and additional members.

- PS-JSC Responsibilities
- PS-JSC Composition
- PS-JSC Meetings/Communication Structure

## **SSC Voting:**

During each SSC's regular meeting, the recommendation report will be presented. Both councils will then discuss and vote on these recommendations, including any proposed amendments.

# School Site Council Joint Sub-Committee

## **PS-JSC Responsibilities:**

1. Review and recommend key decisions that both councils must address and vote on before merging in the fall of 2025.
2. Serve as the personnel committee for the hiring of available positions for the 2025-2026 school year, per circular [HRS-HS04 School Leader Screening Process](#).
3. Support each school's Parent Council in drafting a merged SPC bylaw for the fall elections.
4. Assist each SSC in drafting a unified bylaw for the fall elections.

## **PS-JSC Meetings/Communication Structure:**

- With OFCA's support, the PS-JSC will set regular meetings to fulfill its responsibilities. Each meeting will have a structured agenda to encourage collaborative discussion and shared decision-making. After each meeting, a recommendation report will be drafted and shared with the Philbrick and Sumner SSCs during their scheduled meetings, specifically for items requiring a council vote (e.g., budget).
- PS-JSC will use the BPS Racial Equity Planning Tool and complete an [Equity Impact Statement](#) with every recommendation they make for each SSC to consider.
- In collaboration with each school leader and SSC, PS-JSC will commit to engaging each school community in shared decision-making and providing multiple modes of communication on the recommendations and decisions being made via avenues that may already exist within each school, such as school newsletters, social media, and other forms of communication.

# Philbrick/Sumner Name Change

## Launch for Name Submissions

- Process Launched: [May 21, 2024](#)
- Submissions Closed: October 25, 2024
- Submissions Received: 82 submissions, 58 individual suggestions

## Timeline Shift and Key Steps

### 1. Original Timeline:

- Joint SL & SSC Hearing - Late October
- Survey to staff and families - Following 1st Hearing
- Second Hearing for SSC vote - Late November

### 2. Proposed Updated Timeline:

- First Joint SL & SSC Hearing - Mid December
- Survey to staff and families - December to January
- Second Joint SL & SSC Hearing - Mid January

### 3. Targeting School Committee Agenda - Late January/early February

## Policy and Guidance Updates

- [District Policy Update](#): Approved by Boston School Committee in September 2024
- **OFCA Consultation**: October, for alignment on policy and joint hearing process
- **Formal Requirement**:
  - SSC final hearing vote followed by formal letter of recommendation to Deputy Superintendent of Operations

## Next Steps

- Schedule **First Joint Naming Hearing** - Mid December
- Schedule **Second Hearing** - Mid-January
- **Formal recommendation** to Deputy Superintendent - Following second hearing.



# Thank You!

Thank you for your commitment and collaboration. Together, we are building a stronger, unified school community for our students and families.

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