

Henderson Inclusion School  
Governance Board Meeting  
June 26, 2023

The Meeting was called to order by Stephanie Sibley at 6:02 PM

**Attendance:**

Administrators: Stephanie Sibley (Head of School), Sheneal Parker (DOI Lower Campus)

Parents: Jess Butler (K0-1st), Michelle Carmell (6-8), Courtney Feely Karp (2-5), Danielle Tierney (6-8)

Community Partners: Nicole Daley, Eva Clarke

Teachers: Brett Nadan-Buresh (9-12), Mary O'Brien (2-5), Elisha McField (6-8), Kathleen Powers (K0-1 alternate), Allison Mulkerins (K0-1)\*

*Note: An adjustment was made to record Kathleen Powers as the alternate and Allison Mulkerins as the full member. This was a mistake in record keeping on the clerk's end.*

Students: Bamari Davis (11)

Guest Presenters: Maryfran McAuliff (Lead Administrator - Inclusion Planning Team), Alexis Sacco (Member - Inclusion Planning Team), Latrice Beasley (District Inclusion Planning Team Coach)

Absent: *Vilma Silva (community member), Jordan Nguyen (student/graduate)*

**Approval of [Minutes](#) from last meeting**

Mary O. motioned to approve and Sheneal P. seconded.

All Governance Board members approved. No abstentions. No members opposed.

**SPC Report**

Michelle C. gave the report for the School Parent Council.

- The SPC held elections on June 20, 2023. [Results are here \(emailed for info\).](#)
  - Last year, the SPC adopted bylaws that allowed for elections in June in order to keep coherence of the Council for the upcoming school year.
  - There are some positions that are being held open for Fall elections.
- Fundraising has been successful thanks to Michelle Pang's work. (Penguin Pizza, American Provisions, and Topshelf cookies among other endeavors)
- Work in the future includes "room parent" program resurrection for next year.

**Student Report - none**

**Community Partner Report - none**

## **Head of Schools Report ([slide deck](#))**

### **Inclusion Planning Team (IPT) (Slide 3)**

Latrice B., supported by MaryFran M. and Alexis S., gave a report from the Inclusion Planning Team (IPT). Updates for their work are below:

- Finished visioning
- Completed the FIA (fidelity integrity assessment) and universal readiness assessment for the current state of the Henderson
- Next year's work:
  - The IPT will expand and include all grade levels. This year the IPT only worked with 9-12.
    - There will need to be another election for additional BTU members of the IPT in the lower grades.
  - The IPT will be doing service mapping for grade spans K0-8 and 9-12.
  - The IPT and the Instructional Leadership Team (ILT) will need to become more formally connected to incorporate recommendations from the IPT into instruction.
  - The IPT will submit a plan for funding the recommendations the team makes to the district in November. The district will approve or make adjustments.

There was some discussion about elections for the IPT.

- BTU members serving on the IPT are voted on by other BTU members at the school. Inclusion planning teams are part of the BTU contract and votes are detailed in the contract.
- The 2 current parents on the IPT were selected by the IPT, but not voted on by the parent community.
  - Question: SPC members on the Governing Board asked why there's no vote.
    - Latrice B. says there's no rules in the BTU contract for parents on the IPT.
  - Question: Does the IPT need to be 50% parents and 50% BTU?

### **Lower Campus Report (Slide 4)**

Sheneal P. gave the report for the Lower campus. A new K1 classroom will be added for the 2023-2024 school year. This means the lower campus will have 3 1st grade, 3 K2, 3 K1, and 2 K0 classrooms next year. She is working on a calendar of events for the 23-24 school year and will have that available to send out to families before the start of the school year.

There was much discussion about the new K1 classroom announcement.

*Question:* What are the impacts of adding a classroom for the rest of the space at the lower campus? *Answers:* Using the current science classroom and all specialists will be push-in. The Lower Campus is also adding 0.2 specialists to accommodate the increased enrollment.

*Comment:* The K1 classroom is a strategy for enrollment. More students enter in K1 and there is desperate need in the district for these seats. This will help with K2 enrollment because there will already be 3 groups aging up to fill the 3 K2 classrooms instead of finding new students in the district to fill these seats.

*Question:* How will this impact resources at the Lower Campus? What are the caseloads for service providers?

- Sheneal P.: OT and PT have capacity and there will be an extra COSE coordinating SPED
- Nicole D.: requested a concrete report on service provider caseloads in September for Lower. If we don't have enough, we should request money from the district that presented this opportunity to the school.

*Comment:* Courtney F.K. felt that at the previous meeting in May the addition of a K1 classroom was presented as new and unknown ([May 24th GB notes](#)). She was surprised that this addition was not voted on formally by the board and feels adding a K1 classroom without a board vote was inappropriate protocol from the Henderson K-12 Inclusion School's Administration.

Courtney F.K. requested that we have a Governance Board vote on the K1 classroom which was denied by the co-chair. She then motioned to get a sense of the Governing Board's response to the process for this decision on record. Jess B. seconded. The recorded responses are below:

- Not appropriate protocol (for administration to circumvent a board discussion and vote):
  - Jess B., Courtney F.K., Danielle T., Nicole D., Michelle C.
- OK with the proceedings (of adding a K1 classroom without a board vote):
  - Elisha M. Stephanie S., Sheneal P., Mary O., Allison M.
- Abstained from response:
  - Bamari D., Eva C., Brett N.B.

**Promotion Requirements** ([slides 5&6](#) and [additional slide deck](#))

Brett N. and Principal Sibley presented data requested at the May Governance Board

meeting in order to move forward with making a decision on adding High School promotion requirements for the class of 2025 and below. Brett N. presented teacher support and looked at the class of 2025 to see what potential impacts this would have made if this was adopted last year. Principal Sibley presented information from the [DESE website](#) about 4-year and 5-year graduation rates.

A few questions were asked about how adding promotion requirements would impact students on IEPs, case loads of service providers, and the transition program. The Board agreed that these were things to look at in future meetings.

Mary O. motioned to vote on approval of the new promotion policy. Eva C. seconded. ***The new promotion requirements were approved*** unanimously with no dissents and no abstentions.

**Action Item:** communicate and distribute updated promotion requirements to the school community.

### **Uniform Policy Revision (Slides 7&8)**

Principal Sibley proposed a revision of the uniform policy for next year. Currently, the policy is mandatory for K-6 on the books but not enforced.

Mary O. motioned to vote for approval of revision and Brett N. seconded.

There was discussion about the process for voting on this new policy. Parent council and parents were never brought in for a conversation about the uniform policy and felt changing the policy required more deliberation. Allison M. gave perspective that it's hard to enforce at the Lower Campus.

Courtney F.K. motioned to table the conversation until September and Jess B. seconded.

- 8 members voted to table: Courtney F.K., Jess B., Brett N., Mary O., Nicole D., Elisha M., Danielle T., Michelle C.
- 3 members voted to continue discussion: Allison M., Sheneal P., Eva C.
- The remaining members abstained.

The topic will be tabled until September

### **School Based Rules Committee Updates**

Elisha M. gave a short report on progress towards crafting and updating the school based rules (SBRs) for the Henderson school. The committee examined the BLA handbook as a model. They discussed how to bring in the Henderson core values and

inclusion to the work of SBRs.

The SBRs Ad Hoc Committee wants to begin their work by visioning what a Henderson student at different grade levels (2-5, 6-8, 9-12, Transition) should look like. Courtney F.K. asked to be added to the subcommittee. The committee will convene back in September

### **2023-2024 Meeting Dates proposed**

It was proposed that meetings will continue to be held Wednesdays at 6pm. The proposed schedule is below. IP = in person. V = virtual.

- September 20, 2023 (IP)
- October 18, 2023 (V)
- November 29, 2023 (V)
- December 20, 2023 (V)
- January 10, 2024 (IP)
- February 28, 2024 (V)
- March 20, 2024 (V)
- April 17, 2024 (V)
- May 22, 2024 (IP)
- June 12, 2024 (V)

### **Head of Schools Hiring Process**

During this discussion, Principal Sibley recused herself. The zoom was cut off and when the Board rejoined the meeting, the following were in attendance for the full portion of this discussion:

BTU: Allison M., Mary O., Elisha M., Brett N.

Parents: Danielle T., Jess B., Courtney F.K., Michelle C.

Community Members: Nicole D., Eva C.

Student Bamari D. and Administrator Sheneal P. joined midway through the discussion.

Eva C. proposed a slight amendment to the by-laws to give the Board additional authority over the Head of School. She proposed that we state we have the ability to craft a job description for hiring the Head of Schools.

- Brett N. motioned to approve and Elisha M. seconded the motion. The board unanimously approved the motion with no opposition and no abstentions.

The Board next had a discussion around the Screening Committee for hiring the next Head of Schools. Board members previously stated their preference for serving on the Screening Committee. Courtney F.K. made a motion to comprise the Screening Committee adding “up to” 4 additional BTU members, 4 additional parent members, and one additional community member while keeping parity between BTU members and

Parents. This would result in a Screening Committee composition as such:

- 8 BTU members (adding 4 to the Governance Board positions)
- 8 parent members (adding 4 to the Governance Board positions)
- 4 community members (adding 1 to the Governance Board position)
- 2 student members (maintaining the composition of the Governance Board)
- *Note: there will need to be at least one BASAS member (administrator) on the Screening Committee.*
- We will ensure that there is a balance of teacher and parent seats as well as strive for equity in ethnicity, grade level, and gender of the members on the screening committee.
- Members currently on the Governing Board will be able to fill these seats first and the remaining vacancies will be filled during screening committee elections on 6/29.

Elisha M. and Michelle C. seconded the motion. The proposal was approved with all members present voting in favor. No opposition and no abstentions.

The Board reviewed the draft job description (JD) crafted by Brett N., Eva C., Michelle C., and Drew Echelson. The JD was written to incorporate feedback from the town halls and the writers made efforts to specifically address inclusion, a strong vision of the school, safety, and the different developmental levels in our K-12 building. Once posted, the Screening Committee can start looking at candidates.

- Michelle C. motioned to vote to approve the JD as is with the caveat that we can adjust the JD based on leadership structure (Single vs. Co-Principal model). Courtney F.K. seconded. The proposal was approved with all members present voting in favor. No opposition and no abstentions.

Finally, the Board discussed the idea to move forward with a co-principal model as opposed to a single principal structure. We were unable to move forward with approval because a few members wanted to know the impact of the decision on our leadership structure we're expecting to be in place for next year. No BPS official was part of the meeting at this point, so we could not get an official statement about finances.

### **Next Meeting (6/29)**

- Take nominations and vote for members of the Screening Committee
- Vote on Single HOS or Co-Principals and get clarity around financial impacts for SY23-24 for this decision.

### **Action & Agenda Items for Next Governance Board Meeting (Tentatively September)**

- Check in about caseloads for OT and PTs at the Lower Campus

- Bylaw revisions - some revisions not addressed (e.g. Personnel Subcommittee)
- Innovation planning team - need a strategy for this

## Additions/Comments to the draft notes

Inclusion Planning Team Follow up from Latrice: (email after presentation on 6/26)

**1. Does the inclusion planning team need to be 50% parents and staff? No.**

*Whatever the final size, at least 50% of the team must be BTU members elected by eligible BTU members in the school. There is no set rule for the makeup of the team. School communities should assemble a racially and ethnically diverse team that includes representation from various educator roles (grade level, content area, professional role, and special programs).*

- *Required:*
  - *50% elected BTU educators.*
  - *Racially diverse*
  - *Variety of roles, experiences, and perspectives*
- *Preferred:*
  - *Includes caregivers and students*
  - *Includes relevant community partners and stakeholders*

**2. Should parent members be voted on to join the inclusion planning team?**

*No, there is no vote to include parents on the inclusion planning team. The school leader will appoint parent members to the team. It is suggested that the parent council identifies interested parent members and submits those names for the school leader to select. School Parent Councils are encouraged to choose parent members who serve as caregivers of students with disabilities and multilingual learners.*