**School Based Planning Team**

**2012-2013**

**Agenda/Draft Minutes**

Date: October 11, 2012

Attendance: \_\_x\_\_Deasure Matthew \_\_\_\_Julie Roselli \_\_x\_\_Rebecca Tibbitts \_x\_\_\_Nancy Gossin \_\_\_x\_\_ Amanda Purver

\_\_x\_\_\_Lesley Johnson\_\_\_X\_\_ Michael Brundage \_\_\_Jamie Colins \_\_\_\_ Sherroletta Scissum \_\_\_\_ Vickie Dames

Parents: \_\_x\_\_Jim Chapman\_\_x\_\_Betsy Serapillio-Frank\_\_\_\_Lindsay Phillips

Notes by: Jim Chapman

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Discussion Notes** | **Action Item** | **Person Responsible** | **Due Date** |
| 5:30pm | Kudos |  |  |  |  |
|  | Establish mtg schedule | SBPT meeting will be the 2nd Thursday of each month at 6pm. Mtg location to be determined. |  |  |  |
|  | Comprehensive Education Plan (CEP) | NYS designated the district as a “focus” district. Wilson FA is “focus” school (one of 5 possible designations).  Dr. Mathew presented ELA and Math state test proficiency scores for 6, 7 and 8th grades, broken out by special education (SPED) scholars and non SPED scholars.  Dr. Matthew presented the draft CEP prepared for the school, and being resubmitted 10/12/12. The review focused on Tenet’s III- VI. Discussion on activities occurred. SPBT members took “ownership” of each Tenant:  Tenant II – Administrators: Dee, Julie  Tenant III – Teachers: Rebecca, Amanda  Tenant IV – Teachers: Lesley, Michael  Tenant V – Teachers/Counselors: Nancy, Sherrolletta, Jamie  Tenant VI – Parents: Betsy, James  Due to the focus designation additional funds are expected to be received by Wilson FA to offer additional services to failing scholars. Funding will be first distributed to “priority” schools, and then focus schools. The process/timing of distribution of the funding from Central Office to the school is not known.  At some point NYS representatives will visit the school to assess the implementation of the CEP activities and achievement of the described targets. It is not known yet when this visit will occur. |  |  |  |
|  | International Baccalaureate Site Visit (11/7-11/8/2012) | Representatives of the IB approval committee will visit the school for purposes of reviewing the candidacy of Wilson. The visit will include attending classes, meeting with administrators, teachers, students and parents. The IB representatives will also meet with administrators from Central Office to gauge support for the program. |  |  |  |
|  | Professional Development (PD) Schedule Change | At the request of some teachers, it was discussed whether to reduce PD from 2 hours to 1 hour on October 31, 2012, to allow for any earlier dismissal for Halloween activities. **The request to reduce PD from 2 hours to 1 hour on October 31, 2012 was denied.** |  |  |  |
|  | **Approval was granted to switch the PD hours from Nov 14 to Nov 21st.** PD hours on Nov 21st are now 1 hour. PD hours on Nov 14 are now 2 hours. |  |  |  |
|  | Next Meeting | November 8, 2012, 6pm. |  |  |  |
| To be discussed at next mtg | * Celebrations/Good New * CEP * IB Site Visit * Recruitment planning for next year’s scholars * Data Results (NWE and AimsWeb) * Response to Intervention (RtI) updates/status * Annual Professional Performance Review (APPR) – status of details/implementation |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month | Facilitator | Minutes | Time Keeper | Scribe | Process Observer | Refreshments |
| November  December  January | Johnson | Brundage | Tibbits | Brundage |  | Serrapillio-Frank |