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**OUR MISSION IS STUDENT SUCCESS...ACADEMIC, ARTISTIC, AND HUMANISTIC**

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**SCHOOL BASED PLANNING TEAM MINUTES**

Tuesday, April 23, 2019

4:15 pm – 6:00 pm Room A178

**Members:** Lisa Kasdin, Martin Presberg, Brian Haak, Allison Bosworth, Breanna Eng, Kelly Nicastro, Matthew Fusco, Evan Wilson, Marcy Gamzon, Joann Aspenleiter, Susan Rudy,

**Absent:** Matt Bonawitz, Luke Fellows, Paul Pittinaro, Evelyn Castello, Susel Linares, Keisha Seymore, LaShaunda Leslie-Smith

**Guests:**

**TimeKeeper:** J. Aspenleiter

**Notetaker:** B. Haak

**Facilitator:** S. Rudy

| TIME          | TOPIC                                                                                                                                                                                                                | PERSON      | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ACTUAL TIME |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 4:15 – 4:20pm | Call Meeting to Order<br>(Vote: To Call Meeting to Order)                                                                                                                                                            | S. Rudy/All | Voted: Called to ORder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4:22        |
| 4:20 – 4:25pm | Approval of Today's Agenda /<br>Set Timing<br>(Vote: To Approve Agenda)                                                                                                                                              | S. Rudy/All | <ul style="list-style-type: none"><li>- Sue reviewed agenda</li><li>- motion to approve, seconded</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4:24        |
| 4:25 - 4:30pm | SBPT Elections - parents, teachers,<br>students (May)                                                                                                                                                                | S. Rudy/All | <ul style="list-style-type: none"><li>- reminder - elections happen in May</li><li>- Sue will email who is up for election</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4:24        |
| 4:30 – 4:50pm | Principal's Update <ul style="list-style-type: none"><li>• Communication</li><li>• Staffing</li><li>• Arts and Instruction</li><li>• School Culture and Climate</li><li>• District Initiatives and Updates</li></ul> | K. Nicastro | <ul style="list-style-type: none"><li>- Budget book page 70 distributed to SBPT, compared to other schools SOTA is second to last for cost per student in RCSD. This budget says enrollment is going down, but actual submitted numbers are going up. Kelly will let us know how she needs parents to advocate for the school. Also on the website = Budget Overview.</li><li>- Calendar is wrong on the website. October 11 Superintendent's day moved to Nov 5.</li><li>- Still looking at dual credit classes (working with colleges). Getting approval is difficult. Looking at other RCSD schools for comparison.</li></ul> | 4:25        |

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|               |                                                                                                                                                                                                                                                                             |             | <ul style="list-style-type: none"> <li>- RPD ticketing cars in front of schools (prior to break). Kelly contacted Chief of Police asking for cooperation. Kelly looking at the possibility of student parking. Suburban schools have student parking (Webster, Brighton, etc.). Asking to rent parking at apartment complex next door for teacher parking. Waiting for response. When PE meets over at the MAG, sandwich boards with flags to warn drivers to slow down.</li> <li>- Friday, college signing day, all seniors are invited (half day)</li> <li>- Title I = May 16, transition to High School (8 go 9)</li> <li>- Summer School = reduced number because of budget</li> <li>- Screen Agers = May 14</li> <li>- Incoming Student Orientation = Aug 22, 28</li> <li>- Science testing = May 22</li> <li>- Review classes name change = Global or US ⇒ Modern Issues Global, Modern Issues US (for half credit)</li> <li>- SOTA won AP Computer Science Female Computing Award!!</li> <li>- In the process of sending Principal's Letter out, waiting for information from Chief</li> <li>- Parent Teacher Conference dates - 42 parents showed up for March 21 afternoon conference times</li> </ul> |      |
| 4:50 - 4:55pm | Committee / Constituency Share-out: <ul style="list-style-type: none"> <li>● Professional Development</li> <li>● Late Work</li> <li>● Cell Phone</li> <li>● Culture/Climate</li> <li>● Curriculum Night (Fusco)</li> <li>● Parents / Teachers / Admin / Students</li> </ul> | All         | <ul style="list-style-type: none"> <li>- <b>PD</b> - internal training is done for the year, presenting ideas for next year to Kelly</li> <li>- <b>Cell Phone</b> - Screen Agers, May 14, 6:00 PM - 8:00 PM, viewing of the documentary and Q&amp;A with Jack Peltz</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4:55 |
| 4:55 - 5:05pm | Planning Future Dates:<br>-2019 - 2020 SCEP Plan Writing /due May<br>-2019-2020 Curriculum Night (9/17)<br>-2019-2020 Parent/Teacher Conferences (district: 10/17, 3 /5)                                                                                                    | S. Rudy/All | Check New Calendar Dates for Performances for Next Year <ul style="list-style-type: none"> <li>- <b>Q1</b> 7/1-11/8, <b>Q2</b> 11/9-1/31, <b>Q3</b> 2/1-4/17, <b>Q4</b> 4/18-6/26</li> <li>- Performances can work around above dates</li> </ul> 2019-2020 Parent Teacher Conference dates: <ul style="list-style-type: none"> <li>- Thurs, Oct 17 (evening) 5:00 PM - 7:00 PM</li> <li>- Wed, Jan 8 (evening) 5:00 PM - 7:00 PM</li> <li>- March 5 (evening) 5:00 PM - 7:00 PM</li> <li>- Friday, March 6 (day) 12:30 PM - 2:30 PM</li> </ul> 2019-2020 SCEP Plan <ul style="list-style-type: none"> <li>- No template yet</li> <li>- Due May 1</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5:11 |

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|---------------|------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 5:05 - 5:45pm | SCEP Plan Work                                                   | All         | Discussion of how to approach filling out SCEP. Incorporating past years goals and updating as needed.<br>Tenet 4 - Gap Statement is no longer needed. Still pushing PD, but topics will change.<br>Parent experience (like orientation) could be tied to a Parent/Teacher Conference night (under Tenet 6)<br>Gather thoughts ready to plug into template - when we get it | 5:20 |
| 5:45 – 5:50pm | Approval of Today's Minutes<br><b>(Vote: To Approve Minutes)</b> | B. Haak/All | Hold until next time (Minutes Approved at 5/13/19 meeting)                                                                                                                                                                                                                                                                                                                  | 6:05 |
| 5:50 – 5:55pm | Set Agenda for Next Meeting                                      | S. Rudy/All | May Meeting item: Title I; Elections                                                                                                                                                                                                                                                                                                                                        | 6:06 |
| 5:55 – 6:00pm | Adjourn Meeting<br><b>(Vote: To Adjourn Meeting)</b>             | All         | Gamzon motioned to adjourn, seconded                                                                                                                                                                                                                                                                                                                                        | 6:07 |

Snacks Today: Fellows  
Next Meeting: 5/21 Snacks: Bonawitz  
Future Meetings: 6/13

Please remember: SBPT meetings are open to the public.  
Visitors do not participate in the full team conversations and are invited to sit in a designated area.

Minutes to be posted on SOTA SharePoint page and sotarochester.org after approval.