



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

SCHOOL BASED PLANNING TEAM

Approved Minutes

Present: Kelly Nicastro, Jo Ann Aspenleiter, Susan Rudy, Matt Fusco, Gillian Coykendall, Martin Presberg, Brian Haak, Lisa Kasdin, Marcy Gamzon

Absent: Allison Bosworth, LaShaunda Leslie-Smith

Guests: Carey Belair

DATE: October 18, 2017
FACILITATOR: Susan Rudy

PLACE: A178
TIMEKEEPER: J. Aspenleiter

TIME: 4:15
SECRETARY: M. Presberg

Thank you snacks: Haak

TIME	TOPIC	PERSON	DISCUSSION/ DESIRED OUTCOME	ACTUAL TIME
4:15 – 4:20pm	Call Meeting to Order (Vote: To Call Meeting to Order)	S. Rudy/All	Meeting called to order	4:20
4:20 – 4:25pm	Approval of Today's Agenda / Set Timing (Vote: Carey Belair to present) (Vote: To approve agenda)	S. Rudy/All	Agenda approved Motion approved for Carey to present School Plagiarism Policy	4:21
4:25 – 4:45pm	Proposed Revision to School Plagiarism Policy (Vote: To discuss/adopt?)	C. Belair/All	Lengthy supporting documents distributed including existing policy and proposed new policy. Discussion of increased consequences for 2 nd or later offenses. Discussion of potential for need for students to understand what plagiarism is. Discussion of the term "Cheating" vs "Plagiarism."	4:22 – 4:45

			Carey and her committee will make adjustments to the policy as discussed and bring them back to SBPT.	
4:45 – 4:55pm	Review Department Presentation Schedule	L. Kasdin/All	Science ELA – next month Counseling – March Additional scheduling to be completed Discussion of “what if departments don’t sign up?” discussion of what to do with these departments (if any) will happen in January	4:45-4:47
4:55 – 5:05pm	Review of 2017-2018 SCEP Plan	J. Aspenleiter	School SCEP team is comprised of Marcy, Evan, Sue, Lisa, and JoAnn. Meetings happen weekly and have been going on for 3-4 years. Plans are developed each year over the summer based on data and/or surveys. Professional development is a common focus. This year has had a focus on the Diagnostic Tool for School and District Effectiveness (DTSDE) report. Team took the Tenets and went to departments to create a document for the state review team. Tenets between SCEP and DTSDE are very similar. The SCEP plan will be shared with SBPT members and will ultimately be available on the SOTA web site. (Note: Tenet 1 is for the district and will not be included in this version of the report.) Further discussion of the SCEP plan will be on the agenda for our next SBPT meeting.	4:47-5:00
5:05 – 5:15pm	Approval of Meeting Minutes from 9/12/17 (Vote: To Approve Minutes)	M. Presberg/All	9/12 meeting minutes approved with one small change (M. Gamzon present, not absent.)	5:00-5:04
5:15 – 5:25pm	NEW BUSINESS items <ul style="list-style-type: none"> Recommendation to discuss how to implement Title I next year with student input added. Selection/election of SBPT student representatives. Data around tardies/school start time. 	All	<p>Title I: Awaiting further information from PTO and Evelyn Castello</p> <p>Student SBPT: Election will be held Monday 10/23. Mr. Murphy and Mr. Tillotson are handling this through 11th grade U.S. History and 12th grade PIG and Economics classes. We hope to have these new student representatives at our next SBPT meeting.</p> <p>School Start and Tardies: JoAnn (who was shockingly late to this SBPT meeting) reported that it is difficult to determine the impact of the school start time change on the rate of tardies. We are seeing the same number (too many) of tardies this year as in past years. [One year there was a policy that students late to first period were sequestered into the Commons instead of reporting late to their first period class. This policy did reduce the number of tardies, but the District disallowed this policy because it kept kids out of class. This was perceived as unfair because the reason for the tardies was frequently the parents.] Note: as of 3 weeks ago, over 56 kids who have been tardy 3 times or more. Also note: the data is not available in PowerSchool because teachers are not entering tardies in the system.</p> <p>Discussion about the impacts of the transportation change that eliminated the 3:30 bus routes as a money saving measure. Discussion of the challenges of</p>	5:04-5:30

			getting kids appropriate bus passes for staying late. These are a significant administrative hassle for students, teachers, and school administration. Note: Michael Schmidt is responsible for transportation for the District. Discussion of transportation challenges due to the increase in the number of buses transporting Special Ed students.	
5:25 – 5:35pm	Committee/Constituency Share Out and Update <ul style="list-style-type: none"> Professional Development Students, Parents, Teachers, Administration 	All	<p>Parents: There is concern about administrative attendance at PTSO with confusion that this might be related to the name change of PTSA to PTSO. Gillian Coykendall and LaShunda Leslie-Smith are the Parent SBPT alternates. RTA issues associated with Dance Concert have been resolved.</p> <p>Teachers: Professional Development for teachers on approaching research has been added.</p> <p>Administration: PSAT day was a huge success including Senior Day of Service, Team building, Skating, Lasertron, and RIT visit. Senior Day was also a big success. (Note: there is a significant issue with the supply of bus drivers which caused a significant amount of hassle and chaos which was fortunately overcome with extra doses of patience and effort.)</p>	5:30-5:32
5:35 – 5:55pm	Principal's Update <ul style="list-style-type: none"> Communication Staffing Arts and Instruction School Culture and Climate District Initiatives and Updates 	K. Nicastro	<p>DTSDE review is coming. State is collecting a very significant amount of documentation and paperwork in advance of the review. There will have a parent focus group next Wednesday at 4:00. Kelly worked to get a mix of parent representation.</p> <p>Discussion of SOTA being considered in good standing by the state. This was impacted by the number of testing opt-outs.</p> <p>There is a Black Lives Matter committee starting. They will be putting together a proposal for the agenda for the day.</p> <p>10-12 kids to be honored at Hispanic Recognition event. Will be named on SOTA Stream.</p> <p>Hoping that Saturday school will be approved and start the first week of November.</p> <p>There is also a proposal to have after school tutoring (two teachers in the library) starting in November.</p> <p>College Night attendance was much higher than usual. Communication is working well with SOTA Stream, Facebook, Twitter, Instagram, RCDLink and multiple Robo-calls. (Facebook, Twitter, and Instagram are all linked).</p> <p>There are student meetings with Cookies and Juice and the Principal on a weekly basis (based on kids' birthdays.)</p> <p>60 7th graders are going to RBTL next month.</p>	5:32-5:40

5:55 – 6:00pm	Set Agenda for Next Meeting	Rudy/All	Carey will return to do Plagiarism Policy Update on Department sign-ups. SCEP Plan review Approve 10/18 minutes Title I Share Out Principal's Update	5:40- 5:45
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Snacks Today: Haak (Well Done Brian!)

Next Meeting: 11/16 Snacks: Gamzon (try to do as good a job as Brian, please)

Future Meetings: 11/16, 1/11, 2/13, 3/13, 4/17, 5/15, 6/12

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.