



## School Based Planning Team Meeting

Date: July 11, 2018

Minutes

### SBPT Members in Attendance

\_\_\_X\_\_\_ John Geglia                      \_\_\_X\_\_\_ L. Englert, Teacher  
 \_\_\_X\_\_\_ U. Mehta, Principal              \_\_\_X\_\_\_ Gina Huntoon, TA

Agenda Items	Notes
1. Welcome New Members	Mr. Geglia, Mr. Holland, Mr. Toates and Ms. Huntoon were welcomed as a new member.
2. SBPT Norms/Ground Rules <ul style="list-style-type: none"> <li>i. Frequency, length, day/time</li> <li>ii. Roles</li> <li>iii. Decision-making process</li> <li>iv. time allotment/open discussion</li> <li>v. agenda- who &amp; when                             <ul style="list-style-type: none"> <li>I. publication of agenda</li> </ul> </li> <li>vi. meeting minutes                             <ul style="list-style-type: none"> <li>1. Documentation &amp; publishing</li> <li>2. Log of minutes</li> </ul> </li> <li>vii. approval of minutes</li> <li>viii. use of task groups/subcommittees</li> <li>ix. meeting quorum/attendance &amp; participation</li> </ul>	SBPT norms- <ul style="list-style-type: none"> <li>I Frequency, length, day/time-Once a month, 3<sup>rd</sup> Mondays after school for one hour</li> <li>ii. Roles-Rotate</li> <li>iii. Decision-making process-Meet without quorum but must have everyone's input for decision-making agenda items for that constituency.</li> <li>iv. time allotment/open discussion –One hour unless more time is needed.</li> <li>v. agenda- who &amp; when                             <ul style="list-style-type: none"> <li>I. publication of agenda-prior to the meeting</li> </ul> </li> <li>vi. meeting minutes-Approved via email                             <ul style="list-style-type: none"> <li>1. Documentation &amp; publishing-Documented in a binder available in the main office and posted on school's website.</li> <li>2. Log of minutes-</li> </ul> </li> <li>vii. approval of minutes-via email</li> <li>viii. use of task groups/subcommittees-as needed</li> <li>ix. meeting quorum/attendance &amp; participation-not needed. Everyone's input is required for decision-making agenda items.</li> </ul>

a.	
1. Proposed Letter about 18-19 space	Submitted
2. SCEP 18-19 July 16 <sup>th</sup> a. DTSDE b. Departmental Input c. Staff Input	Submitted
3. Space Utilization- 2018-19	<p>Classroom utilization will remain the same unless there is a need to change it later on.</p> <p>Genesee Campus-</p> <ul style="list-style-type: none"> <li>• Exploration of two back rooms in between the Science rooms and JROTC supply room if possible to accommodate other services/service providers.</li> <li>• Discussion on ISS, Credit Recovery, support staff, community partners etc.</li> </ul> <p>MCC location-</p> <ul style="list-style-type: none"> <li>• Last office at MCC-Administrator's office</li> <li>• Second office-Multipurpose room</li> </ul>
4. Smart Scholars Grant • Cohort 4 • Cohort 2 and 3	<p>Cohort 4-Plan was discussed.</p> <p>Cohort 2 and 3-If funding available, all the services remain the same for cohort 2 and 3. If MCC expenditure is covered under another budget line, then propose for another RTI person for the second campus.</p> <p>Will revisit this in next meeting.</p>
5. Tenet Teams	
6. PD Approval	Ms. E will submit to K. Briggs.
7. Calendar 18-19	Staff meetings were re-arranged and aligned with Early Dismissal days.



<ul style="list-style-type: none"> <li>• Whole group meetings</li> <li>• Staff Meetings</li> </ul>	<p>Whole group meeting dates will be provided by Ms. Englert.</p> <p>Question-can one of the PTC's times be earlier than 5pm?</p> <p>Will be revisited in next meeting.</p>
<p>8. Handbooks</p> <ul style="list-style-type: none"> <li>• Student and Parent Handbook</li> <li>• Staff Handbook</li> </ul>	<p>Please see the attached. The goal is to get this finalized by August 13.</p>
<p>9. Time Schedule</p>	<p>Remains the same for 2018-19</p> <p>Music may require shifting of block 2-will update later as more information becomes available.</p>
<p>10. Early College Grant</p>	
<p>11. Master Schedule</p>	
<p>12. Cohort 2018</p>	<p>30 out of 98 were not recruited</p>
<p>13. Recruitment Process</p>	

14. Procedures/Protocols for MCC Process <ul style="list-style-type: none"> <li>a. Student transition to MCC</li> <li>b. Process and eligibility criteria</li> <li>c. Student and Parent engagement protocol</li> <li>d. Communication to stakeholders</li> <li>e. Timeline of communication</li> <li>f. Process for appeal</li> <li>g. Student supports at mcc</li> <li>h. Plan for students when they are done with college courses</li> <li>i. College registration and withdrawal process</li> </ul>	To revisit
15. Procedures/protocols for college registration, supports, withdrawals etc	
16. Observable Classroom Elements	
17. Superintendents Conference Day Agenda	
18. Student Orientation	
19. Title I Grant	
20. Professional Development Calendar	
21. Student Activity Funds	
22. Extended Day Calendar	
23. Whole Group Meetings	
24. A funds	RCSD A funds (TAPU) shared
25. MCC contract	Mandatory check in and check out process for kids. SBPT in May 2018 acknowledged the importance of checking in but not for check out.  Only two school events at the MCC campus will be free of cost.