



School Based Planning Team Meeting

Date: July 11, 2018

Minutes

SBPT Members in Attendance

- John Geglia L. Englert, Teacher
 U. Mehta, Principal Gina Huntoon, TA

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

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| <p>a.</p> | |
| <p>1. Proposed Letter about 18-19 space</p> | <p>Submitted</p> |
| <p>2. SCEP 18-19 July 16th</p> <ul style="list-style-type: none"> a. DTSDE b. Departmental Input c. Staff Input | <p>Submitted</p> |
| <p>3. Space Utilization- 2018-19</p> | <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"> • Exploration of two back rooms in between the Science rooms and JROTC supply room if possible to accommodate other services/service providers. • Discussion on ISS, Credit Recovery, support staff, community partners etc. <p>MCC location-</p> <ul style="list-style-type: none"> • Last office at MCC-Administrator's office • Second office-Multipurpose room |
| <p>4. Smart Scholars Grant</p> <ul style="list-style-type: none"> • 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> |
| <p>5. Tenet Teams</p> | |
| <p>6. PD Approval</p> | <p>Ms. E will submit to K. Briggs.</p> |
| <p>7. Calendar 18-19</p> | <p>Staff meetings were re-arranged and aligned with Early Dismissal days.</p> |

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| <ul style="list-style-type: none"> • Whole group meetings • Staff Meetings | <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"> • Student and Parent Handbook • Staff Handbook | <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> | |

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