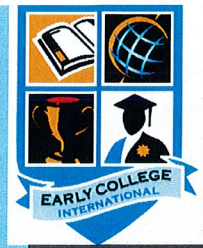


Rochester Early College International High School



School Based Planning Team Meeting

Date: July 16, 2018

SBPT Members in Attendance

☒ D. Hanselman ☒ L. Englert, Teacher
☒ U. Mehta, Principal ☒ J. Edwards
☒ K. Diener ☒ M. Lopez
☒ R. Holland

Agenda Items	Notes
1. SBPT Norms/Ground Rules i. Frequency, length, day/time ii. Roles iii. Decision-making process iv. time allotment/open discussion v. agenda- who & when I. publication of agenda vi. meeting minutes 1. Documentation & publishing 2. Log of minutes vii. approval of minutes viii. use of task groups/subcommittees ix. meeting quorum/attendance & participation	

2. Proposed Letter about 18-19 space	
3. SCEP 18-19 July 16 th a. DTSDE b. Departmental Input c. Staff Input	
4. Space Utilization- 2018-19	• Diener and Englert began moving supplies from Science storage room to Chemistry storage room. • Hanselman will consult with Mr. Knope about Earth Science books currently in storage.
5. School Operating Budget	• 2018-2019 Proposed School Operating Budget Allocations provided and reviewed.
6. Smart Scholars Grant • Cohort 4	• Budget allocation for 2018-2019 Cohort 4 planning will go to Board Meeting on 7/27 and the necessary work will start after that. Committees from planning will be expected to create and present a handbook.
7. Tenet Teams	
8. PD Approval	• 8/28-8/29 sent for approval. • 8/28-8/29 agenda provided and reviewed. • 8/29 – Presenters still need to be identified for Choice & Mandatory sessions
9. Calendar 18-19 • Whole group meetings • Staff Meetings	• Whole Group meetings @ Genesee St: a. Held every Wednesday beginning 9/12 b. Travel time (1-2 minutes) to and from Whole Group will be provided c. Whole Group will run 30 minutes

	d. Whole Group will operate using a rotational schedule (1a, 2a, 3a, 4a, 5a, 1b, 2b, 3b, 4b, 5b). This schedule will be provided at a later date. e. Agenda items suggested: Norms and Expectations, Golden Key Scholar Awards, Attendance Recognition, Flocabulary, Club Presentations, Internship Opportunities, Community Partner Introductions/ Engagement, Talent Showcase (Scholar and Staff). Building Committee and SBPT members are encouraged to submit additional ideas to Mr. Englert. f. MCC Scholars may be able to participate in Whole Group Meetings held at Genesee St. using Skype or other supporting technology. • Ms. Mehta will hold a student assembly on first day of school (9/5) at both campuses. Times will be determined after meeting with MCC if Safety and Campus Orientation agenda and schedule are finalized.
10. Handbooks • Student and Parent Handbook • Staff Handbook	• Action item to be discussed on Thursday, 7/19 from 9-12. • Ms. Bermudez will adjust names from existing handbook to reflect current 2018-2019 staff. • Building Committee will edit/ update any procedures and policies approved for 2018-2019 school year.
11. Master Schedule	• Music teacher is .6 Early College and is shared with Wilson Foundation during periods 1, 2, and 3. • Question – Do we need to adjust our schedule to move music to 4th and 5th block? • Question – How does this impact Science and labs?
12. Cohort 2018	• Still working to fulfill 2018-2019 9th grade enrollment.
13. Recruitment Process	
14. Leadership Week – August 13-14	• Administrators and Leadership team are invited
15. Cohort 2 and 3 Smart Scholars Grant	• Budget was reviewed and approved. Majority of allocation from 2017-2018 will continue in 2018-2019.

16. Procedures/Protocols for MCC Process - Student transition to MCC - Process and eligibility criteria - Student and Parent engagement protocol - Communication to stakeholders - Timeline of communication - Process for appeal - Student supports at mcc - Plan for students when they are done with college courses - College registration and withdrawal process	- MCC campus eligibility: Same as last year-12 credits by June. - Additional requirements will be defined in handbook.
17. Procedures/protocols for college registration, supports, withdrawals, etc.	
18. Observable Classroom Elements	
19. Superintendents Conference Day Agenda	
20. Student Orientation	
21. Title I Grant	

22. Professional Development Calendar	
23. Student Activity Funds	
24. Extended Day Calendar	
25. Whole Group Meetings	• See #8
26. Future Agenda Items	• Finalize handbook 7/19 • Review/ Revise SAP/ Learning Plan 7/19 • Review committees for Cohort 4 7/19 • Create template for Department Meetings including Tenet 2
27. Administrative Assignments 2018-2019: Behavior Mod Procedure	• Reviewed template create by Mr. Edwards and Mr. Weimer. • Included articles and Evidence Based Writing Assignments as consequences to Scholar Behavior leading to Classroom Removal.