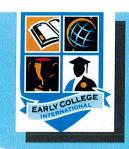# Rochester Early College International High School

School Based Planning Team Meeting

Date: July 19, 2018

SBPT Members in Attendance   — Minutes

__ _____

==

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
	*information shared (verbal or documentation) during this meeting is to be kept confidential amongst members until such time that minutes are reviewed/posted
	
	*Materials is pertinent to committee members
	
	*Suggestion: "water mark" materials as "confidential" "draft" etc

2. Proposed Letter about 18-19 space	

3. SCEP 18-19 July 16th
    a. DTSDE
    b. Departmental Input
    c. Staff Input	

4. Space Utilization- 2018-19	Work in progress

5. School Operating Budget	

6. Smart Scholars Grant
    • Cohort 4
    • Handbook Guidelines
	7/28: room 307 using the Student Academic Support Plan, create a handbook for Student Support Systems/RTI Plan
	
	Ms Mehta to supply binder, tabs, hole punch etc
	
	8/4: Protocols/Expectations for student transition to MCC ->create draft
	
	8/11: Instructional Priorities focus on differentiation, quality questioning and formative assessment
	
	8/18: Extended Learning Time – define calendar for entire school year for both campuses
	
	Curriculum Organization/Development: to be completed by 1 rep from each dept. (Math, ELA, SS, Science) and 20 hours to be divided for F.L., Art, P.E., Health and Business.
	
	Binders to be ready for review by SBPT/Building Committee on 8/20 –revisions made for pd on 8/29

7. Tenet Teams	
8. PD Approval	Pd request has been sent to the Joint PD Committee for review

9. Calendar 18-19
  • Whole group meetings
  • Staff Meetings
	Mark as "draft"
	
	*whole group " draft calendar" was passed out (Englert)

10. Handbooks
  • Student and Parent Handbook
  • Staff Handbook
	*Revisions made to handbooks – bulk is changing names and dates – suggestion to not use names, but to use titles
	
	*Suggestion: create 1 handbook and flip for REC/MCC or use different colored ink to designate specific campus
	
	*change the order of items contained with Teaching & Learning coming at the end of the handbook

11. Master Schedule
  • COS-MO/Intro to Business/PMM/Spanish
  • College Strategies
  • College Reading
	Driven by student needs for graduation
	
	Driven by students' needs for graduation
	
	*COS: no dual credit can be offered
	
	Discussion around COS curriculum
	
	*Spanish: may be dual credit
	
	*Microsoft Office = dual credit and semester
	
	*College Strategies & College Reading offered at MCC and maybe at REC to fill schedules with credit bearing class

12. Cohort 2018	
13. Recruitment Process	
14. Leadership Week – August 13-14	
15. Cohort 2 and 3 Smart Scholars Grant	
16. Whole Group Meetings • Procedures/Protocols	

• Meeting Schedule	
17. Administrative Assignments	
18. Professional Development on 8/28 and 29	

19. Procedures/Protocols for MCC Process
    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	

20. Procedures/protocols for college registration, supports, withdrawals, etc.	
21. Observable Classroom Elements	
22. Superintendents Conference Day Agenda	
23. Student Orientation	
24. Title I Grant	
25. Professional Development Calendar	
26. Student Activity Funds	
27. Extended Day Calendar	

28. Whole Group Meetings	
29. Future Agenda Items	