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

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**SCHOOL BASED PLANNING TEAM**

Present: K. Nicastro, J. Aspenleiter, S. Rudy M. Gamzon, M. Fusco, M. Presberg, B. Pacheco, E. Wilson, L. Kasdin, B. Haak, A. Bosworth

Absent:

Guests:

DATE: 7/27/2017 PLACE: A178

TIME: 4:15

FACILITATOR: Susan Rudy

TIMEKEEPER: J. Aspenleiter

SECRETARY: M. Gamzon

Thank you snacks:

TOPIC	PERSON	DISCUSSION/ DESIRED OUTCOME	TIME
Welcome Back/Introductions Snack Sign Up Sheet Approval of today's Agenda/Set timing (Vote: To Approve Agenda and Timing) Approval of Meeting Minutes from 6/8/17 (Vote: to approve minutes)	S. Rudy/All	Introductions Agenda items: added item regarding notetaking 7/27/2017 <b>VOTE: 7/27 Agenda items seconded and approved</b>  Approval of June Meeting Minutes: M. Presberg—Are these minutes to be approved? M. Presberg will serve as SECRETARY 2017-2018 B. Pacheco—There should be a record of this meeting.	4:15-4:30

		<p><b>VOTE: Meeting minutes of June –There was a motion to approve and seconded, motion was approved</b></p>	
<p>Ground rules:</p> <ul style="list-style-type: none"> <li>• Revision and Updates</li> <li>• Constituents Vote on Quorum Number</li> </ul> <p>Vote: To Approve Ground Rules</p>	<p>All</p>	<p>Staffing: A. Bosworth --When is SBPT involved in staffing issues? Can parents be involved in voluntary transfers?  March/April—voluntary transfers  Parents and teachers can be involved in voluntary transfers and principal selection  Other selections regarding staffing are administrative  <b>NEW BUSINESS</b> (Agenda setting for next meeting): Be sure to place this item on meeting minutes</p> <p><b>Alternates:</b> Students need 2 positions: elected incumbent senior and a junior (from SGA) and an elected alternate</p> <p><b>SBPT Reviewing Ground rules because of need for clarity and adherence to ground rules for next year</b></p> <p><b>An employee of district cannot be on parent team—2</b> parents and alternates—Deb Wachpress no longer eligible to be on SBPT since she is an employee of district</p> <p><b>ATTENDANCE:</b> 3 meetings absence of a member will require notice from constituency (no longer “consecutive”—removed from ground rules)  If a member chooses to resign, they need to submit that to constituency</p> <p><b>VISITORS:</b> Request to be a presenter must come by the Monday before the meeting.</p> <p><b>PRESENTERS:</b> Any presenter should demonstrate in writing the approval of their constituency regarding of curriculum or other concerns that SBPT can address</p>	<p>4:30-5:35</p>

		<p><b>Quorums:</b> Constituencies need to confirm quorum numbers at next meeting</p> <p><b>VOTE: Motion to continue discussion of ground rules with unlimited time extension until finished, seconded and approved. Facilitator will provide revisions to ground rules for final approval at next meeting.</b></p> <p><b>Seconded and approved.</b></p> <p><b>Revised Ground Rules will be attached to approved minutes after next meeting.</b></p>	
<b>SBPT Elections Update</b>	Pacheco/Nicastro Rudy	<p>Deb Wachpress no longer on SBPT. Two parent alternate positions are open for PTO to hold election.</p> <p>New election in September to cover 3 teacher positions. Nominations and Elections committee will assist in teacher elections.</p>	5:35-5:40
<b>Seniors with more than 2 advisements</b>	Aspenleiter/Nicastro	<p>Should students be encouraged to use early dismissal rather than extra advisement periods? 10-15 students in previous years drop courses and end up with more than 2 advisements 50-60 students have early dismissal. Students can return to building for after school activities with pass if they leave early. Will discretion be used in individual cases?</p> <p><b>Motion: A student may not be allowed more than 2 advisements per day. Any extenuating circumstances will be reviewed by the principal. Motion seconded and approved.</b></p>	5:40-6:00

<p><b>New Business items from June 8</b></p>	<p>All</p>	<p><b>Discussion tabled until next meeting</b>  <b>NEW BUSINESS items from June 8/July 27 meeting:</b></p> <ul style="list-style-type: none"> <li>• Recommendation to discuss how to implement Title I next year with student input added.</li> <li>• Selection/election of SBPT student representatives.</li> <li>• Reports from departments to SBPT. Ask departments to answer some simple questions as in past years to provide SBPT with a greater sense of school-wide instructional issues.</li> </ul>	<p>6:05</p>
<p><b>Set Dates for 2017-2018</b></p>		<p><b>Parent/Teacher Conference: 10/12(5-7 pm), 11/30 (5-7 pm), 2/2, (12:30-2:00), 3/8 (5-7 pm)</b></p> <p><b>SBPT Meeting Dates: 9/12, 10/18, 11/16, 1/11, 2/13, 3/13, 4/17, 5/15, 6/12 4:15</b></p> <p><b>Early Dismissal Dates: Fridays: 9/29, 12/1, 2/2, 3/23, 6/1 (Fridays)</b></p> <p>Curriculum night: September 19</p>	<p>6:05-6:30</p>
<p><b>Principal Update</b></p>		<p>Moved to end of agenda, should be bulleted</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Staffing</li> <li>• Arts and Instruction</li> <li>• School Culture and Climate</li> <li>• District Initiatives and Updates</li> </ul> <p>Letters went out about reorganization  No Coordinator of Special Ed—Students supervised by teacher assigned to case</p>	<p>6:30-6:50</p>

		<p>Performance supervision/coverage needed with both administrator and teacher support  SOTA not approved at moment for SAS grants  More students should be exposed to AP courses  Staffing—positions are being filled for music department, dance/drama,  Full time visual arts teacher  Health position—Laura Ferris, M. Mueller’s position still needs to be filled  Ellen Folts returning  .5 PE position  2 Reading teachers added</p> <p>District initiative—special education issues not clear at moment</p>	
<p>Constituency Share Out</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Parents</li> <li>• Teachers</li> </ul> <p>Administration</p>		<p>PD needs to be put in early  Jonathan Kelley to meet with PD planning group  PTO doing outreach to parents</p>	
<b>NEW BUSINESS</b>		<p><b>A. Bosworth requested absence/tardy rate information to look at how time change effected students</b>  <b>J. Aspenleiter also pointed to after school transportation changes and its effects</b></p>	
<b>Approval of today’s minutes</b>	Rudy/Gamzon/All	<b>Minutes approved at September 12 meeting.</b>	7:00

Minutes to be posted on sotarochester.org, SOTA’s Sharepoint page and posted in the Main Office copy room after approval.

NEXT SNACKS: