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

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**SCHOOL BASED PLANNING TEAM MINUTES**

Wednesday, August 14, 2019

4:15 pm – 6:00 pm

**Members:** Matt Bonawitz, Nija Branca, Breanna Eng, Matt Fusco, Marcy Gamzon, Lisa Kasdin, Martin Presberg, Brian Haak, Allison Bosworth, Kelly Nicastro, Paul Pittinaro, Susan Rudy, Evan Wilson

**Absent:** Susel Linares, Anais Rivera, JoAnn Aspenleiter

**Guests:**

**TimeKeeper:**

**Notetaker:** M. Presberg

**Facilitator:** S. Rudy

TIME	TOPIC	PERSON	DISCUSSION/ DESIRED OUTCOME	ACTUAL TIME
4:15 – 4:17pm	Call Meeting to Order <b>(Vote: To Call Meeting to Order)</b>	S. Rudy/All	Meeting Called to Order	4:25
4:17 – 4:20pm	Approval of Today's Agenda / Set Timing <b>(Vote: To approve agenda)</b>	S. Rudy/All	Approved unanimously	4:26
4:20 – 4:30pm	SBPT Positions for 19-20 <ul style="list-style-type: none"> <li>• Timekeeper</li> <li>• Note taker</li> <li>• Facilitator</li> </ul> <b>(Vote: To approve SBPT Positions)</b>	All	The following were unanimously selected: Timekeeper: Nija Branca Note taker: Martin Presberg and Brian Haak Facilitator: Susan Rudy	4:27
4:30 – 4:40pm	Ground Rules <ul style="list-style-type: none"> <li>• Review, revise and approve for 2019-2020</li> </ul> <b>(Vote: To approve Ground Rules)</b>	All	Ground rules were unanimously approved unchanged	4:29
4:40 - 4:55pm	SBPT Dates for 2019-2020 9/25, 10/23, 11/20, 1/16, 2/11, 3/19, 4/21, 5/19, 6/11, August <b>(Vote: To approve SBPT dates)</b> <b>Other Dates:</b> <b>Q1 7/1-11/8, Q2 11/9-1/31, Q3 2/1-4/17, Q4 4/18-6/26</b>	All	SBPT dates were unanimously approved unchanged	4:32

	<p>2019-2020 Parent Teacher Conference dates:          Thurs, Oct 17 (evening) 5:00 PM - 7:00 PM          Wed, Jan 8 (evening) 5:00 PM - 7:00 PM          March 5 (evening) 5:00 PM - 7:00 PM          Friday, March 6 (day) 12:30 PM - 2:30 PM</p>			
4:55 – 5:05pm	<p>Committee/Constituency Share Out and Update</p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Students, Parents, Teachers, Administration</li> </ul>	All	<p>2 Days of PD were provided as part of the SOTA Summer Series with up to 12 hours of PD available to teachers who attended all sessions.. Over 40 attended the first day with a similar number expected for day two. Session Presenters agreed to return for longer sessions in the future. A goal is to help teachers complete PD by February.</p> <p>Parents were also invited with 22 parents (mostly 7th grade) participating in the first day.</p> <p>Orientation scheduled for 8/22 and 8/28 4-7pm.</p> <p>Parents have not yet elected new SBPT representatives for the 2019-2020 school year. (Allison Bosworth and Martin Presberg acting as representatives from the previous year as allowed in the SBPT by-laws.) Michelle Burack is PTSO president. Plans are being developed for elections early in the Fall.</p>	
5:05 – 5:55pm	<p>Principal's Update</p> <p>Cell Phone Update          Opening of School          Communication          Staffing          Arts and Instruction          School Culture and Climate          District Initiatives and Updates</p>	K. Nicaastro	<p>Cell phones will be collected starting on the first day of school. Some logistical details are still being finalized such returning all phones from a central location vs. in classrooms. It was emphasized that SOTA will be collecting the phones as a courtesy (students are encouraged to leave them at home,) and the school will not be liable for phones that are lost or broken. Some parents have concerns about getting in touch with the kids. Administration is working to make sure that school phones will always be answered. There was also discussion about setting up a dedicated email box for attendance related issues.</p> <p>The district is questioning SOTA enrollment numbers with some challenges about defining the number of Special Ed students. (SOTA has a high number of 504 plans which are not always 'counted.')</p> <p>10 additional special ed students will be starting in the Fall, and there will likely be some kind of quote going forward.</p> <p>Administrative assignments:</p> <ul style="list-style-type: none"> <li>- Brian 7-8</li> <li>- Mario 9 and Special Ed (with support from Central Office)</li> <li>- Alan 10</li> <li>- JoAnn 11-12</li> </ul> <p>Counselors are staying the same.</p>	

			<p>3 new social workers (which is +1 from last year) There are a few teaching positions that still need to be filled.</p> <p>Student schedules should be mailed on 8/28 (delay is due to the need to wait for summer school results which can have a significant impact.)</p> <p>RCSD calendars were sent with mis-matched names and addresses</p> <p>Significant work has gone into updating the SOTA web page to make sure that all information is easily accessible. Every effort is made to make sure the web site is the 'go to' place for information including an on-line handbook</p> <p>Chromebooks will be distributed the 1st Friday of school. There was discussion around some of the challenges related to the new Chromebook program including lost and damaged devices as well as the need for charging in school.</p> <p>Teachers are being asked to develop course criteria sheets together with students to encourage student ownership and buy-in to rules and expectations including policies related to late work. Course criteria sheets will probably go out on the 2nd or 3rd day of class.</p> <p>Unofficial SOTA graduation rate is 94.4%! This is an extraordinary accomplishment about which the entire school community should feel proud.</p>	
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5:55 – 5:58pm	Approval of Today's Minutes <b>(Vote: To approve agenda)</b>	S. Rudy/All	deferred until next meeting	
5:58 – 6:00pm	Set Agenda for Next Meeting	S. Rudy/All	motion to adjourn was unanimously passed	6:00pm

Snacks Today: Rudy/Fusco

Next Meeting: 9/25 Snacks: TBD

Future Meetings: 10/23, 11/20, 1/16, 2/11, 3/19, 4/21, 5/19, 6/11, August

Please remember: SBPT meetings are open to the public.

Visitors do not participate in the full team conversations and are invited to sit in a designated area.

Minutes to be posted on SOTA SharePoint page and sotarochester.org after approval.