




---

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

---

**SCHOOL BASED PLANNING TEAM Minutes**  
 Wednesday, May 19, 2021  
 4:15 pm – 6:00 pm

**Members:** JoAnn Aspenleiter, Matt Bonawitz, Nija Branca, Brian Haak, Kelly Nicastro, Susan Rudy, Melissa Santiago, Talya Sirianni, Erin Wolf, Evan Wilson  
**Absent:** Matt Fusco, Anais Rivera, Breanna Eng  
**Guests:** Mike Murphy

**TimeKeeper:** N. Branca      **Notetaker:** B. Haak      **Facilitator:** S. Rudy

TIME	TOPIC	PERSON	DISCUSSION/ DESIRED OUTCOME	ACTUAL TIME
4:15 – 4:20pm	Call Meeting to Order <b>(Vote: To Call Meeting to Order)</b>	S. Rudy/All	- <b>Called to order</b>	4:17
4:20 – 4:25pm	Approval of Today’s Agenda / Set Timing <b>(Vote: To approve agenda)</b>	S. Rudy/All	- <b>Approved</b>	4:19
4:25 - 4:28pm	Approval of Today’s Visitors to Present the New Student Government Constitution: <b>(Vote: To approve visitors)</b>	All	- <b>Approved</b>	4:19
4:28 - 4:48pm	New Student Government Constitution Presentation (attachment) <b>(Vote: To approve)</b>	Murphy, Tillotson, Rebholz	- <b>Approved</b>	4:37
4:48– 5:05pm	Committee/Constituency Share Out and Update <ul style="list-style-type: none"> <li>● Professional Development</li> <li>● Culture and Climate</li> <li>● Students, Parents, Teachers, Administration</li> </ul>	All	Professional Development <ul style="list-style-type: none"> <li>- Is happening, meeting to discuss summer PD</li> <li>- District PD is wrapping up at beginning of June</li> </ul> Culture and Climate <ul style="list-style-type: none"> <li>- Still meeting, supporting BLM, reading New Jim Crow</li> </ul> Parents <ul style="list-style-type: none"> <li>- Nothing to update</li> </ul> Teachers <ul style="list-style-type: none"> <li>- four vacancies to be filled</li> </ul>	

5:05 - 5:15pm	SCEP Review In-Progress 2021-2022 SCEP Development	S. Rudy	<ul style="list-style-type: none"> <li>- Invited all staff = 15 staff, a few students</li> <li>- Format is very different this year <ul style="list-style-type: none"> <li>- Equity Self Reflection section</li> <li>- Student Interviews section</li> <li>- Data analysis from surveys, reflection, attendance, etc.</li> <li>- Create a report from Data Analysis</li> <li>- Data Analysis, Student Report, and Self Reflection are due at the end of May</li> <li>- Final SCEP developed in June</li> </ul> </li> </ul>	4:37
5:15 – 5:45pm	Principal's Update <ul style="list-style-type: none"> <li>● Communication</li> <li>● Staffing</li> <li>● Arts and Academics</li> <li>● School Culture and Climate</li> <li>● District Initiatives and Updates</li> </ul>	K. Nicastro / J. Aspenleiter	Communication Staffing <ul style="list-style-type: none"> <li>- interviewing for vacant clerical position</li> <li>- pushing for account clerk position</li> <li>- District is potentially offering PD for summer for staff and others</li> <li>- SBPT training - two options, don't have to attend as group</li> </ul> Dates <ul style="list-style-type: none"> <li>- High School end Monday June 21</li> <li>- Thursday, June 17th, ELA Regents come in - others don't</li> <li>- Middle School meets through June 24th</li> <li>- Monday, May 24th at 7:00 virtual National Honor Society</li> <li>- Monday June 7th - Jr/Sr virtual awards</li> <li>- In person Athlete Banquet, June 16th, 3pm - Coaches and Students only, checking to see if it will be online</li> </ul> Planning committee next year - Ms. Nicastro is sitting on the committee <ul style="list-style-type: none"> <li>- four meetings before fall to discuss reopening</li> </ul> Graduation (following CDC guidelines) <ul style="list-style-type: none"> <li>- <b>Focusing on voice of the students</b> (many surveys, student meetings - sparsely attended)</li> <li>- Graduation preference survey - majority: Graduation in the Courtyard <ul style="list-style-type: none"> <li>- four graduations ~ 40 students at a time, two guests per student</li> <li>- survey to ask day and time = Friday 2:00 or 3:00 (as of the time of this meeting - more data collected today)</li> <li>- probably two days Thursday, June 24 and Friday, June 25</li> <li>- Rain Plan - Grace Road/Lyric Theatre</li> <li>- Jack Latorre and Social Studies department cleaning up courtyard</li> <li>- Other departments looking to help out cleaning courtyard as well</li> <li>- Pat Griffin and custodial group are also getting courtyard ready</li> <li>- Senior Class - approved to have a day at Sea Breeze (110 signed up) - Wednesday, June 9</li> </ul> </li> </ul>	4:40

			SOTA Prom - There is no SOTA sanctioned Prom this year Title I Event (final) - SOTA Reads! June 3rd - 60 people signed up - Purchased hard copies, e-books, audio books - Developed lesson plan - Students at risk of failing English are invited to participate with parents to bring up grade	
5:45 – 5:55pm	Approval of Minutes <b>(Vote: To approve minutes)</b>	S. Rudy/All	- <b>Approved</b>	5:19
	NEW BUSINESS -set meeting dates for summer and next year in June meeting -elections - May for teachers			
5:55 – 6:00pm	Set Agenda for Next Meeting	S. Rudy/All	Wednesday, June 16	5:19
6:00pm	<b>(Vote: To adjourn meeting)</b>		- <b>Approved</b>	5:19

Snacks Today: BYO

Next Meeting: 6/16 via Zoom Next Snacks: TBD

Future Meetings: TBD

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.