

## Padilla SBPT Meeting Wise Agenda Template

<p><b>Meeting Agenda</b>  <b>Date:</b> January 6, 2025  <b>Start Time:</b> 2:45 pm  <b>End Time:</b> 3:45 pm  <b>Location:</b> Padilla Library</p>	<p><b>Norms:</b></p> <ol style="list-style-type: none"> <li>1. Take an inquiry stance</li> <li>2. Assume positive intentions</li> <li>3. Ground statements in evidence</li> <li>4. Stick to protocol and ensure all voices are heard</li> <li>5. Be here now</li> <li>6. Start and end on time</li> </ol>	
<p>TeamsLink: January   Meeting ID:   Passcode:</p>	<p><b>Attendees:</b> Erin Obi, Vanessa Crans, Kate Sullivan, Donna Groff, Sam Andler, Ed Mascadri, Kirstin Pryor, Penni Goff, Laura Dow</p> <p><b>Parent(s):</b>  <b>Student(s):</b> Honesty Babers  <b>Guests:</b> Mary Gray, Noel Jenkins</p>	
<p><b>Celebrations:</b> Introductions</p>		
<p><b>To prepare for this meeting, please:</b></p> <ul style="list-style-type: none"> <li>● Read this agenda prior to meeting</li> <li>● Submit agenda items by the Friday before the scheduled meeting</li> </ul>		
<p><b>Schedule:</b></p>		
<b>Time:</b>	<b>Minutes:</b>	<b>Activity:</b>
		<p><b>SBPT Structure</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Padilla Upper School SBPT Ground Rules</a></li> </ul>
		<p><b>Professional Development Approvals:</b></p> <p><b>Subcommittee needed to review and approve PD proposals.</b></p>
	5 minutes	<b>Topic 1 : Parent Report</b>

		<p>2/13-Brunch with leadership. Parents of students on academic progress "On a Roll." Chicken and waffles, juice, coffee tea in small cafeteria. 9-11 a.m.</p> <p>Offer go to all parents</p> <p>Honor roll kids will be specifically invited.</p> <p>PTO meetings will be promoted more widely and all HSAs will be recruiting parents - dates to be determined and more widely communicated</p> <p>Moving forward PTO meetings will be communicated with staff.</p>
	5 minutes	<p><b>Topic 2: Custodial Engineer interview and hiring process</b></p> <ul style="list-style-type: none"> <li>- Open position up, posted it, several applicants. Only 3 meet requirements for the roll. Two interviews tomorrow and one on Thursday. It may take a while for the individuals to move over to this role.</li> </ul> <p>Mascadri may implement custodial request, custodian can go through sheet and his staff will be notified. It is all automated and people should know when it is completed.</p> <p>Selection driven by union rules</p>
	10 minutes	<p><b>Topic 3: Clubs <a href="#">Club Requests</a></b></p> <p>No new clubs</p> <p>Still waiting for paperwork to downtown,</p> <p>Bob is coming Thursday to talk shop.</p> <p>Is there a centralized place of where and when the clubs meet?</p> <p>Sullivan is going to beautify the club meetings to share with students/staff.</p> <p>In the past we have used the \$ for stipends. Donna will ensure that all advisors have completed the stipend request form.</p>
	5 minutes	<p><b>Topic 4: . Padilla Principal posting and process</b></p> <p>The benefit of new principal is Mascadri will be supervising them</p> <p>4 people have applied</p> <p>Candidates are screened and then interviewed through SBPT</p> <p>The push is to have someone soon.</p>
	5 minutes	<p><b>Topic 5: Bell Schedule</b></p> <p>These are changes moving forward.</p> <p>People are transitioning non stop</p> <p>Start to have conversations for next year about what kind of transitions we need to have for next year. (Whether want shortened lunches or not)</p>

		For now (this year), exploring combining 11/12 lunches to lessen transition time. He is going to have Latragna look at combining 11/12 lunch.
	10 minutes	<p><b>Topic 6: Graduation Posters</b></p> <p>Communication of graduation requirements visually - pasted all over the school</p> <p>Meet with counselors to create a card or magnet with graduation requirements.</p> <p>Crans will update/modify for Padilla</p> <p>Activities we go through as a staff to talk about credits and graduation.</p>
	5 minutes	<p><b>Topic 7: Door to 4th floor elevator</b></p> <p>Door to the elevator area on the 4th floor continues to be unlocked. Kids are sneaking in to smoke/vape/etc. We have had multiple contacts asking for it to be locked at all times or provide keys to 4th floor teachers so we can lock if needed.</p> <p>Refer to building committee and custodial staff.</p> <p>Donna will ask custodians about the key.</p> <p>Obi will email McCabe and Chan regarding</p>
3:35-3:40	5 minutes	<p><b>Questions/Clarifications:</b></p> <p>Should we consider moving the meeting to 3:00 so that we can make sure people can be here on time and we can use time more efficiently?</p> <p>We should start SBPT meeting at 2:50 in February.</p> <p>Should we get training for SBPT? - follow up to see what is available and schedule something</p> <p>Pryor will ask office of innovation about training.</p> <hr/> <p>PTC: Jan 14- what does the process look like?</p> <p>PTC- 5-7 pm</p> <p>Send out email- Mascadri will email staff and send out robo call.</p> <p>Groff will put together a Google form for schedules of parent conferences.</p> <p>District PTC: March 6th</p>
3:40- 3:45	5 minutes	<p><b><u>Parking Lot/Agenda Items for Next Meeting:</u></b></p> <p>Schedule/structure for 2025-2026 school year</p>

		March District PTC planning
		<b>APPROVE MINUTES:</b> Signatures: <i>Donna Groff-McNulty</i> <i>Vanessa Crans</i> <i>Penni Goff</i> <i>Kate Sullican Krauf</i> <i>Erin E. Obi</i> <i>Laura Dow</i> <i>Sam Andler</i> <i>Honesty Babers</i> <i>Noel Jenkins</i> <i>Kirstin Pryor</i>  Agenda Development: Obi/Crans Roles: Facilitator: Note-taker: