



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

SCHOOL BASED PLANNING TEAM MINUTES

Wednesday, September 26, 2018

4:15 pm – 6:00 pm Room A178

Attendees: Lisa Kasdin, Martin Presberg, Brian Haak, Allison Bosworth, Breanna Eng, Kelly Nicastro, Paul Pittinaro, Matthew Fusco, Matthew Bonawitz, Evan Wilson, Luke Fellows, Marcy Gamzon, Joann Aspenleiter, Susan Rudy, Lisa Kasdin

Absent: Evelyn Castello, Susel Linares, Keisha Seymore, LaShaunda Leslie-Smith

Guests: none

TimeKeeper: J. Aspenleiter

Notetaker: M. Presberg

Facilitator: S. Rudy

TIME	TOPIC	PERSON	Notes	ACTUAL TIME
4:15 – 4:17pm	Call Meeting to Order (Vote: To Call Meeting to Order)	S. Rudy/All	There were cheers and general celebration in reaction to the official appointment of Kelly Nicastro as Principal of SOTA. By unanimous proclamation of the entire SBPT: "We are stoked!" Meeting called to order	4:20 4:31
4:17 – 4:20pm	Approval of Today's Agenda / Set Timing (Vote: To approve agenda)	S. Rudy/All	Agenda approved	4:32
4:20 – 4:30pm	Nominations for SBPT Positions for 2018 - 2019 <ul style="list-style-type: none"> • Timekeeper • Note taker • Facilitator 	All	timekeeper: Joann Aspenleiter note taker: Martin Presberg facilitator: Susan Rudy	4:33
4:30 – 4:40pm	Ground Rules <ul style="list-style-type: none"> • Review, revise and approve for 2018-2019 • Include BENTE/RAP? (Vote: To approve Ground Rules)	All	there was some discussion about reducing the administrator quorum to 1. No change was made. Ground rules were accepted without change	4:41

4:40 – 4:55pm	<p>Extended Time for Make Up Work</p> <ul style="list-style-type: none"> • Current District Policy vs Proposed Change • Committee Report • Next Steps 	J. Aspenleiter, M. Gamzon, K. Nicastro	<p>students with extended unexcused absences sometimes have unreasonable expectations for how much work they will be able to to make-up and how much time they will have.</p> <p>students who are out for field trips also sometimes have unreasonable expectations for how much time they should have to make-up work.</p> <p>there was some discussion about excused vs. unexcused absences. Some teachers include their expectations in course criteria sheets.</p> <p>use of google classroom also impacts this because students can see all their assignments in advance.</p> <p>. “It is the student’s responsibility to complete all work . . . within the 10 day period for excused absences. . . . Teachers are not mandated to provide make-up work for unexcused absences. ” (no one knows the origin of the “10-day” expectation)</p> <p>Many different situations were discussed. <i>There will be a committee formed to explore further and bring back one or more proposed policies for further discussion and vote.</i> Among the topics that will need to be explored is the extent to which any policy will be mandatory across the school or subject to teacher discretion. Differences in parent behavior for writing notes also needs to be considered. Rules for student suspensions also need to be considered. There also needs to be sensitivity and respect when guidance counselors become aware of circumstances that require special support for students.</p> <p>Late Work Policy Committee: Kelly, JoAnn (leader), Marcy, Lisa, Breanna</p> <ul style="list-style-type: none"> - individuals who are not part of SBPT may also be added to the committee. Possibly including a student. - an email will be sent to staff to see if anyone wants to participate 	
4:55 – 5:15pm	<p>SOTA Cell Phone Policy</p> <ul style="list-style-type: none"> • Form Sub Committee • Next Steps 	All	<p>This was a request from parents to look at the policy and consider it.</p> <p>Cell Phone Policy Committee: Luke (leader), Paul, Brian,</p> <ul style="list-style-type: none"> - an email will be sent to staff to see if anyone wants to participate - an additional parent (non-SBPT rep) might also be involved - it is important that the committee talk to Becky to get her perspective <p>Note: Allison will solicit anonymous parent input to these two committees</p>	5:19

			Luke sending email to staff to solicit interest for participation in committee	
5:15 – 5:20pm	Committee/Constituency Share Out and Update <ul style="list-style-type: none"> Professional Development Students, Parents, Teachers, Administration 	All	<p>PD committee just met: starting to plan the year; going through topics for PD based on the results of the SCEP plan. Discussed how to work through the district PD plan (systems and forms.) Assistance was requested from central office.</p> <p>There was some discussion about Glanton PD and offering it for this year especially because of new staff. Discussion about looking at the school-wide discipline plan posters for a more positive way to present the information.</p> <p>Susan spoke about a PD that she attended that was very positive - AnnaMaria Manso. Susan will contact AnnaMaria about the possibility of bringing it to SOTA.</p> <p>PTSO: Allison is co-president with Michelle Burack. A survey was handed out and many responses were received. 4 working committees are being formed: senior class fund raising, general fund raising, middle-school topics, and Arts support.</p>	5:37
5:20 – 5:35pm	SCEP Plan Review	All	moved to next meeting	5:55
5:35 – 5:55pm	Principal's Update <ul style="list-style-type: none"> Finish Line Report Communication Staffing Arts and Instruction School Culture and Climate District Initiatives and Updates 	K. Nicastro	<p>Finish Line report 2017-2018 was presented last year to superintendent. It lists many activities, statistic etc.</p> <p>Fully staffed with teachers. Vacancies are in Safety-Security-Officers. Becky Torres is a sub for the AP. There will be a position open.</p> <p>Curriculum night seemed well attended.</p> <p>There will be no air-conditioning after 10/1. It is being repaired as part of capital improvement.</p> <p>Program started for Restorative Practice: Creating and Restoring Relationships Effectively (CARE). There will be workshops, committee etc.</p> <p>College night next week: 5:30 counselor run-through. 6:00 financial aid expert.</p>	5:55
-----	New Business		Marcy to research and bring information to next meeting for discussion on opportunities for college credit for high school classes	6:20
5:55 – 5:58pm	Approval of Today's Minutes (Vote: To approve agenda)	S. Rudy/All	minutes will be sent out for approval at our next meeting	6:20

5:58 – 6:00pm	Set Agenda for Next Meeting	S. Rudy/All	Committee updates Share out Principal update SCEP plan College credit programs for drama and creative writing	6:22
				adjourn 6:25

Snacks Today: Gamzon/Wilson THANK YOU!
Next Meeting: 10/24 Snacks: Haak/Presberg
Future Meetings: 11/15, 1/17, 2/12, 3/19, 4/23, 5/21, 6/13

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.