



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

SCHOOL BASED PLANNING TEAM

Tuesday, April 17, 2018

4:15 pm – 6:00 pm Room A178

Attendees: Lisa Kasdin, Matt Fusco, Susan Rudy, Marcy Gamzon, Martin Presberg, Kelly Nicastro, Brian Haak, Allison Bosworth, Jo Ann Aspenleiter, Kelly Nicastro, Matt Bonawitz, Breanna Eng

Guests: Liz Hallmark

Absent: Luke Fellows, Evan Wilson, Alexis Jones, Kentrayl Brown

TIME	TOPIC	PERSON	DISCUSSION/ DESIRED OUTCOME	ACTUAL TIME
4:15 – 4:16pm	Call Meeting to Order (Vote: To Call Meeting to Order)	S. Rudy/All	Meeting Called to Order	4:20
4:16 – 4:20pm	Approval of Today's Agenda / Set Timing (Vote: To approve agenda)	S. Rudy/All	Agenda Approved	4:21
4:20 – 4:30pm	Approval of Meeting Minutes from 2/13/18 and 3/15/18 meetings (Vote: To Approve Meeting Minutes)	M. Presberg/All	Minutes for 2/13 were approved with 1 minor change. Minutes for 3/15 were approved with no changes.	4:33
4:30 – 5:00pm	Department Presentation Discussion/Response: ELA, Reading, Science, Math, Social Studies, Creative Writing, Special Education, Counseling/Social Workers, Drama -Written feedback and thank you notes to departments.	All	A subcommittee was formed to review the documents from the departments and create letters. Those letters will come back to SBPT for approval and then go out to the departments. Departments are invited to submit written information to SBPT. These will be reviewed at the May meeting.	4:36

5:00 – 5:10pm	Voluntary Transfer Process	K. Nicastro	<p>Applications from teachers wanting to transfer to SOTA have been received. Ranking is due by May 11. (Schools in receivership can prevent teachers from leaving.)</p> <p>In the past SBPT has approved that applicant teachers answer teacher screening questions. This helps to reduce the field (more than 200 applications received.)</p> <p>Letter sent to ask about interest in interviewing.</p> <p>If interest, questions and date are provided.</p> <p>Interviews are held by administration. SBPT can attend. (Anyone who participates must participate in all interviews for a given department. Team has to remain consistent for all applicants in a department.)</p> <p>Administration sends rankings by 5/11.</p> <p>Placements are determined by June.</p> <p>Letters that are sent include the available openings. (Not all openings are posted.)</p>	4:57
5:10 – 5:15pm	SBPT Elections for Next Year	All	<p>Teachers: 4 positions will be opening. RTA holds the elections. It is usually done with building committee. Term starts in July.</p> <p>Parents: One of the current representatives is a candidate for reelection. We will also look for at least one alternate. PTSO and SBPT elections are held together. PTSO needs a president.</p> <p>Students: SBPT student will be elected along with the Student government election.</p>	5:05
5:15 – 5:20pm	<p>NEW BUSINESS items</p> <ul style="list-style-type: none"> Recommendation to discuss how to implement Title I next year with student input added. 	All	<p>Evelyn worked on information. Allison signed for the parents. Evelyn sent email to Vicki requesting that the new PTSO submit much earlier next year. The hope is that a Title I conversation happen as soon as possible after a new PTSO president is identified.</p> <p>There appears to be some lack of clarity on the process for how paperwork is to be created, approved, and submitted. Kelly will research and share the answer with the team.</p>	5:07
5:20 – 5:30pm	<p>Committee/Constituency Share Out and Update</p> <ul style="list-style-type: none"> Professional Development 	All	<p>Professional Development: An assessment PD was held. There were 11 people there, and it went really well. 4 people from Central Office led the PD. All scheduled PDs are now complete. Individual collegial</p>	5:24

	<ul style="list-style-type: none"> • Students, Parents, Teachers, Administration • Department Presentation Committee 		<p>circles etc. are ongoing. Kelly Briggs can provide the official end date for PD.</p> <p>Discussion of the next season of “13 Reasons Why,” and the appropriate response.</p> <p>There will be a rally in Albany on lowering the voting age to 17. 47 SOTA Seniors will be going. Students who wanted to participate had to complete a number of pre-requisites.</p> <p>Senior trip is 5/18-5/20. Prom is 6/8.</p> <p>Senior Celebration will be the Friday morning of Prom. (breakfast, senior video, cap and gown distribution, optional dismissal at 11:00) Senior Visual Arts and Dance majors participated in an Art Moves program on assets and struggles in the community. It was great. Senior Coffee House 5/1 and Creative Writing book sale.</p>	
5:30 – 5:50pm	<p>Principal’s Update</p> <ul style="list-style-type: none"> • Communication • Staffing • Arts and Instruction • School Culture and Climate • District Initiatives and Updates 	K. Nicastro	<p>Today was pre-administration for AP exams. 4/27 is Day of Silence. AP and Regents review classes were funded and are ongoing. New Club: “SOTA Green Crew.” An Environmental club to meet and raise awareness in the building. They are also working with Mosaics. Approved. New tree planted with Ms. Harris’ class. 2018-2019 RCSD calendar distributed. Parent Teacher Conferences: 10/11 evening. 12/7 afternoon. 3/7 evening. 3/21 afternoon. (There was discussion about 3/7 and 3/21 days being close together. This is viewed as an advantage because the day and evening meetings are intended to reach different audiences.) Approved. May 2 – Superintendents Leadership Team will be meeting at SOTA. Very few opt outs from testing this year. Superintendents day schedule was shared.</p>	
5:50 – 6:00pm	Set Agenda for Next Meeting	S. Rudy/All	<p>Department presentation feedback. Department letters if possible. Update on voluntary transfer. Update on elections. Update on Title I</p> <p>These minutes for this meeting: Approved</p>	6:00

Snacks Today: Bosworth (Fig Newtons!)
Next Meeting: 5/15 Snacks: Wilson/Fellows
Future Meetings: 6/12

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.