



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

### SCHOOL BASED PLANNING TEAM

Present: K. Nicastro, A. Tirre, S. Rudy, J. Feinberg, E. Wilson, J. Aspenleiter, E. Folts, N. Somerszaul-Rivera (parent alternate) , A. Punzi (parent alternate), M. Presberg, M. Presberg (student), M. Vazquez-Simmons, D. Parker, M. Koch, M. Fusco, M. Mueller

Absent: P. Pittinaro, L. Kasdin, D. Carter, M. Gamzon

Guests:

DATE: Dec. 11, 2013

PLACE: Rm. 178

TIME: 4:15

FACILITATOR: Susan Rudy

TIMEKEEPER: J. Aspenleiter

SECRETARY: A. Punzi for M.Gamzon

Thank you snacks—Carter/Presberg

Next snacks: A. Punzi

| TOPIC  | PERSON  | DISCUSSION/ DESIRED OUTCOME  | TIME      |
|--|---------|--|-----------|
| Approval of agenda and set times             | S. Rudy | Approved and seconded.   | 4:20-4:25 |
| Approval on Minutes from 11/20/13            | S. Rudy | Add revisiting ELA Common Core standards to a meeting agenda in the spring. Attach C. Belair’s notes to distribution of these minutes.<br>Minutes approved and seconded.   | 4:25-4:30 |
| Communications Committee / Volunteer Members | S. Rudy | Is there a parent liaison at SOTA? There is someone (Gloria Goodwine) that works as “home school assistant”. Interpreted this way at the high school level. Susan Rudy will contact Gloria Goodwine to see if she is interested in working with Communication Committee and PTSA.<br>E-mails cannot be turned over to PTSA or Communications Committee. Create form or email to establish a database. Connect SOTA PTSA system to broader database for parents to select what they want to receive via email. Kelly will talk to CO technology dept. Defining school vs. parent’s group responsibilities. Ensure that each group is not doing the same collecting information. Office has a binder with information collected from audition letters. Communication committee would work best when parent groups collaborate with school administration/teacher groups. Create a needs assessment first then proceed from there. Survey | 4:30-4:50 |

|                    |             |   |           |
|--------------------|-------------|---|-----------|
|                    |             | <p>families to determine communication preferences. Committee volunteers: Kevin Petrichik (PTSA), Diana Carter(SBPT), Natalie Somerszaul-Rivera (SBPT), Mary Beth Mueller(teacher).</p> <p>Is there a communication issue? Parents would like to see how communication can be enhanced to reach more people. Calendar is a way to keep people informed, keeping the website up to date and a letter going out during key points in the year. Working on a newsletter being formed.</p> <p>Set up more information for 7<sup>th</sup> grade parents (Kelly). Top 20 things you should know as a 7<sup>th</sup> grade parent.</p> <p>Committee will meet to hash out details of this piece.</p> <p>Approved to move on.</p>   |           |
| Principal's Update | K. Nicastro | <p>Midterms: regents will be Mon., Tues., Weds., Thurs. January 27-30<sup>th</sup> . Regular classes will be held on Friday.</p> <p>Retakes and every student enrolled in English 3 or AP English language and anyone that needs to retake and exam.</p> <p>7<sup>th</sup> and 8<sup>th</sup> grade will be in class for full days during regents week.</p> <p>Principals proposal/waiting for approval:</p> <p>Provide some if not all Regents-like midterm exams for anyone that is taking a regents exam. Use the data from those tests as a formative assessment tool. Offer review classes for students taking Regents in January. Use the time to help students prepare for June exam. Any senior that is failing a course needs to come in all 4 days of regents testing. Giving an ELA and/or Math assessment for 7<sup>th</sup> and 8<sup>th</sup> grade to prepare for state assessments. Exam committee forming soon.</p> <p>Clarification needed on how to assess classes that end in January.</p> <p>Scheduling: Happening earlier this year. Feb 28<sup>th</sup> deadline. Will have a 9 period day. Counselors are meeting with 9<sup>th</sup> graders before break, 10<sup>th</sup> and 11<sup>th</sup> graders after break, then the 8<sup>th</sup> graders.</p> <p>Course request forms will still be done. Counselors may sit by gym</p> | 4:50-5:10 |

|                             |  |   |           |
|-----------------------------|--|---|-----------|
|                             |  | <p>to do course requests.<br/> AP meeting moved to March 14<sup>th</sup> because scheduling was moved.<br/> Leadership Rochester coming this week. Organization's vision is to support principled leaders for the Rochester committee.</p> <p>(3minutes additional)<br/> Mr. Tirre –Auditions<br/> Nov.9<sup>th</sup> window opened 250 applications accepted at open house.<br/> Practically closed Dec. 6<sup>th</sup> – extended to Dec. 20<sup>th</sup> informally.<br/> All families that fill out an application will be offered an audition.<br/> Process has not changed – all audition information is on line.<br/> Timeline: SOTA to close by mid-February - process information and hand over information to student placement<br/> 1 month to process at student placement (approx.)<br/> Target for notifying families end of April/early May 2014.<br/> Audition will take place in evenings of mid-term exam week in January 27-30. Arts teachers are on board to serve on committees.</p> |           |
| Agenda for next meeting     |  | <p>Approval of Agenda<br/> Music Lessons<br/> Principals Update<br/> Midterms<br/> Communication Committee Update<br/> Set Agenda for Next Meeting<br/> Approval of Minutes</p>   | 5:10-5:15 |
| Approval of today's minutes |  | Motion to approve minutes: approved and seconded.   | 5:15-5:30 |
| Motion to adjourn           |  |   |           |

NEXT MEETING: 1/15

FUTURE MEETINGS: **2/12, 3/19, 4/9, 5/21, 6/11**

Minutes to be emailed to SBPT, SOTA, and posted on [sotarochester.org](http://sotarochester.org) after approval.