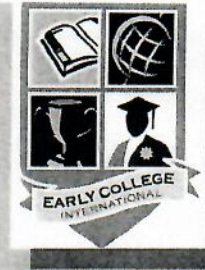


Rochester Early College International High School

Joint School Based Planning Team and Building Committee Meeting

Minutes – August 31st, 2017



Present: Mrs. Mehta and Ms. Bailey

SBPT Members in Attendance: Karen Hardaway, Jamayne Fleming, Lisa Englert, Theresa Lawrence

Building Committee Members in Attendance: Deanne Finewood, Maria Lopez, Nancy David and Kathy Diener recorder

Facilitator: Mrs. Mehta

Recorder: Kathy Diener

Agenda Items	Notes
Superintendent's Conference Day	<p>Hope to have all staff meet at our new MCC space</p> <p>It will go longer than expected because there is a 90 minute stream from the Superintendent.</p> <p>Building Committee will briefly go over cell phone policy and traffic patterns. Ms. Lopez will highlight the following:</p> <p>Students use stairs by elevator for breakfast and lunch and the one on this side for nurse and PE. The Back stairs #1 will only be used for fire drills – same as last year.</p> <p>No passes first and last 10 minutes of class. No early release before the bell. ISS and STAR room is the same- room 326.</p> <p>SBPT will present lesson plan outline and other relevant issues agreed upon by that body. Due dates must be firm in order to support data and progress reports.</p>
SCEP	<p>Work was finished March 5th and needs only be compiled and finalized.</p> <p>There are specific tenets called ERICA that the Superintendent wants to focus on.</p> <p>SCEP needs to be aligned with these priorities.</p>
Dates for meetings	<ul style="list-style-type: none"> • SBPT- Third Mondays of each Month. • Tuesdays of the third week will be for Building Committee • RTA First Wednesdays after school... the 6th first.
Staffing	<ul style="list-style-type: none"> • Administrative assignments will be created and assigned by Friday of the first week of school. • With multiple staff sharing rooms, there must be conversations about comfort level in terms of space and courtesy as well as quiet work time. • There are some staff who will not have full schedules.

	<p>They will be given a set plan on how to support our scholars in moving forward on attendance, intervention and progress towards goals for chiefs.</p> <p>RTI is Ms. Finewood and the Instructional Coach is Mr. Holland</p> <ul style="list-style-type: none"> - There is one block extra for Special Ed. That will offered to the current Special Ed. Teachers to see if they are interested in that extra block.
Cell Phones	<ul style="list-style-type: none"> • Cart will be condensed and housed in the storage closet during the day (by Art room) • All phones will be collected and locked up. Students are to be sent to the office if seen using a phone in class. • Phones collected at the office will be locked in the office until parent is contacted. • Parent will be called if student conceals a cell phone, if there is a second instance, the phone will be kept until the parent can come in to retrieve it. • A log will be kept by administration for each instance.
Space Utilization	<ul style="list-style-type: none"> • The former staff lounge has become a multi-purpose room that will need to be used for Resource, reading pull out and possibly test modifications. • It will always be available during the lunch period for staff to have eat there. • There may be a white board or schedule for academic use to be posted. • Space is still needed for Speech and the Psychologist for our program. WFA is supposed to be trying to find us space. • Hillside and Upward bound will have space on the 2nd floor where SWAN used to be. • SRO will be in space near the auditorium. • JROTC storage area may be OK for Speech and Psychology but may be able to use the SWAN space instead. • Shelly Strothers will be part time at MCC and also ISS (326) • 327, between science and language rooms, could be used for test mods and resource.
School Calendar (District)	<ul style="list-style-type: none"> • Dates have already have been submitted as follows: <ul style="list-style-type: none"> ○ Open House – October 12 (SBPT/BC suggested 5 -7) ○ Recruitment Night – November 16 ○ Black History Month Assembly – February 16 ○ Breakfast of Champions – March 14 ○ Parent- Teacher Conferences – December 6 ○ Parent-Teacher Conferences – May 2 ○ International Week Celebrations-April 30, May 1 and May 2 ○ Graduation – June 22

Title 1 funds	<ul style="list-style-type: none"> ○ Parental involvement events will be scheduled by SBPT ○ Parent connect, ,etc. for Open House ○ Recruitment Night ○ SBPT will sign off on this plan as well as PTO and principal ○ Parent Compact is required and already part of our policies. SBPT members may suggest additional parent policies that are suggested by the district.

Behavior Management Procedures

A Class room Time –Out Form with a checklist that informs The administrator of the current issue, that is sent with the Security officer. There should be an effort to not allow a Student to spend much time out of their class.