**BPT “Summer Day”**

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiTvOePj4fOAhXBej4KHdfmC-UQjRwIBw&url=http://www.ilvirtual.org/news/Summer-Course-List-is-Now-Available.cfm?grp_id%3D20432&psig=AFQjCNHL3UZ7rgL46EAZvj5vEtPaS_-5-w&ust=1469278492182383)

**7/20/16**

**Minutes**

*In attendance: Brian Buckner, Kristin Cocchiara, Rebecca DiNatale, Joe DiTucci, Christina Falbo, Debbie Gill (parent rep), Anthony Guzzetta, Sean McCabe, MaryJean McQuilkin, Rick Mueller, Tim O’Connor*

Established goals for the day:

1. Go over survey results from staff survey and senior parent survey.
2. Create a draft of the 16-17 BPT plan based on feedback from surveys and data.
3. Review BPT membership for each goal.
4. Determine “co-facilitators” for BPT for the 16-17 school year.
5. Review BPT monthly “to do” list.
   1. Set dates for voting on BPT plan, visits to department meetings, and other BPT activities.
6. Discuss Period 0.
7. Assign BPT minutes for the year.

**Goal 1: Review survey results**

Staff survey:

88 responses. Overall very positive feedback on achieving three goals of the plan. In terms of the feedback portion of the survey, there appeared to be three main areas of feedback: student cell phone use, student attendance (specifically students being tardy during 1st block) and student dress code. We discussed how to incorporate these concerns into the draft of the plan.

Parent survey:

Overall very positive responses from senior parents who took the survey. One area that received the most comments was the senior project and concerns over the purpose of the project and what students achieve from it. These comments will be shared with the Senior Project coordinator.

**Goal 2: Create draft of BPT plan**

Majority of the time during the day was spent on this endeavor. BPT worked as an entire team to go through each piece of the plan and make revisions, changes, etc. based on data, survey results and BPT discussion/collaboration. Draft of the plan will be looked at again during first BPT meeting in September. See dates below for BPT plan approval process.

**Goal 3: Review BPT membership for each goal**

Goal 1: Christina Falbo, Tim O’Connor, Kristin Cocchiara, Joe DiTucci

Goal 2: Rebecca DiNatale, Sean McCabe, and Amanda Van Huben

Goal 3: Brian Buckner, Debbie Gill, Anthony Guzzetta, MaryJean McQuilkin, Rick Mueller

\*\*Students will be assigned after first BPT meeting in September

**Goal 4: Determine “co-facilitators” for BPT for the 16-17 school year**

BPT determined that the co-facilitator position would be for two years and that Rick Mueller would continue in this role (with Sean McCabe) for the 16-17 school. A new staff co-facilitator will be selected during the summer meeting of 2017

**Goal 5: BPT dates**

*Dates for BPT plan*

Invite cabinet to review draft of plan on 9/26 with BPT.

Present draft of plan to faculty during faculty meeting on 9/27.

During BPT meeting on October 3, revise draft based on feedback from staff/DO and send our revised plan to staff for review.

Based on the number of changes to draft, conduct possible presentation to faculty again during faculty meeting on 10/11.

Conduct building-wide vote on plan 10/13 and 10/14.

*Department meeting visitations*

BPT representatives will visit department meetings 11/8 and 4/4.

*Faculty meeting*

BPT will be conducting breakout sessions during the faculty meeting on 9/13 to discuss the best practices concerning managing cell phone use and the dress code. The focus of these small group sessions will be learning from each other on what works well for staff members and how we can support each other and our students with these two topics. **All staff are invited to attend this meeting (clerical, paraprofessionals, etc.)**

*Staff Events*

Kickball/Barbecue June 2.

Discussed other events for staff. Possibly having a laser tag night and attending another Amerks game. Also discussed possibly organizing an evening where staff members can attend horse racing

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjKkP6yj4fOAhXLOT4KHUn4AwcQjRwIBw&url=http://www.123rf.com/clipart-vector/horse_racing.html&psig=AFQjCNGLpSZXY-4NUcWM0AhcIRXZ73l2EA&ust=1469278553309490)

**Goal 6: Discuss Period 0**

Reviewed that there would be no “Day O” this year. First day of school will be an “A Day”. Will have a Period 0 at beginning of the day where students will receive schedules, planners, etc. Period 0 will take place instead of Advisement, and the rest of the schedule would run normally. Will seek feedback from staff and students if this model for the first day of school better meets everyone’s needs (than having a “Day O” ((A and B days combined)).

**Goal 7: Minutes for 16-17**

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjp0a-akYfOAhWJbj4KHYBdCwgQjRwIBw&url=http://www.wikihow.com/Take-Minutes&psig=AFQjCNGaTJMLYVPAYN5EnMBoeR8z23jcrg&ust=1469279068255724)

9/12: Falbo

10/3: DiNatale

10/31: DiTucci

12/5: Guzzetta

1/9: O’Connor

2/6: Mueller

3/13: Buckner

4/10: Van Huben

5/8: McQuilkin

6/5: Cocchiara

Other:

Sean McCabe provided an overview of a new club that has been approved for the 16-17 school year called *Sources of Strength*. This will be in partnership with the University of Rochester and the focus of the club/group will be suicide prevention. Sean will send out an email asking for any staff interested in serving as an advisor to the club to contact him. Representatives from the University of Rochester will present to the faculty on 10/11 (during faculty meeting)