

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, August 18, 2021

2:00 PM - 3:30 PM (ZOOM)

Edison Career & Technology High School, 655 Colfax Street, Rochester, NY 14606

Facilitator: Jacob Scott

Note Taker: Kyla Harris

Time Keeper:

School Based Meeting Norms:

SBPT Members: Howard Campbell, Annissa Hines, Candice Williams, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, David Burgess, Charmaine Cohen, Sandhya Gupta, Kyla Harris, ***Eric Magnussen***, Kevin Murphy, ***Garonia Parchment***, ***Teresa Parker***, Sidney Rajab, Shaun Rodriguez, Andrea Seckel, Latresha Fuller, Robert Goldsberry, Babette Phillips, Kathleen Trepanier, Jacob Scott



Attendees: Annissa Hines, Darcy Barrant, Jacob Scott, Latresha Fuller, Babette Phillips, Charmaine Cohen, Kyla Harris, Sandhya Gupta, Andrea Seckel, Kevin Murphy, Sidney Rajab, Kathleen Trepanier, David Burgess

Absent: Howard Campbell, Candice Williams, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, ***Eric Magnussen***, ***Garonia Parchment***, ***Teresa Parker***, Shaun Rodriguez, Robert Goldsberry

Agenda:

- (1) Welcome
- (2) School Based Planning Members - 2021-22
- (3) Updates and Information
- (4) Parent Engagement Updates - Dr. Cohen
- (5) PDI Update and Information - Phillips
- (6) Social & Emotional Supports - how do we plan on embedding this into our schedule
- (7) September 7 - Superintendent's Day Agenda
- (8) Meeting times for the 2021-22 school year

TIME	MIN	ACTIVITY	MINUTES
2:00 PM		Welcome	There is a new Share Folder for SBPT this year for access by only SPBT members, except access to minutes will be given to the entire building.

			<p>Last year we had information in a shared folder, we shared with the entire school, including SBPT minutes.</p>
2:11		SBPT Membership	<p>Members in bold are members who might not be on SBPT this year.</p> <ul style="list-style-type: none"> • Parents in bold will be checked on. • Teachers who are no longer teaching at Edison. <p>Union reps will be contacted to see where they are in regards to electing new SBPT members to fill the gaps.</p>
2:13		Updates and Information	<p>Is everyone supposed to be returning in September in person? Yes, all staff and students will all be in person.</p> <ul style="list-style-type: none"> • Students can remain remote <i>if</i> they have a medical excuse. <p>Operations and Safety Health Guidelines state masks are mandatory for everyone regardless of vaccination status, unless they are eating or drinking.</p> <p>Temperature checks may not take place. It may be random at the door.</p> <p>In person orientation will require all students to be masked and will be multiple days to allow for social distancing.</p> <p>Lockers- Students are allowed to have lockers.</p> <p>Operations and Safety Health Guidelines will be embedded into today's minutes.</p> <p>Staffing is not complete. HCI is trying to fill vacancies with new hires.</p> <p>Schedules will be in the system for teachers to see next week. Most teachers are in the same room as last year.</p> <p>New fire doors are being placed in the building.</p> <p>Teachers will be told when they can come in to set up their classrooms by Friday.</p>

			We have a new Administrator, Heidi Jackson, as the 9th grade administrator.
2:30		Parent Engagement Updates	<p>Parent surveys have been given for each grade level, bilingual, NYSAA and PTECH via phone calls.</p> <ul style="list-style-type: none"> • What days and time are best for parent workshops? • What topics do you want workshops to be on? • What do you need to be able to attend? <p>Parent officer vacancies will be filled by parent workshop graduates.</p> <p>The last summer Parent Leadership Academy will be tonight. Graduation is scheduled for next Monday.</p> <p>Parent Leadership Academy reunion will be on Friday the 27th. It is sponsored by businesses.</p> <p>We are targeting specific parent groups</p> <ul style="list-style-type: none"> • Fathers or men in students' lives; There will be life skills workshops to help build healthy relationships between students and male role models. • Bilingual students- Partnership with IBERO and BEC (Bilingual Education Council) • Parents of athletes- planning on what is required of students to participate in sports and how they can maintain eligible grades.
2:45		PDI Update and Information	<p>Phillips recommends a subcommittee for PDI approvals. PDI should be aligned with receivership and research.</p> <p>Virtual signatures are needed by all members after virtually voting, or at least by the subcommittee.</p> <p>For those teachers who are interested in the subcommittee will be given a refresher on PD approvals.</p>
2:55		Social & Emotional Supports	Last year we had SEL that was embedded into our schedule. It was taken out of the

			<p>schedule when we found out we would not be coming back.</p> <p>One proposal is to have it at the end of the day for 15 minutes to check in on our students at the end of the day.</p> <p>Instead of having it in the afternoon, a suggestion was given to have it at the beginning of the day, along with breakfast. Also a member suggested rewards/incentive (pass/fail) for attending SEL.</p> <p>Instead of calling it SEL or Homeroom, a suggestion was given to change the name to Period 0 or Period 10, or Family Time.</p>
3:28		September 7 - Superintendent's Day Agenda	Mr. Scott has not received anything from CO regarding September 7th Superintendent's Conference Day yet. He sent an email to CO asking for a schedule/agenda.
3:30		Meeting times for the 2021-22 school year	It is suggested we have a meeting about opening of school and safety guidelines next Wednesday, August 25th in the afternoon (1:00-2:00). Mr. Scott is attending a Superintendent conference that morning and hopefully has more information to share with the members.
		<p>Assess what worked well about this meeting and what we would like to change</p> <p>+ Plus (working well, build upon)</p> <p>▲ Delta (opportunities of improvement)</p>	<p>+ Plus-</p> <ul style="list-style-type: none"> -Great collaborative discussion around the SEL time. -Appreciated capturing everyone's thoughts and highlighting the parent perspective <p>▲ Delta-</p> <ul style="list-style-type: none"> -How can a committee help with the SEL work and how will it come back to SBPT for final approval/feedback etc.?
Parking Lot		<p>School Based Planning Team Focus Areas and Goals from 2020-21 school year? As a School Based Planning Team what should our focus for the 2020-21 School year be?</p> <p>Please review and fill out the attached and be ready to discuss our focus areas and goals for 2021-22 with dates to keep as a timeline: SBPT Focus Areas and Goals 2021-22.</p>	Language Line information will be sent out to the staff for them to communicate with parents who speak a language other than English.

	Next Meeting: Wed, August 25 from 1-2pm Facilitator: Jacob Scott Notekeeper: Timekeeper:	