

SCHOOL BASED PLANNING MEETING AGENDA

Edison Career & Technology High School

Wednesday, December 9, 2020

6:00 PM - 7:30 PM (ZOOM)

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

Facilitator: Jacob Scott

Note Taker: Kyla Harris

Time Keeper: Teresa Parker



School Based Meeting Norms:

1. Take an Inquiry Stance
2. Ground statements in evidence
3. Assume positive intentions and take responsibility for impact
4. Stick to protocol and hear all voices
5. Start and end on time
6. Be here now
7. Expect non-closure
8. Expect discomfort in the service of learning

Attendees: Jacob Scott, Dave Burgess, Teresa Parker, Kyla Haris, Andrea Seckel, Katie Trepanie, Babette Phillips, Sandy Gupta, Kevin Murphy, Rich Paulfer, Dr. Charmain Cohen, Annissa Hines, Garonia Parchment, Howard Campbell, Candice Williams, Robert Goldsberry, Sidney Rajab, Andrea Seckel

Absent: Shaun Rodriguez, Rich Paufler, Eric Magnussen, Michael Swinton, Michael Andrews, A.Murray, T.Sliver,

Agenda:

- **Welcome, Introductions, and Meeting Focus**
- **Edison Campus Updates** - Scott
- **Title I/Parent Engagement** - Cohen
- **Professional Development Incentive** - Phillips
- **Mission and Vision** - Scott
- **School Clubs & Organization Update**
- **Focus Items for the School Year**

TIME	MIN	ACTIVITY	MINUTES
6:00 PM	5	Welcome and Meeting Focus	
6:05 PM		Edison Campus Updates <ul style="list-style-type: none"> • School Based Planning Team Members 2020-21 and Meeting dates 	<ul style="list-style-type: none"> • We will be meeting on the second Wednesdays of every month 6:00-7:30.

	20	<ul style="list-style-type: none"> • School Based Manual • Receivership Public Hearing: 11/30 • NYS Visitation in January: 1/7 	<ul style="list-style-type: none"> • The Receivership link in the agenda has a video we can watch. • The state provided us a possible agenda for visitation. They plan on visiting over Zoom, which is different than the past. The state would like to visit 4-5 classrooms in Zoom for walkthroughs. They will be sending questions for groups ahead of time. Mr. Scott will be sharing any information he receives from the state about the visit with us.
	5	Title I/Parent Engagement - Dr. Cohen <ul style="list-style-type: none"> • Parent Leadership Graduation: 12/10 	<ul style="list-style-type: none"> • Parent Leadership Graduation Ceremony will be tomorrow. We have four graduates this year. Candice Williams (parent rep and former Parent Leadership graduate) will be a keynote speaker. • Virtual Reimagine Education Summit: breakout groups for parents, students, educators and community partners. Will also have a bilingual session. Keynote speaker will be a Regents member. Student council will be leading the discussion for students.
	15	Professional Development Incentive - Phillips	<ul style="list-style-type: none"> • Process for PDI approval has been approved in the past. <ul style="list-style-type: none"> ◦ Teachers submit requests electronically and tracked in a database for approved requests. Teachers should submit the requisition at least 30 days prior to the PD beginning. ◦ SBPT vote on the request electronically using Outlook voting. An answer from SBPT will be given within 3 days, However it then needs to be sent to OPL for their approval. There is not a set timeline for them to approve the PDI. ◦ Teachers must submit their documentation of attending their PDs. Since COVID that changed to them taking their pictures as a screenshot.
	5	Edison Campus Mission & Vision Discussion Scott	Mr. <ul style="list-style-type: none"> • Last year, Diane Watkins took on the task of gathering input from parents,

			<p>students, staff and alumni for a new Mission and Vision statement.</p> <ul style="list-style-type: none"> ○ The hope is the staff demonstrate these principles for the students to see. <ul style="list-style-type: none"> ■ Maybe on a Wednesday we can breakout into groups and discuss how staff members demonstrate the principles for staff buy-in.
	15	School Clubs and Organization Update <ul style="list-style-type: none"> • Class Advisors? • Yearbook? • Student Government? 	<ul style="list-style-type: none"> • Typically, the amount of money allocated for clubs is decided at the end of each school year for the upcoming school year. It was suggested allocations should be based on a rubric. <ul style="list-style-type: none"> ○ SBPT would like to form a subcommittee to allocate funds. • Unfortunately, CO decided most clubs will not be established this year because of COVID. However, a budget was made for class advisors, yearbook and student government. If we do have these there has to be documentation of meetings to justify funding. Meetings will be remote.
	10	Focus Question: As a School Based Planning Team what should our focus for the 2020-21 School year be?	<ul style="list-style-type: none"> • SBPT will fill out the Google form regarding what our SBPT should focus on this year.
	3	Assess what worked well about this meeting and what we would like to change + Plus (working well, build upon) ▲ Delta (opportunities of improvement)	+ Plus- having dialogue and being respectful by allowing everyone to talk. <ul style="list-style-type: none"> - Organized meetings with relevant topics - Parents being at the meeting. ▲ Delta <ul style="list-style-type: none"> - Participants making sure they are muted when they are not speaking. - Remember all members may not be familiar with acronyms.
		Action Items and Follow UP	<ul style="list-style-type: none"> • Should we begin encouraging students to have cameras on for the state visit? We can, but it's not necessary. The State understands • Since five weeks is coming up, the ENL team would like to suggest in lieu of Professional Learning or

			<p>department meeting for one upcoming Wednesday to meet with co-teachers to prioritize assignments for students with INC from the first quarter.</p> <ul style="list-style-type: none"> • Subcommittees and chairs for PDI and clubs.
Parking Lot		<p>Next Meeting: January 13, 2021</p> <p>Facilitator:</p> <p>Notekeeper:</p> <p>Timekeeper:</p>	