

## Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, March 2, 2022

5:00 PM - 6:30 PM (ZOOM)

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

**Facilitator:** Jacob Scott

**Note Taker:** Sandhya Gupta

**Time Keeper:**

### School Based Meeting Norms:

**SBPT Members:** Ebony Stubbs, Anthony Marshall, Howard Campbell, Annissa Hines, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, David Burgess, Charmaine Cohen, Sandhya Gupta, Kyla Harris, Kevin Murphy, Sidney Rajab, Shaun Rodriguez, Andrea Seckel, Latresha Fuller, Robert Goldsberry, Babette Phillips, Jacob Scott



**Attendees:** David Burgess, Charmaine Cohen, Sandhya Gupta, Kyla Harris, Kevin Murphy, Sidney Rajab, Shaun Rodriguez, Andrea Seckel, Jacob Scott, B. Phillips, Ebony Stubbs

**Absent:** Anthony Marshall, Howard Campbell, Annissa Hines, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, Latresha Fuller, Robert Goldsberry

### **Agenda:**

- (1) Approving of minutes from past meetings - [folder link of past meetings minutes](#)
- (2) Building Wide Updates - Scott
  - Edison Extended Day Program (Mon-Thurs from 2:45-4:45 pm, Sat from 9:30-1:30 pm)
  - Masking Update from the Superintendent's Office
  - Parent Teacher Conference - Thursday, March 3, 2022
  - Edison Expo - March 3 (during our Parent Teacher Conference)
  - [Half-Day Schedule](#)
- (3) Parent Engagement Update - Dr. Cohen
- (4) Professional Development Incentive - Phillips
- (5) Building-Wide PD Update - Felton, Burgess, Watkins
- (6) Clubs and Organizations - Murphy
- (7) Instructional Council Update - Burgess, Watkins
- (8) Closing

TIME

MIN

ACTIVITY

MINUTES

5:00 PM		Kudos	The testing team did a great job with SATs!
		Approval of Minutes	Approved by Gupta, seconded by Seckel
		Building Wide Updates	<ul style="list-style-type: none"> <li>Extended day program started this week. We may need more teachers. So far 379 students have enrolled in the program.</li> <li>Mask: Optional</li> <li>Teachers who are vaccinated still need to submit their COVID tests weekly.</li> <li>Parent Teacher Conference, March 3rd is in person (4.30-6.30 PM). Interpreters will be available. <ul style="list-style-type: none"> <li>During PTC, the Edison Expo will be held in the Gym for the incoming freshman.</li> </ul> </li> <li>Half-day schedule on Friday: Some teachers who teach all four periods had concerns. They will be told to contact Burgess for relief. ROCRestorative training will be held. Some staff (department leaders, Paras, TAs, and Library Media Specialists) will <b>not</b> be attending, instead they will be attending district PDs.</li> </ul>
		Parent Engagement Update– by Dr. Cohen	<p>All hands on Deck workshop in January. It was highlighted in the Superintendent's notes which was presented to the board.</p> <p>Spring Parent university catalog is being developed ( March, April, May).</p> <p>Leadership class will start next week. A set of thermometers and a covid test kit was given to parents.</p> <p>For ELL parents, a flier with potential PTC questions was developed and translated</p>

			into five different languages (Arabic, Nepali, Somali, Spanish and Swahili.
		Professional Development Incentive– Philips	There were some concerns about the PD approval process. We should spend more time approving the PD. Harris volunteered to be the SBPT member who creates the PDs in True North Logic, if she still has access.
		Building-Wide PD Update	Mr. Burgess: PD on Second Wednesday of the month 2.45-4.45 PM)- designing more student centered lessons. The first hour will be for training, the second hour will be for implementing the training into lesson plans.  Fourth Wednesday of the month: Update from Mr. Scott (2.45-4.45pm)
		Instructional Council Update	Mr. Burgess: IC revisited the six objectives for the school year.  Employability posters were distributed to the classrooms. Teachers will be integrating those skills in the lessons. Survey on the skills was very positive, Science and English department have collaborated in answering constructed response regents questions in science
		<b>Assess what worked well about this meeting and what we would like to change</b> + Plus (working well, build upon) ▲ Delta (opportunities of improvement)	+ Plus-  ▲ Delta-
<b>Parking Lot</b>		Quality conversation on streamlining the process for PDI on a subcommittee level.	A workshop can be held on one of the Wednesdays on the PDI protocols.
		<b>Next Meeting:</b> Wednesday, April 6, 2022 <b>Facilitator:</b> Jacob Scott <b>Notekeeper:</b> Sandy Gupta <b>Timekeeper:</b>	