

## SCHOOL BASED PLANNING MEETING AGENDA

### Edison Career & Technology High School

Wednesday, May 13, 2021

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:**

#### 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:** Jacob Scott, Andrea Seckel, Sandhya Gupta, Kyla Harris, Eric Magnussen, Garonia Parchment, Charmaine Cohen, Kathleen Trepanier, David Burgess, Latresha Fuller, Robert Goldsberry

**Absent:** Howard Campbell, Annissa Hines, Candice Williams, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, Kevin Murphy, Teresa Parker, Sidney Rajab, Shaun Rodriguez, Babette Phillips

#### **Agenda:**

- (1) Welcome
- (2) Approval of minutes from last meeting
- (3) Title I/Parent Engagement Update (Dr. Cohen)
- (4) Professional Development Wednesday Update (Mrs. Gupta, Mr. Burgess)
- (5) Club Information and Updates

TIME	MIN	ACTIVITY	MINUTES
6:00 PM	5	Welcome and approval of minutes from the last meeting	Gupta Approved minutes, Murphy seconded the approval.  Harris will send the minutes to the building through email. Scott will make sure minutes are put on the school website.

	<b>10</b>	Title I/Parent Engagement Update Dr. Cohen	<p>Fall catalog of offerings and Spring catalog of offerings for parents. Spring catalog was just completed with community partnerships, for example Snap Ed, EOC (nursing program).</p> <p>April had a second graduation from the parent Leadership Academy.</p> <p>A meeting took place to reach a different demographic of parents, (men or other male figures in the childrens' lives).</p> <p>Title I audit meeting took place a couple of weeks ago about what Edison has done for parents gaining access to information about their children's education and becoming school leaders.</p>
	<b>20</b>	Professional Development Update Ms. Gupta, Mr. Burgess	<p>On Wednesdays we have been doing technology based workshops and research based topics to have collaborative conversations. Based on the weekly surveys staff is appreciative.</p> <p>Using a survey given today focus groups will be formed to implement the research read and collaborative conversations.</p> <p>Gupta recommends having the PD team and focus groups to continue next year.</p> <p>Scott would also like to continue the work the team has started, more than just on Superintendent's Conference Days.</p> <p>Parchment would like to have PDI for the focus groups over the summer.</p>
	<b>20</b>	Club Information and Updates Ms. Parchment <a href="#">Edison Club Information</a>	<ul style="list-style-type: none"> <li>● Parchment modified the application form created by Gupta and other members for club applications. It is now a Google Form. <ul style="list-style-type: none"> <li>○ A timeline will be made for when to send out the form.</li> <li>○ A manual for a description of the clubs that can be on their website, during orientation and recruitment should be made.</li> </ul> </li> <li>● Club Allocation Rubric is subject to change depending on the school budget. Hopefully we will find out soon what the budget will be.</li> </ul>

			<ul style="list-style-type: none"> <li>• The Google Doc will be saved for review by SBPT.</li> <li>• A suggestion was made for having a clubs folder for minutes from club meetings can be kept and access will only be given to SBPT and club advisors to use for accountability in case the school gets audited.</li> </ul>
PM	<b>3</b>	<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- <ul style="list-style-type: none"> <li>• We started on time and it was efficient.</li> <li>• Hearing what Parent Engagement has been doing. <ul style="list-style-type: none"> <li>○ Mr. Murphy for volunteering to support.</li> </ul> </li> <li>• Mr. Scott taking attendance during the meeting.</li> </ul> ▲ Delta <ul style="list-style-type: none"> <li>- An earlier reminder with the agenda. The agenda will start to have a link to previous minutes.</li> </ul>
<b>Parking Lot</b>		<b>Next Meeting:</b> June 9, 2021 at 6pm <b>Facilitator:</b> <b>Notekeeper:</b> <b>Timekeeper:</b>	How many PDI can we get over the summer? <ul style="list-style-type: none"> <li>• Seckel said there isn't a limit anymore.</li> <li>• Seckel suggested we put the request in soon.</li> <li>• Scott will look into getting the new form for 2021-2022. <ul style="list-style-type: none"> <li>○ It will be ready by the end of June.</li> </ul> </li> </ul>