

## SCHOOL BASED PLANNING MEETING AGENDA

### Edison Career & Technology High School

Friday, October 16, 2020  
3:00 PM - 4:00 PM (ZOOM)

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

**Facilitator:** Jacob Scott, Principal

**Note Taker:** Kyla Harris

**Time Keeper:** -

**Attendees:** Scott, Williams (Parent Rep), Hines (Parent Rep), Parchment, Parker, Rodriguez, Gupta, Seckel, Goldberry, Sidney, Murphy, Charmain, Harris

#### Agenda:

- Welcome
- Parent Teacher Conference discussion
- PTC Plan

Time	Min	Activity
3:00 pm	05	<p><b>Welcome</b></p> <p><b>P.T.C recap from previous meeting</b></p> <ul style="list-style-type: none"><li>• PTECH has a plan for PTC that works well for their smaller school setting. Ms. Fuller and Ms. Rich will provide an overview of what they have in place.<ul style="list-style-type: none"><li>○ Wednesday two times throughout the day and Thursday October 22 Evening</li><li>○ Parents can sign-up on <a href="http://www.Signup.com">www.Signup.com</a> for 10 minute meetings with teachers. They can choose what kind of conference they would like (phone or Zoom). Teachers are being asked to email parents the zoom link using the email parents used when signing-up for a meeting.</li><li>○ The maximum number of parents that can meet with a teacher is 37. If a parent really wants to meet with the teacher, they can contact the teacher to schedule a meeting at a different time.</li><li>○ If parents miss their meeting, teachers are being asked to be flexible to reschedule them for another meeting.</li><li>○ Parent of ELLs would need to be coordinated for Language Line to be used.<ul style="list-style-type: none"><li>■ We cannot add a section for Translator Needed on signup.com unless we upgrade</li></ul></li></ul></li><li>• An idea for Edison to consider: instead of PTC, we will have an Open House format. On Wednesday, October 21 during the day we can offer families the opportunity to visit their child's classrooms via Zoom and can follow their child's schedule as they would in a remote setting.</li></ul>

		<ul style="list-style-type: none"> <li>○ It would be on the teacher to have a short general presentation and questions.</li> <li>○ Some districts are having parents go into Google Classroom and using those Zoom links.</li> <li>○ We can put a Google Form in Google Classroom if they want a private conference later.</li> <li>○ If it was during the day on a Wednesday (October 29th), we could follow the times for our normal schedule. If we did it at night our times would be shorter (last week of October).</li> </ul>
3:05 pm	45	<p><b>Parent Teacher Conference discussion</b></p> <ul style="list-style-type: none"> <li>● October 28th during the day and October 29th have an open House 5:00-7:00, nine- 10 minute periods with a 3 minute passing time between each class. Parents can use that time to make an appointment for individual conferencing shortly afterwards (in the next couple of days). <ul style="list-style-type: none"> <li>○ Candice Williams would like to have grades, concerns, strengths sent and an option to set up a conference. Section from counselors on what parents can ask what parents can do for social emotional check-ins. <ul style="list-style-type: none"> <li>■ We will be sending out progress reports next week.</li> </ul> </li> <li>○ Ms. Hines wondered if it would be the same for NYSAA parents. <ul style="list-style-type: none"> <li>■ It would be the same information and opportunities.</li> </ul> </li> <li>○ If parents of students who are failing don't make an appointment teachers should reach out to the parents and set up an appointment.</li> </ul> </li> <li>● Sidney, suggested having parents attending classes with their students.</li> </ul>
3:50 pm		<p><b>Parent Teacher Conference Plan:</b></p> <p>Instead of having an open house, teachers will reach out to parents of students in danger of failing on Wednesday, October 21st 5:00-7:00.</p> <ul style="list-style-type: none"> <li>● Teachers should reach out to parents of students who are at risk of failing. Teachers will be given the code for Language Line to help communicate with parents who do not speak English.</li> <li>● Parents of students not at risk of failing will be told to contact teachers if they want to set up a conference.</li> </ul>
Parking Lot		<p>Future meetings maybe after 6:00-8:00 PM. Mr. Scott will send out a poll for preference on days and times.</p>