

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, April 12, 2023
5:00 PM - 6:30 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: Ebony Stubbs, Annissa Hines, Richard Paufler, Adrienne Murray, Tegra Silver, David Burgess, Charmaine Cohen, Sandhya Gupta, Kyla Harris, Kevin Murphy, Andrea Seckel, MiEsha Adell, Kathryn Leenay, Sarah Paxhia, John O'Neil, LaCassa Felton, Robert Goldsberry, Babette Phillips, Jacob Scott, Helen Dumas

Attendees: Kyla Harris, Jacob Scott, John O'Neil, Andrea Seckel, David Burgess, Sandhya Gupta, MiEsha Adell, Kathryn Leenay, Ebony Stubbs, Sarah Paxhia, Babette Phillips, Robert Goldsberry, LaCassa Felton,

Absent: Annissa Hines, Richard Paufler, Adrienne Murray, Tegra Silver, Charmaine Cohen, Kevin Murphy, Helen Dumas

Agenda:

- (1) Welcome and Introduction of Members
- (2) Approval of Minutes from [March 1, 2023](#)
- (3) Principal Updates - Scott

Updates and Check-Ins:

- (4) **Parent Engagement** - Dr. Cohen
- (5) **Professional Learning Experience** - Phillips
- (6) **Clubs and Organizations** - Murphy, Harris
- (7) **Instructional Council** - Burgess
- (8) **MTSS Update** - Felton
- (9) Other Items: see below in agenda



TIME	MIN	ACTIVITY	MINUTES
5:00 PM	5	Welcome and Introduction of Members	41 instructional days of school left!

5:03 PM	5	Approval of Minutes from Wednesday, March 1, 2023	Minutes approved by: Harris Second by: Gupta
5:08 PM	15	Principal Updates Jacob Scott	<p>Election to Work Agreement was sent out to staff to see who wants to remain at Edison. It was due from teachers two weeks ago. The school is allowed to choose teachers they want. There is a tentative schedule that has not been approved by the BOE. When it is approved, staffing can be finalized.</p> <p>Staffing Update for 23-24 School Year- Scott had a meeting today with the Director of Retention and Staffing regarding programing and students.</p> <p>Upcoming State Visit: 4/20/23- The state will see ELA, Math and CTE classes. A tentative schedule will be shared with the staff for the visit.</p> <p>Scott received a communication about his email to staff in regards to them leaving at 2:45. The contract wording says up to 15 minutes after the bell rings. Scott will send out a clarifying email after hearing from CO.</p>
5:23 PM	5	Parent Engagement - Dr. Charmaine Cohen	We have a speaker, T. K. Coleman, tomorrow for the 9th graders and staff. Bonnie Caton has led this and Roberts Wesley speakers who have come to our school throughout the year.
5:33 PM	5	Professional Learning Experience Babette Phillips	Ms. Piccione has taken the lead on PLE. She has been talking with the Instructional Council for their input.
5:38 PM	5	Clubs and Organizations - Kevin Murphy/Kyla Harris	<p>We have finalized the stipends for advisors.</p> <p>Mr. Scott has reached out to CO to get communication shared with committee members and advisors.</p>
5:43 PM	10	Instructional Council - David Burgess & Diane Watkins	<p>Departments are sustaining their data cycle that was started on March 3rd.</p> <p>They will talk about MTSS and IC about what RTI plans would look like long term.</p>

			They will also talk about the May 15th half-day. 9th Grade Academy may use the morning for credit recovery.
5:53 PM	10	MTSS Update LaCassa Felton/ David Burgess	<p>Tomorrow there is a MTSS forum, and Edison leaders were asked to present to the other schools.</p> <p>MTSS Team has looked at larger groups of students, such as 9th grade academy and their Fs to target. The district has helped our team develop.</p>
6:03 PM	20	Superintendent's Day Schedules: (5/1, 5/16) Half Day Schedule:(5/15) Periods: 1,6,8,9	<p>The majority of the departments will be on Zoom in a different building.</p> <p>The district has still not finalized the schedule for Superintendent's Conference Days.</p> <p>Half Day Schedule will be planned by a subcommittee. Harris, Seckel, Leneey, Burgess volunteer to be on the subcommittee along with IC and testing committee members.</p>
6:23 PM	5	<u>Field Trips</u> (Gupta)	<p>In our minutes from September 2019 we agreed we would not have any field trips after June 1st except for NYSAA.</p> <p>Gupta has posed some questions/recommendations for future field trips:</p> <ul style="list-style-type: none"> a. Students should be in good academic standing to go on the field trips. Teachers should give the permission slips based on that. b. How many field trips should a student be allowed to participate in? c. Field trips are educational trips- students should be given some writing tasks on the trip to capture the takeaways and turn in for a grade. d. To develop a field trip monthly calendar by a subcommittee to keep field trips being staggered (if possible) and not having them in the last week of the marking periods. e. Teachers applying for field trips should also justify the educational

			<p>purpose of the trip (what are students learning from the trip)?</p> <p>f. teachers should be made aware of field trips days in advance.</p> <p>A Field Trip subcommittee can be formed chaired by Gupta, Harris volunteers to be on it too.</p>
6:28 PM	5	<u>Schedule for Music Lessons</u> (Gupta)	<p>In an effort to prevent students being pulled from one class.</p> <p>Phillips suggests students being removed from music lessons if they are failing music. She has noticed students saying they are going to music or a therapy appointment, but not actually going. She suggests the school getting better at dropping students from music if they are failing music because of not attending, but still telling their teachers they are going.</p> <p>Adell suggested a calendar. Scott suggests having the music teachers coming to a SBPT subcommittee meeting to be included in the conversation.</p> <p>A subcommittee can be formed. Harris will be on it.</p>
6:33 PM		Other Items/Planning for next meeting	<p>Next meeting agenda items: Items:</p> <p>Therapy appointments</p> <p>Superintendent Conference Day and Half day schedule</p> <p>Summer meetings</p> <p>Staffing update- Scott</p>
Next Meeting Agenda Items			
VOTING ITEM:		Voting Topic: Parent: RTA:	

	RAP: Bente: ASAR:	
Parking Lot		
	Next Meeting: May 3, 2023 from 5:00-6:30 pm Facilitator: Notekeeper: Timekeeper:	