

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

Wednesday, June 1, 2022  
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, 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:** Babette Phillips, Jacob Scott, Kyla Harris, Sandhya Gupta, Ebony Stubbs, Sidney Rajab, David Burgess, Charmaine Cohen, Shaun Rodriguez, Annissa Hines, Robert Goldsberry, Kevin Murphy,

**Absent:** Anthony Marshall, Howard Campbell, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, Andrea Seckel, Latresha Fuller,

### **Agenda:**

- (1) Approving of minutes from past meetings - [folder link of past meetings minutes](#)
- (2) Parent Engagement Update - Dr. Cohen
- (3) Professional Development Incentive - Phillips
- (4) Clubs and Organizations - Murphy
- (5) Instructional Council Update - Burgess
- (6) Building Wide Updates - Scott
  - a. Teacher staffing 2022-2023
  - b. ET Building-Wide Calendar (district events, instructional reminders, committee meeting dates, PD dates, department events)
  - c. [Field Trips \(review\)](#)
  - d. [SB summer meeting and topics to discuss](#)
  - e. [SB members & times for the 2022-2023 school year](#)
- (7) Other
- (8) Closing

TIME	MIN	ACTIVITY	MINUTES
5:08 PM	<b>3</b>	Approving of minutes from past meeting	Minutes were approved by Rajab and seconded by Harris.
5:09	<b>5</b>	Parent Engagement Update	<p>Parent Engagement goal this year was to target specific parent groups, bilingual, ESOL, athletes. On June 9th the sports athletic banquet will be a way for parents to be engaged. Each parent is going to receive a certificate for their engagement. A parent will be presenting about their experiences with Edison as a parent of an athlete.</p> <p>During the summer there will be another Parent Leadership Academy in anticipation for next school year.</p> <p>We will be reallocating funds to build capacity to carry out the work planned for this summer</p> <p>Last week was the Parent Leadership Academy graduation. Building leadership, district leadership and community partners were there. Ms. Stubbs was the graduation speaker. These parents are asked to be on committees because they have some background knowledge after going through the academy.</p>
5:19	<b>5</b>	Professional Development Incentive	<p>The district sent out the PDI process. The office of Professional Learning are now requesting 14 days for the PD approval process.</p> <p>Phillips and Picconie will be making a presentation for the teachers about the approval process. SBPT need to quickly sign the form after it has been approved.</p>
5:28	<b>10</b>	Clubs and Organizations	The process of approval for clubs and organizations has been a challenge this year because of changes from CO throughout the year. Hopefully it will get better next year.

			<p>The hope is a list of clubs for next year will be made for next year's orientation.</p> <p>There are two types of stipends (RTA and district) that are being allocated for clubs that took place this year.</p> <p>Vote needed for <a href="#">Club and Organization Stipend amounts 2021-2022</a></p>
5:36	<b>10</b>	Instructional Council Update	<p>IC has been working on getting practice exams organized along with the testing committee, but that did not occur because the U.S. History Regents did not occur today. We might have a practice exam next year.</p> <p>There is an upcoming PD on CTE integration tomorrow.</p> <p>The district has not had a plan for Superintendent's Conference Days leaving it to IC/SBPT to plan. If we could plan those days in house, it would be more organized than relying on CO to make a schedule and then not make it.</p> <p>IC is working on a survey for the last couple of meetings.</p>
5:43	<b>15</b>	<p>Building Wide Updates</p> <ul style="list-style-type: none"> <li>a. Teacher staffing 2022-2023</li> <li>b. ET Building-Wide Calendar (district events, instructional reminders, committee meeting dates, PD dates, department events)</li> <li>c. <a href="#">Field Trips (review)</a></li> <li>d. <a href="#">SB summer meeting and topics to discuss</a></li> <li>e. <a href="#">SB membership &amp; times for the 2022-2023 school year (same as this year?)</a></li> </ul>	<p>Having the periods for half-days already planned and knowing we will be collecting phones next year has been beneficial.</p> <p>We will have two Wednesdays per month where RTA members will be paid for attending the PDs.</p> <p>Staffing- We have around 90% of our staff returning back to Edison next year. We have a few retirements, displacements and transfers.</p>

			<p>Teacher attendance, student attendance and academic rigor will hopefully improve next year.</p> <p>ET Building-Wide Calendar will be created next year for parents, staff and students to be reminded of events and instructional reminders. It will be posted on the school website.</p> <p>Field Trips- minutes from a few years ago were sent to SBPT members with the field trip policy (request submitted 30 days before the field trip, and no field trips after June 1st for non-NYSAA students) so all members are on the same page.</p> <p>Summer meetings- August would be the first meeting.</p> <p>Our voting process needs to change to one vote per constituent group. Scott will meet with union reps from RAP and BENTE to find SBPT members who will be able to consistently attend the meetings.</p> <p>We will be having RTA elections before school ends parent rep elections in August. We will tentatively keeping SBPT meetings the first Wednesday of each month at 5:00 until we know who will be on the team and if those meetings work for them.</p> <p>Graduation is on the 25th of June at the Auditorium Theater.</p> <p>Seniors are trying to plan a carnival.</p> <p>There was a prom for Juniors and Seniors.</p>
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	<b>5</b>	Other Items	<a href="#">Unattainable Dream Program</a> : 6/3/22
	<b>5</b>	Closing	<p>These minutes will be approved via email voting so they can be sent out before the end of the school year.</p> <p>Approved by Mr. Scott. Seconded by Harris</p>
		<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>			
		<b>Next Meeting:</b> <b>Facilitator:</b> Jacob Scott <b>Notekeeper:</b> <b>Timekeeper:</b>	