

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

Wednesday, November 8, 2023

5:00 PM - 6:30 PM Teams

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

**Facilitator:** LaCassa Felton

**Note Taker:** Kyla Harris

**Time Keeper:** Sandhya Gupta

### School-Based Meeting Norms:

**SBPT Members:** Ebony Stubbs, Annissa Hines, Charmaine Cohen, Sandhya Gupta, Kyla Harris, Kevin Murphy, Andrea Seckel, Sarah Paxhia, John O'Neil, LaCassa Felton, Michael Samuel, Babette Phillips, Lisa Johnson, Diane Watkins, Shaun Rodriguez, Rita Ross, Korrie Mros, Marquan Grimes



**Attendees:** Sandhya Gupta, Kyla Harris, Andrea Seckel, Marquan Grimes, Diane Watkins, LaCassa Felton, Charmaine Cohen, John O'Neil, Michael Samuel, Rita Ross, Babette Phillips, Annissa Hines, Kevin Murphy, Korrie Mros,

**Absent:** Ebony Stubbs, Sarah Paxhia, Lisa Johnson, Shaun Rodriguez,

### **Agenda:**

- (1) Welcome and Kudos
- (2) **Approval of Minutes from [October 11, 2023](#)**
- (3) Principal Updates - Felton
- (4) Mrs. Ross

### Updates and Check-Ins:

- (5) **Parent Engagement**-Dr. Cohen
- (6) **Class of 2024** - Phillips
- (7) **Clubs and Organizations** - Mr. Murphy
- (8) **Instructional Council/MTSS update** - Ms. Watkins
- (9) **Data updates:** Ms. Mros
- (10) Other Items: see below in agenda

| TIME    | MIN | ACTIVITY  | MINUTES   |
|---------|-----|---|---|
| 5:00 PM | 10  | <b>Welcome and Kudos</b>                            | Happy Veterans Day Ms. Watkins, Mr. Samuel and Ms. Harris.<br><br>Marquan- Kudos to Mr. Morales for not giving up on the football team. |
| 5:10 PM | 5   | <b>Approval of Minutes from</b><br>October 11, 2023 | Approved by- Harris    Seconded by- Seckel  |

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| 5: 15 PM | 10 | <b>Principal Updates</b><br>LaCassa Felton   | <p>The state visited us last week. Mrs. Felton shared her presentation she shared with the state. She also shared our slogan has changed to “The Premier School in Monroe County”. State looked at data for Edison and P-Tech, including sub-groups (ELLs, SWDs and ELLs who are also SWDs).</p> <p>We looked at data the state looked at. ENL team met their demonstrable indicator!</p> <p>They looked at opportunities our school has for students. We have CTE Credits, Work Based Learning, CDOS, CTE Endorsement and Seal of Biliteracy.</p> <p>We looked at the five priorities-</p> <ul style="list-style-type: none"> <li>• Maintain a graduation rate of 67%</li> <li>• Ensure the alignment of teaching and learning to standards</li> <li>• Clear and shared expectations for producing high-quality writing.</li> <li>• Decreasing chronic absences.</li> <li>• Increased student engagement and sense of community among staff.</li> </ul> |
| 5:25 PM  | 10 | <b>ET On Track</b><br>Mrs. Ross  | <p>ET on Track will begin on Monday, November 13th. The admin referred long-term suspended students, chronically absent students and students with behavior problems for it last year. That will continue this year. There will be teachers, admin and HSA there Monday-Thursdays. It will be a minimum of 10 days. Felton will conference with the student’s admin about extending it beyond 10 days. Students can go on Google Classroom throughout the day and work independently, but teachers will be on Teams with students 3:00-5:00 to help them.</p>  |
| 5:35 PM  | 10 | <b>Parent Engagement -</b><br>Dr. Charmaine Cohen<br><br>Call Party - Bilingual Survey | <p>Kicked off the call party today to engage the Bilingual and Spanish speaking parents. Dr. Cohen partnered with CO, parent leader Ms. Santos and our HLA. They will meet again on</p>  |

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|         |    | <p>ESOL Parent Meeting</p> <p>What's Next for Parents Workshop</p>  | <p>Monday. The parents who complete the survey will receive a prize.</p> <p>ENL team will have a parent meeting next week.</p> <p>The end of the marking period is tomorrow. Dr. Cohen will send out resources for parents who want their students to get extra help in a subject.</p> <p>Marquan Grimes- Is the president of the Leadership Academy. He met with Dr. Cohen about having a select group of students meet with the Student Leadership Academy and Dr. Cohen to get feedback on what can be improved at Edison.</p> <p>Ms. Hines shared parents have reached out to her about not hearing back from admin/grade office. Felton asked which office they are calling and are they leaving voicemails. Ms. Hines said the 9th grade office was not calling back.</p> <p>Also, they have been running their Wednesday Parent Talk. It is a space to ask questions and information.</p> |
| 5:45 PM | 10 | <p><b>Class of 2024</b></p> <p>Babette Phillips</p> <p>Home School Assistant Updates</p> <p>Senior Updates</p> <p>ENL Updates</p> | <p>Both the English department and the ENL team met their demonstrable indicators last year.</p> <p>Seniors had a networking event in October. Felton and Phillips met with First American, a leasing equipment company before the students met with the company.</p> <p>Had a half-day breakfast. Those who were caught up in academics completed job and college applications. If they were not caught up they worked on make-up assignments. Mrs. Mros helped with his data to help with students being assigned tasks. Mr. Wise had a list of students who needed to work on</p>   |

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|         |    |  | <p>OCR. They will continue to hold senior breakfasts and study sessions.</p> <p>We started Extended Day with teachers from different subjects again. Students are staying after for tutoring and credit recovery.</p> <p>HSA are having their roles defined so they can support in a more effective way.</p>  |
| 5:55 PM | 10 | <b>Clubs and Organizations -</b><br>Kevin Murphy   | <p>Many clubs have been approved. A few more still need to be approved because they submitted their paperwork late. SBPT does not need to approve clubs anymore. Clubs were approved three months sooner than last year.</p> <p>The next step is clubs keeping their paperwork for reimbursement in case we get audited.</p>  |
| 6:05 PM | 10 | <b>Instructional Council</b><br><b>MTSS Update</b><br>“Dependable Inventor” <p>Overall progress/wins for IC and MTSS (updated referrals process) &amp; next steps for PD.</p> <p>Ms. Watkins</p> | <p>Mrs. Watkins shared the IC objectives with SBPT.</p> <p>IC is making sure they are meeting with the other teams (cohort teams, department teams, SBPT, etc.) to discuss RTI Tier II and SPED/ENL PDs with the goal of better servicing students.</p> <p>Continuing to tie in our employability standards.</p> <p>MTSS is looking for more sustainable systems. They are looking at ways to support Tier II behavioral strategies. They are also redesigning runaround sheets.</p> <p>The Dependable Inventor would like to reward students who are doing the right things. It is sponsored by Mrs. Watkins. They received a \$25 cash prize (4 per marking period) and will be invited to special events. Additional ideas would be a laminated card or button, ET gear.</p> |
| 6:15 PM | 10 | <b>Data Updates</b><br>Ms. Mros<br>Academic and Behavioral referral forms  | <p>The Student Academic Referral form that is streamlined to the counselors was shared. It will be filled out by a staff members. The counselors will receive a copy of the form and</p>  |

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|                                  |   |                       | <p>will troubleshoot with staff with services. The form will be sent out to staff soon.</p> <p>The Student Behavioral Referral form that will be submitted by staff was shared with SBPT.</p>   |
| 6:25 PM                          | <b>5</b>  | <b>Voting/Wrap Up</b> | <p>Felton is working on after school detentions 1-2 days a week for students who are chronically late to class. They will be looking at restorative activities as to why they are chronically absent.</p> <p>Seckel will email half-day periods for remaining half-days. Members will send their votes to lead constituency.</p> <p>Gupta asked for a list of students going on field trips to be emailed to staff at least 24 hours in advanced and attendance sent out before school ends. This policy was approved last year and is not being followed this year. Felton will send an email out with the policy.</p> |
| 6:30 PM                          |   | <b>Dismissal</b>      |   |
| <b>Next Meeting Agenda Items</b> |   |                       |   |
| <b>VOTING ITEM:</b>              | <b>Voting Topic: Half-Day Periods</b><br><b>Parent: Approve</b><br><b>RTA: Approve</b><br><b>RAP: Approve</b><br><b>Student: Approve</b><br><b>Bente:</b><br><b>ASAR:</b> |                       | <b>October- periods 1, 3, 4, 9</b><br><b>December- periods 2, 6, 7, 9</b><br><b>March- periods 3, 5, 8, 9</b><br><b>May- periods 2, 4, 7, 9</b>   |
| <b>Parking Lot</b>               | <a href="#">Transitional Bilingual Program Scheduling Proposal</a>  |                       |   |
|                                  | <b>Next Meeting:</b> December 13, 2023<br><b>Facilitator:</b><br><b>Note keeper:</b><br><b>Timekeeper:</b>  |                       |   |