

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, October 5, 2022

5:00 PM - 6:30 PM (ZOOM)

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

Facilitator: Babette Phillips

Note Taker: Kyla Harris

Time Keeper: John O'Neil

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, Tegra Silver

Attendees: Kyla Harris, Annissa Hines, Babette Phillips, John O'Neil, Sarah Paxhia, Kevin Murphy, Ebony Stubbs, Kathryn Leenay, MiEsha Adell, Andrea Seckel, Annissa Hines, Tegra Silver, Charmaine Cohen, Robert Goldsberry, Diane Watkins (IC member)

Absent: Richard Paufler, Adrienne Murray, David Burgess, Sandhya Gupta, LaCassa Felton, Jacob Scott, Helen Dumas

Agenda:

- (1) Welcome and Introduction of Members
- (2) Approval of Minutes from [September 7, 2022 meeting](#)
- (3) Parent/Teacher Conferences - October 13, 2022 (time and details need to be discussed)

Updates and Check-Ins:

- (4) **Parent Engagement** - Dr. Cohen
- (5) **Professional Learning Experience** - Phillips
- (6) **Clubs and Organizations** - Murphy
- (7) **Instructional Council** - Burgess
- (8) Other Items



TIME	MIN	ACTIVITY	MINUTES
5:00 - 5:10	5	Welcome and Introduction of Members	Introductions of members took place for members who were not able to attend the first meeting.

5:10 - 5:15	5	Approval of Minutes from September 7, 2022 SBPT meeting	<p>Approved by Seckel. Seconded by O'Neil</p> <p>It was mentioned some of the old members still have access to the SBPT Google Drive and some new members do not have access.</p>
5:15 - 5:45	30	Parent/Teacher Conferences- October 13, 2022	<p>Maybe a ROBO call and flyers can be sent out to parents and sent to the staff to post to Google Classroom.</p> <p>Scott and Cohen had a conversation about it being 5:30-7:30 to give parents who work the ability to make it to the parent teacher conference.</p> <p>On the flyers there will be information about incentives for parents and students to come to the conference.</p> <p>Content teachers in their rooms with slides about the courses they teach.</p> <p>Counselors will be near the front door to hand out schedules and progress reports if needed.</p> <p>Parents can get suggested questions to ask teachers that was translated by Harris into 5 different languages.</p> <p>Cohen will talk with Scott about having refreshments.</p> <p>The EWA does not have anything about parent teacher conferences being mandatory for teachers.</p> <p>SBPT proposed the conference being 5:00-7:00 instead of 5:30-7:30.</p> <p>The ENL team with translators will be at tables in the hallway for parents.</p> <p>Cohen will request translators.</p>

			<p>CTE will be asked if they can take pictures.</p> <p>Art show was suggested for future conferences.</p> <p>Phillips will talk with Scott about sending information to teachers about expectations (signing in, having flier posted to Google Classroom, signing Cohen's parent run-around tickets). The teachers with the most parent visits will receive a gift card.</p> <p>Having a sign-in sheet for teachers.</p> <p>Ms. Silver told Cohen parents can take RTS to Lyell Avenue or Lee Road, call the RTS On Demand and they can be brought to the school.</p>
5:55 - 5:	5	Parent Engagement	<p>The Executive Leadership of the Parent Engagement Team met on September 29th. In attendance were Parent Group President, Ms. Stubbs, Parent Group Secretary, Ms. Martin, SBPT Parent Reps, Ms. Hines and Ms. Dumas. The BEC President, SEPAC President, and Father Coordinator were invited. The school's 5 priorities were discussed and used as a framework for planning the 2022-2023 parent events. The Title I budget will be submitted next week for approval. The following activities are planned for this school year:</p> <ul style="list-style-type: none"> ● Edison Annual Education Summit ● Parent Group Meetings ● Two Parent Leadership Academy - Fall & Spring Semester ● ESOL Parent Info Night ● Targeted Parent Meetings Series <ul style="list-style-type: none"> ○ Bilingual Parents

			<ul style="list-style-type: none"> ○ Parents of Athletes ○ Fathers/Positive Males ○ NYSAA Parents ● Edison Campus Parent University Virtual Sessions ● Parents as Teachers Series ● Parent and Student Orientation – Summer 2023 ● Summer Planning for Parent Engagement Coordinator & Support Staff ● Parent Outreach ● Parent Family Talk Power Hour ● Father & Positive Male Figure Matters Initiative ● Literacy Parent Project <ul style="list-style-type: none"> ○ Suggestion to contact Julia Acosta about the ELA department led 25 Book Campaign.
6:05 - 6:08	5	Professional Learning Experience	PD for Puerto Rico Sabbatical was denied because it lacked specifics about how data will be gathered. Picconi and Harris will work with him.
6:08 - 6:12	5	Clubs and Organizations	<p>Staff received an email earlier this week about what will be required for clubs this year for payment, responsibilities, paperwork.</p> <p>There will be a meeting to go through the paperwork.</p> <p>It was suggested there is an example binder with receipts and paperwork. Reach out to Bob Kwiecien 262-8447. Ms. Williams is in touch with him already.</p>
6:13	5	Instructional Council	We had the first PD today with housekeeping.

			<p>There are a lot of topics for the remainder of the meetings. Meetings will be the first and 3rd Wednesday of the month.</p> <p>Meetings are every Monday. TAs would like to be included on the IC team. Ms. Dixie has been invited.</p> <p>IC plans on organizing PDs for the Superintendent Conference Days because the district has not been planning them.</p>
	5	<p>Other Items:</p> <p>Superintendent Conference Day: Tuesday, November 8: Voting Monday, May 1 Tuesday, May 16</p>	<p>Half Day 7:30am - 11:30 am</p> <ul style="list-style-type: none"> - Nov. 4: (1,2,3, 8, 9) - Dec 9: - March 3: - Monday May 15: <p>Tap into Burgess/IC/Buonomo: Equity...</p> <ul style="list-style-type: none"> - Dec 9 practice regents? - May 15 practice regents/NYSESLAT <p>Attendance can be taken during practice regents by the proctors and given to the attendance clerk for students' attendance being taken.</p>
Parking Lot			
		<p>Next Meeting: November 2, 2022 from 5:00-6:30 pm Facilitator: Notekeeper: Timekeeper:</p>	