

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

Wednesday, April 6, 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:** Ebony Stubbs, Annissa Hines, Charmaine Cohen, Kyla Harris, Shaun Rodriguez, Andrea Seckel, Jacob Scott, Sandhya Gupta

**Absent:** Anthony Marshall, Howard Campbell, Richard Paufler, Adrienne Murray, Tegra Silver, Michael Swinton, David Burgess, Sandhya Gupta, Kevin Murphy, Sidney Rajab, Latresha Fuller, Robert Goldsberry, Babette Phillips,

### **Agenda:**

- (1) Approving of minutes from past meetings - [folder link of past meetings minutes](#)
- (2) Building Wide Updates - Scott
- (3) [April 11 - Half Day](#)
- (4) [April 12 - Superintendent's Day](#)
- (5) [Election to Work Agreement](#)
- (6) Parent Engagement Update - Dr. Cohen
- (7) Professional Development Incentive - Phillips
- (8) Building-Wide PD Update - Felton, Burgess, Watkins
- (9) Clubs and Organizations - Murphy
- (10) Instructional Council Update - Burgess, Watkins
- (11) Closing

TIME	MIN	ACTIVITY	MINUTES
5:00 PM	<b>3</b>	Approving of minutes from past meetings	Approved by Harris, seconded by Rodriguez

5:03	<b>15</b>	Building Wide Updates	<p>The budget is still looking to get passed by BOA. It may affect staffing allocations going into next year, but it should stay the same as this year.</p> <p>Leadership Academy For Young Men is closing, which could mean more students coming to Edison.</p> <p>We are anticipating 300 new 9th graders for next year.</p> <p>EWA- There has not been a timetable released in regards to Transfer Day. Also, there isn't a date for EWAs needing to be signed by, but some schools have already completed there. EWAs will be distributed to staff by 4/25 and returned by 4/29. There will be a few displacements, but the majority of staff will be asked to stay.</p> <p>A few people will be retiring, and their positions will need to be filled with transfers. SBPT members wish to be a part of the interview process.</p> <p>Monday is a Half-Day.</p> <ul style="list-style-type: none"><li>● Seniors will be going to the gym 7th period for senior pictures.</li><li>● Science department will be working with Juniors and Seniors on Labs to recover lab minutes.</li><li>● Periods 2, 4, 7 and 9 will occur. Teachers who work all four periods and want a break will need to contact O'Neil.</li><li>● After students leave there will be a staff meeting (11:00-11:45), lunch (11:45-12:15), department time (12:15-1:15), RTA time (1:15-1:45) and professional time (1:45-2:30).</li><li>● Paraprofessionals and TAs will have a district meeting(11:30 - 1:00)</li></ul>
------	-----------	-----------------------	---

			<ul style="list-style-type: none"> <li>● Nancy Eichner will contact teacher for the ELA NYS 3-8 Grading Training:</li> <li>● Staff will need to refer to the district site link on Monday to double-check if there is training that applies to them and make adjustments to their afternoon schedule.</li> <li>● Burgess will send out the schedule for the Half-Day.</li> <li>● Harris approved the schedule, Seckle seconded it.</li> </ul> <p>Superintendents Conference Day-</p> <ul style="list-style-type: none"> <li>● Mr. Scott wanted to do a building wide bowling team building activity, however because CO has PDs throughout the day bowling will have to be rescheduled.</li> <li>● Dr. Griffin is organizing a staff breakfast, but space is limited since First Student will be utilizing the cafeteria and auditorium.</li> <li>● Mr. Scott will ask the Chief if he has heard anything about the schedule.</li> </ul>
5:18	<b>10</b>	Parent Engagement Update– by Dr. Cohen and Ms. Hines	<p>With the goal of targeting different parent groups, we had a NYSAA Parent Workshop on March 30th about resources available to parents and students. There was also a discussion about options for after graduation.</p> <p>The Parent University Spring Catalog has been released. Parents can earn e-credits by attending events. E-credits can be used to purchase snack packs or school supplies. Events include:</p> <ul style="list-style-type: none"> <li>● Let’s Say It In English- ELL parents can learn English to support their child’s learning and improve communication with the school, as</li> </ul>

			<p>well as within the workplace and community</p> <ul style="list-style-type: none"> <li>● Family Talk- Led by Parent Leader – Ms. Annissa Hines. Parents can get answers for questions/concerns and get updates</li> </ul>
5:28	<b>2</b>	Kudos and Upcoming Events	<p>Testing will be starting soon! Per Mr. Scott, we have the best testing team in the county!</p> <p>April 29th- Senior Exit Interviews May 7th- Prom June 25th- Graduation</p>
		<p><b>Assess what worked well about this meeting and what we would like to change</b></p> <p>+ Plus (working well, build upon) ▲ Delta (opportunities of improvement)</p>	<p>+ Plus-</p> <p>▲ Delta-</p>
<b>Parking Lot</b>		Quality conversation on streamlining the process for PDI on a subcommittee level.	A workshop can be held on one of the Wednesdays on the PDI protocols.
		Who from SBPT should be on the interview committee?	
		<p><b>Next Meeting:</b> Wednesday, May 4, 2022  <b>Facilitator:</b> Jacob Scott  <b>Notekeeper:</b> Kyla Harris  <b>Timekeeper:</b></p>	