

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, December 1, 2021

6:00 PM - 7:30 PM (ZOOM)

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

Facilitator: Jacob Scott

Note Taker:

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: Jacob Scott, Robert Goldsberry, David Burgess, Sandy Gupta, Charmaine Cohen, Andrea Seckel, Babette Phillips, Shaun Rodriguez, Sidney Rajab, Kevin Murphy, Richard Paufler, Annissa Hines

Absent: Ebony Stubbs, Anthony Marshall, Howard Campbell, Annissa Hines, Adrienne Murray, Tegra Silver, Michael Swinton, Kyla Harris, Latresha Fuller,

Agenda:

- (1) Welcome & Introductions
- (2) School News and Updates - Scott
- (3) Parent Engagement Update - Dr. Cohen
- (4) Professional Development Incentive - Phillips
- (5) Instructional Council Update - Phillips, Burgess
- (6) Google Classroom and Powerschool discussion - Scott
- (7) Clubs and Organizations - Murphy
- (8) **Early Dismissal Day Schedules (December 10, March 4, April 11, May 11)** – Seckel
- (9) Superintendent’s Conference Day (April 12, May 12)
- (10) **Time for Parent-Teacher Conference on March 3** - Scott
- (11) Walk in items

TIME	MIN	ACTIVITY	MINUTES
6:00 PM		Welcome & Introductions	
		School News and Updates	<ul style="list-style-type: none"> • Lot of absences- substitute shortage

			<ul style="list-style-type: none"> ● NYS department of education visit took place in November- no formal report has been submitted ● 100 Turnkey baskets were delivered to students and families for Thanksgiving ● Operation FIRE (Volunteer service)started this week
		Parent Engagement Update - Dr. Cohen	<ul style="list-style-type: none"> ● Workshops were presented for bilingual parents, athletes parents, fathers and parents of Grade 8. ● Breakfast with male family members was prepared by culinary students. ● Next would be workshops for ESL students and their family- Spanish and Somali , Swahili languages.(graduation requirements, attendance) ● Community partners connection with parents in future ● All hands on deck is a new program this year to connect with parents
		Professional Development Incentive - Phillips	<ul style="list-style-type: none"> ● PDI forms are voted and signed electronically now. ● A list of approved PDs will be provided by Ms. Phillips.
		Instructional Council Update - Burgess	<ul style="list-style-type: none"> ● https://docs.google.com/document/d/18hL57l8gs0Ufi7TPVtkq-1HuS8AzdW4LMjrQeZN5yIsc/edit ● Plans are being made for using performance data from the 5 week point of Marking period 1 ● Efforts are being made to find marking period recovery options for absent students. ● Questions: How to increase student attendance on half days ? ● 6th objective was added to the IC Goals which will include employability skills.
		Google Classroom and Powerschool discussion - Scott MOA for Receivership School	Proposed: 1. Every Teacher has a Google Classroom

			<p>2. Teachers can create an assignment in PowerSchool called, “Google Classroom” who don’t already use PowerSchool</p> <p>3. Quarter 2 PowerSchool Updates Calendar</p> <ul style="list-style-type: none"> · December 10 · December 23 · January 7 · January 21 <ul style="list-style-type: none"> ● Dr. Cohen shared that parents appreciate seeing work in Google classrooms. ● Everyone agreed that teachers should be required to update Powerschool every two weeks. ● Departments to decide on using Google Classroom on a regular basis by next week and report to SBPT.
		Clubs and Organizations - Murphy	<ul style="list-style-type: none"> ● Ms. Crane is currently waiting to hear from Christine Volkmar from downtown. ● The approval from downtown is just to determine whether the proper paperwork has been filed. The approval in the building by SBPT will be to determine whether the club is viable for our building. ● We will convene the sub-committee to start making the determination of approving clubs while we are waiting to hear from central office. ● The sub-committee will also begin work to determine what the disbursements will be for each advisor, with the goal of making it as simple and fair as possible.

	<p>Early Dismissal Day Schedules - Seckel</p> <ul style="list-style-type: none"> December 10 March 4 April 11 May 11 	<p>I have one rough draft that I made:</p> <p>November: 1 4 6 8</p> <p>December: 2 3 7 9</p> <p>March: 1 5 6 8</p> <p>April: 2 4 7 9</p> <p>May: 1 3 5 8</p> <p>1st and 8th are used 3 times but every other period is used twice.</p>
	<p>Superintendent's Conference Day Schedule</p> <ul style="list-style-type: none"> April 12 May 12 	
	<p>Parent Teacher Conference Day Time on March 3?</p>	<p>4:30 - 6:30 pm</p> <p>5:00 - 7:00 pm</p>
	<p>Walk in Items</p>	
	<p>Assess what worked well about this meeting and what we would like to change</p> <p>+ Plus (working well, build upon)</p> <p>▲ Delta (opportunities of improvement)</p>	<p>+ Plus-</p> <p>▲ Delta-</p>
<p>Parking Lot</p>		<p>More discussion on utilizing Google classroom.</p> <p>Agenda for December 10 2021, half day to be decided</p> <p>Ideas for December 10th 2021 half day: . More department time .</p>
	<p>Next Meeting: Wednesday, January 5, 2022</p> <p>Facilitator: Jacob Scott</p> <p>Notekeeper:</p> <p>Timekeeper:</p>	

