

# SCHOOL BASED PLANNING MEETING AGENDA

## Edison Career & Technology High School

Wednesday, December 30, 2020

11:00 AM - 12:00 PM (ZOOM)

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

**Facilitator:** Jacob Scott

**Note Taker:** Katie Trepaner

**Time Keeper:** Kevin Murphy

### School Based Meeting Norms:

**Attendees:** Seckel, Harris, Rodriguez, Trepanier, Gupta, Silver, Murphy, Fuller, Burgess, Parchment, Parker, Philips, Scott, Sidney

**Absent:**

### **Agenda:**

- (1) Discuss the language in the MOU as it pertains to professional development.
- (2) Discuss our current professional development team (currently made up of teachers and admin).
- (3) Discuss how we can align our SBPT with current PD Team members to continue providing quality, collegial, professional development on Wednesdays.
- (4) Map out a schedule of meeting times that incorporates both SBPT members and the PD Team moving into 2021.
- (5) Next Steps



TIME	MIN	ACTIVITY	MINUTES
11:00 AM	5	Agenda Goals	
11:05 AM	10	<b>Discussion Question 1 - Scott</b> <ul style="list-style-type: none"> <li><a href="#">Memorandum of Understanding</a></li> <li><a href="#">Wednesday PD Schedule</a></li> </ul>	<b>Mr. Scott-</b> -Went over MOU Language -Went over schedule for Wednesdays when we return. -PD created in order move PD this fall -PD has done a great deal of work
11:15 AM	10	<b>Discussion Question 2 - Phillips</b>	<b>Ms. Phillips-</b> -PD team based on initial MOU -Mr. Scott and team created teams to address MOU needs

			<p>-Ms. Phillips and team sent out a needs assessment</p> <p>-Sub plans and then rolled out needs assessment</p> <p>-Needs assessment outcomes (went to all staff members)</p> <p>-Consistency, Mission of PD</p> <p>-How do we measure and sustain PD?</p> <p>-Identify priority areas as Next Gen and Priority Standards, Receivership Targets, Data Wise Process, APPR, Across content literacy strategies, Remote Best Practices, Scope and Sequence Alignment</p> <p>-Teachers were also able to identify other priorities.</p> <p><b>Teacher Poll Priorities</b></p> <p>#1 Effective Teaching Practices</p> <p>#2 Equity of education for all students</p> <p>#3 Infusion of Technology in Instruction</p> <p>PD Team</p> <p>Ms. Robinson- Science</p> <p>Ms. Felton- Math</p> <p>Ms. Konecny- English</p> <p>*Teachers volunteered to be on the team</p> <p>*Meet weekly and plan for an hour and hour and a half again</p> <p>-MOU has new language moving into the new year</p>
11:25 AM	20	Discussion Question 3 - Group	<p>-How will this look moving forward with School Based being a part of it with a PD Team that is made up of teachers?</p> <p>-Map out what a schedule would look like.</p> <p><b>Ms. Harris-</b> SBPT to create PDs</p> <p><b>Ms. Trepanier-</b> Keep PD in the mix with planning</p> <p><b>Ms. Parchment-</b> not dismantle and honor the work that has been done</p> <p>-Teachers on SBPT met to have a conversation with each other and meet as a new team and discuss the new MOU</p> <p><b>Ms. Phillips-</b> importance of other voices be a part of the PD. Work towards collaboration.</p> <p><b>Ms. Harris-</b> wanted to make sure that teachers were on the same page</p> <p><b>Mr. Murphy-</b> Make sure all the voices are heard as the MOU states.</p> <p><b>Ms. Gupta-</b> Nice to hear how teachers and students are feeling, voices of teachers and students</p>

			<p><b>Ms. Parchment-</b> poll was taken before do we need to look at the needs again? What will work for all of us? Immediate response to what is going on now</p> <p><b>Ms. Silver-</b> RAP body agree that we need to be collective. Would like to bring her expertise to the table. Feels like it needs to be done in a collective manner.</p> <p><b>Ms. Phillips-</b> reporting out within common planning time and 4 other days with teams as well and vertically. What is the conversation that is going on in common planning time meetings? Need PD and teacher team conversations. Team talks about strategic plan and provides needed Tech Tips and believes everyone should have a voice. SBPT should be a part.</p> <p><b>Mr. Scott-</b> How will this look moving into 20-21? With SBPT being more involved with Wednesdays PDs. Open and need to have SBPT be a part of the planning. Need to decide what it will look like.</p> <p><b>Mr. Burgess-</b> PD and SBPT if reassess the needs of the building. Feel like his needs have changed. Bring in other constituents to give feedback and allow us to work together on new goals.</p> <p><b>Mr. Scott-</b> Likes the idea of reassessing maybe that takes place with SBPT with decisions made by SBPT and something we collectively agree on. Could be just the members that want to be a part of the work and then report out.</p> <p><b>Ms. Rodriguez-</b> Is there an area of topics? Would like offer in an area she can add. Was upset with time away from her students. Would like more focus, Add more technology</p>
11:45 AM	10	Discussion Question 4 - Group	<p><b>Ms. Phillips-</b> PD is building blocks and working on Data Wise process, based on teacher feedback for what the action plan should look like. Would welcome SBPT members to be a part of the PD. Meet on Wednesdays, Thursdays and Monday for a final plan. Action plan built on teacher feedback.</p> <p><b>Ms. Gupta-</b> Survey in True North Logic and a feedback opportunity from our weekly PDs</p>

11:55 AM	5	<p><b>Discussion Question 5 - Next Steps</b></p> <p>-New Team can put in place Survey  <b>Yes get replace of PD Team</b>  Ms. Harris and Ms. Parker -<b>Who feels though we should keep the PD Teams with modifications</b>  Trepanier, Fuller, Silver, Murphy, Phillips, Parchment, Scott, Burgess, Rodriguez (9 members)</p> <p><b>Mr. Scott-</b> School Base will be the entity that signs off on the PD. New</p> <p><b>Who wants to be a part of the PD Planning?</b>  -Ms. Parchment  -Ms. Harris  -Ms. Trepanier  -Ms. Rodriguez  -Mr. Burgess  -Ms. Gupta  -Ms. Seckel  -Mr. Murphy (topics more than implementation)</p> <p>Developing a calendar by School Based Planning Team</p> <p>Suggestion add calendar as a standing agenda item</p> <p>-planning of topics and then planning on implementation</p> <p>-Maybe have subcommittees</p> <p>Vote for First Wednesday of the Month of January</p> <p>-Focus for Wednesday the 6th is pulling out the problem of practice</p> <p>-Suggestion staff meeting 1 hour and 1 hour PD.</p> <p><b>Ms. Fuller-</b> Going to a new schedule 6th or the 13th? (Time schedule would need to change and communicate to students regarding the changes.) Recommendation-keep everything the same for the 6th and then communicate out to start on the 13th.</p>
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			<p>-13th members would like to keep schedule the same for the 6th</p> <p>-Plan to meet on January 4th at 3:30</p> <p>-Mr. Scott to reach out to parents and we will schedule for 3:30</p> <p>-Invite will go out from Ms. Phillips to all SBPT members to Monday PD Team Meeting</p> <p><b>Mr. Scott-</b> this is a collective body. Appreciate the verbal discussions and what was put out to the body to discuss and talk about it and come up with resolutions.</p> <p>HAPPY NEW YEAR :)</p>
12:00 PM	<b>0</b>	<p><b>Assess what worked well about this meeting and what we would like to change</b></p> <p>+ Plus (working well, build upon)</p> <p>▲ Delta (opportunities of improvement)</p>	<p>+ Plus</p> <p>▲ Delta</p>
		<b>Action Items and Follow UP</b>	<p>-Mr. Scott to reach out to parents and we will schedule for 3:30 Monday</p> <p>-Invite will go out from Ms. Phillips to all SBPT members to Monday PD Team Meeting @3:30</p>
<b>Parking Lot</b>		<p><b>Next Meeting:</b></p> <p><b>Facilitator:</b></p> <p><b>Notekeeper:</b></p> <p><b>Timekeeper:</b></p>	