

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, November 2, 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, 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, Ebony Stubbs, Charmaine Cohen, Sandhya Gupta, Andrea Seckel, MiEsha Adell, Kathryn Leenay, Sarah Paxhia, John O'Neil, Jacob Scott, Kevin Murphy, Helen Dumas, Robert Goldsberry, David Burgess, Tegra Silver, LaCassa Felton,

Absent: Richard Paufler, Adrienne Murray, Babette Phillips

Agenda:

- (1) Welcome and Introduction of Members
- (2) Approval of Minutes from [Wednesday, October 5, 2022](#)
- (3) Principal Updates
- (4) SBPT In-Service Update (RTA Members)

Updates and Check-Ins:

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



TIME	MIN	ACTIVITY	MINUTES
5:00 PM	5	Welcome and Introduction of Members	
5:06 PM	5	Approval of Minutes from Wednesday, October 5, 2022	Minutes were approved by Ms Dumas and Seconded by O'Neil.

5:12 PM	15	Principal Updates Scott	<p>REOC Adult Education Evening Classes- On Thursday there was an announcement about adult evening classes for local business employers to take additional certifications to enhance salary and be better candidates for higher positions. In January, there will be adult automobile technology classes. Hopefully we will also be able to offer machine shops as well.</p> <p>There are also discussions started about having some of the other REOC programs offered in the school (cosmetology, barber, etc.)</p> <p><u>SBPT Voting Update</u>- Scott sent out an email about how we will be voting with a point person to lead voting for each unit (Teachers, admin, parents, etc.). Scott would like us to vote on something within 24 hours and then the point person sends an email to Scott with the units' votes.</p> <p><u>Quarterly Report</u>- We are in receivership and we do not have a SEP. We have quarterly reports with receivership indicators. The quarterly report is in the share drive and is linked in the agenda. It is sent out 4 times a year. We have not received a lot of feedback from the quarterly reports, but when the state comes in they reference it. In the quarterly reports, there are Lead Strategies for Improvement and Demonstrable Indicators. SBPT can look through the quarterly report at another meeting. SBPT does not write it, IC and admin does the majority of writing the report.</p>
5:28 PM	15	SBPT In-Service Update (RTA Members)	<p>RTA members had a meeting with RTA officers for training.</p> <p>There was a discussion on the voting.</p> <p>One of the pieces that was discussed was allowing all members to have input on the agenda. RTA officers suggested at the end of</p>

			<p>each meeting giving input for the next meeting.</p> <p>Not all the verbal reports need to be given during the meeting, instead they can be emailed to the team to allow more time for looking at quarterly reports and giving votes.</p> <p>For most things, we will need at least 48 hours for voting leads to send in the vote.</p> <p>Parents: Ebony Stubbs RTA: Kyla Harris RAP: Adriene Murray Bente: Richard Paufler ASAR: LaCassa Felton Student: Not yet</p> <p>Scott will give results during the meeting for them to go in the minutes.</p> <p>We will include our voting items and how each constituency voted in the minutes.</p>
5:44 PM	10	Parent Engagement - Dr. Cohen	<p>During the October SBPT meeting the events for the year was presented and looked at the schools 5 priorities to make sure we are aligned with the parent engagement mission statement and school mission statement. It was sent out to all the SBPT last Monday for feedback and will be voted on by all constituency groups by tomorrow.</p>
6:06 PM	10	Clubs and Organizations - Kevin Murphy	<p>There was a meeting presented with what is required for clubs and organizations. A Google Drive was created with all the forms required. The committee will meet and determine if all the forms are accurately filled out. If so, it will be sent downtown.</p> <p>Clubs that are approved will be advertised to the student body for them to sign up. Ms. Hines wants to make sure NYSAA kids are included in clubs and notified about the clubs.</p>
6:17 PM	10	Instructional Council - David Burgess & Diane Watkins	<p>IC looked at bi-weekly grade reports to figure out interventions for students struggling (attendance and grades).</p> <p>They also looked at next steps for employability skills leading into</p>

			<p>communication skills and cooperating with others.</p> <p>We had a PD today to look at our learning targets and how we are assessing them. Attendance has been better this year than last year at the PDs. PDs are data driven or from feedback from guest walk-throughs.</p> <p>Discussed with Goldsberry having targeted groups for the half-days to help them with credit recovery.</p>
6:29 PM		Friday Half Day Schedule - Proposed	<p>Staff need to know what the times of the periods are. They will be the same times for periods 1-5 since we are releasing at 11:26 (the end of 5th period)</p> <p>We need to vote on the afternoon portion of the meeting. Each constituency will vote on the plan for the afternoon by tomorrow.</p>
Next Meeting Agenda Items		<p>Quarterly Report questions ENL/Bilingual proposals Half-Day voting for subcommittee (Burgess, Watkins, Scott, Seckel, Darcy Barent)</p>	
VOTING ITEM: Title I Parent Education Plan	<p>Parent: Yes RTA: Yes RAP: Yes Bente: Yes ASAR: Yes</p>		<p>Final vote based on the constituencies in regards to the <u>Title I Parent Education</u> is:</p> <p>Yes</p>
VOTING ITEM: Half Day Schedule	<p>Parent: Yes RTA: Yes RAP: Yes Bente: Yes ASAR: Yes</p>		<p>Final vote based on the constituencies in regards to the <u>Half Day Schedule</u> is:</p> <p>Yes</p>
Parking Lot		Gupta proposed moving SBPT meetings to a different Wednesday of the month because we have building PDs on the first Wednesday of the month. Parents cannot shift the meetings. However, some PDs can be shifted.	

	<p>Next Meeting: December 7, 2022 from 5:00-6:30 pm</p>
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Facilitator:

Notekeeper:

Timekeeper: