Friday, September 4, 2020
10:00 AM - 12:00 NOON
Edison Career & Technology High School, 655 Colfax Street, Rochester, NY 14606

Facilitator: Jacob Scott, Principal
Time Keeper:
Note Taker: Sandhya Gupta

Attendees: Jacob Scott, Andrea Seckel, John O'Neil, Teresa Parker, Ashley Dermody, Shaun Rodriguez, Tracey Reimer, Latresha Fuller

Agenda:
- Edison Campus Updates
- Superintendent's Day Planning: September 10 & 11

Time	Min	Activity
10:00 AM	05	**Edison Campus Updates** ● Modify and approve minutes from 8/31:
10:05 AM	05	**Superintendent's Day Planning: September 10 & 11** **What is our goal for today's work?** a. Comprehensive professional development plan for the Superintendent day
10:10 AM	60	**Superintendent's Day Planning: September 10 & 11** ● **District Level Plan**: No definite plans for Sep 8, 9 as yet. ● https://docs.google.com/spreadsheets/d/1goijyBZaB2Q7pC7FsQT23tpXYjNvfVVB7-rvBUAzNlk/edit?usp=sharing A. **Following are the results (Part : 1)of preliminary needs assessment survey conducted by SBPT** Teachers wanted to know about the following items for remote learning: a. the school wide expectations b. details on how things will work c. supplies for students d. what learning platform to use e. time to plan with teachers B. **Following are some ideas which are generated for professional development from the survey**: 1. Operational: Attendance, grading, online teaching expectation, student engagement, use of technology, teacher taking time off, sub plans, connection with family.

		2. Should we create a cheat sheet which will summarize what a typical day would like for a teacher.
		3. Attendance: For the first two weeks, teachers must call or email the parents of absent students daily. After two weeks if the student does not log in to their class, teachers must refer to engagement team.
		
		Thursday
		    Opening meeting which will address what a typical day would look like
		    for Edison teachers.
		       a. Expectations for remote learning :
		         Synchronous: Mondays, Tuesdays, Thursdays and Fridays
		         Asynchronous : Wednesday
		       b. Address attendance policy
		       c. Expectations for co teaching
		       d. Social Emotional Learning (SEL) time : what it will look like
		       e. Technology training on zoom, google classroom
		       f. Power teacher training: revisiting as there are some changes
		       g. Departments to meet with their supervisor
		       h. Special education administrator to meet with all the sped teachers
		 Friday
		    a. RTA time
		    b. Technology training for remote instruction
		    c. Time for department planning
		    d. Time to plan with co-teachers
		    e. Time to plan a course with other teachers

11.10	40	**Superintendent's Day Planning: September 10 & 11**
		
		Thursday
		9-9.30 AM Opening: Mr. Scott and Ms. Fuller
		9.30- 11.30AM Day in the life of Edison /Ptech teacher
		11.30-12.30 PM LUNCH BREAK
		12.30- 1.45 PM Training on ZOOM and Google Classroom
		2.00-3.00 PM Department time
		
		Friday
		9.00- 10.00AM RTA
		10.05 - 10.30AM Principal update during School wide opening meeting,
		                   Members of school based planning team(SBPT), RTA,
		                   Building committee will be introduced to the school
		                   Community and their goals will be identified.
		10.40- 12.00 Noon Department time
		12-1.00PM Lunch
		1.00 -3.00 PM Additional technology mini PD

11:50 AM	05	**Assess what worked well about this meeting and what we would have liked to change**

		+ Plus (working well, build upon)	▲ Delta (opportunities of improvement)	
		● Everyone's voice was heard. ● Focusing/refocusing and repackaging of multiple issues and concerns into a concise/workable plan forward.	● Start and end on time ● Time keeper	
11:55 AM	05	Next Meeting: TBD		
Kudos				
Parking Lot		**Parking Lot Items** ● Question: If a student does not attend the morning check-in time but attends the end of the day check-in, or communicates with the teacher in some way that day, do we go back and adjust the morning attendance ? ● Question: How do special education teachers find their co-teachers? ● Who is responsible for providing professional development on WEDNESDAYS		