

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

Wednesday, September 7, 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



**Attendees:** Jacob Scott, Kyla Harris, Ebony Stubbs, MiEsha Adell, John O'Neil, LaCassa Felton, Andrea Seckel, Kathryn Leenay, Charmaine Cohen, Sandhya Gupta, Tegra Silver, Helen Dumas, Annissa Hines, Kevin Murphy, Babette Phillips, Diane Watkins (Instructional Committee)

**Absent:** Richard Paufler, Adrienne Murray, David Burgess, Sarah Paxhia, Robert Goldsberry,

## **Agenda:**

- (1) Welcome and Introduction of Members
- (2) [Procedure and Protocols for SBPT](#)
- (3) Building Wide Updates - Scott
  - a. Building Wide Staffing updates 2022-2023
  - b. [SB members & dates for the 2022-2023 school year](#)
  - c. [SBPT Sub Committees](#)
  - d.

## **Updates and Check-Ins:**

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

TIME

MIN

ACTIVITY

MINUTES

5:00 PM		Welcome and SBPT Folder	<p>Team members were given access to the SBPT Google Drive Folder.</p> <p>Members introduced themselves to the team.</p>
5:18 PM		Procedure and Protocols for SBPT	<p>Mr. Scott will try to have information for SBPT meetings ready by the Monday before the Wednesday meeting.</p> <p>The members and meeting times were in a hyperlink on these minutes.</p> <p>In our SBPT folder (in Google Drive) there is the SBPT manual. Mr. Scott suggested having a meeting to review the manual.</p> <p>Mr. Murphy will be reaching out to Aimee Renier (RTA) to set up a SBPT training.</p> <p>Reviewed the responsibilities for SBPT members.</p> <ul style="list-style-type: none"> <li>● SBPT should conduct interviews and job share agreements. <ul style="list-style-type: none"> <li>○ SBPT did not participate in interviews for this year. There were not any teacher transfers before teacher transfer day for SBPT to interview or HCI placed them in our school.</li> </ul> </li> </ul>
5:36 PM		Building Wide Updates	<p>Building Wide Staffing updates-</p> <ul style="list-style-type: none"> <li>● There was not a large amount of vacancies. There were a few resignations of teachers, Teacher Assistance and Paraprofessionals. HCI and Mr. Scott worked hard to provide qualified people to cover the classes. If vacancies were not available, current staff were asked to take on an additional class for extra pay.</li> <li>● We now have four permanent</li> <li>● building substitutes.</li> </ul>

5:41 PM		Parent Engagement	<p>We had a parent leaders retreat on July 26th. Parents who graduated from the Parent Academy came together to discuss what they want to happen this year.</p> <p>Parent Leadership held a parent elections for SBPT.</p> <p>Family and Friends Day for a cookout and kickball with the Parent Leadership Academy Graduates.</p> <p>Parent Leadership Academy Graduates this summer.</p> <p>Fathers Group meeting was in August. This Saturday 12:00-2:00 there will be a fathers event for fathers academic initiative. There will be games and then a meeting to discuss what they want to see happen this year at Edison.</p> <p>Parent Leadership Academy will be next month.</p> <p>Parent and Student spirit week in two weeks.</p> <p>Ms. Hines is leading the Family Talks and wants to have speakers come to the events.</p> <p>Ms. Stubbs discussed how Dr. Cohen and Edison were used as a model for Parent University during the most recent BOE meeting.</p>
5:53		Professional Learning Experience	<p>Phillips suggested taking a poll at the next meeting to determine how many team members were able to attend the professional development.</p>

			Ms. Stubs asked if PDI can be offered to TAs and Paras. Mr. Scott is looking into PDI for them and would like to see them be compensated for taking PDs. He suggests they discuss this with their unions.
6:07		SBPT Sub Committees	<p>Clubs and Organizations:</p> <ul style="list-style-type: none"> <li>• Mr. Murphy said there is one loose end from last school year and will be tied up soon. When that is done club information will be sent out to staff by the end of this month.</li> <li>• SBPT Members are asked to be on the committee. Ms. Harris will help Murphy.</li> <li>• Ms. Hines suggests we make sure NYSAA students have flyers with club information.</li> <li>• After school buses will not be provided for after school clubs.</li> </ul>
6:18 PM		Instructional Council	<p>Scott, Watkins and Burgess planned three days of PDs in Domain 2 for establishing a welcoming environment, lesson planning, learning targets, employability skills, vocabulary strategies, team building and lunch.</p> <p>There is a lead teacher from each department that will look at data, look at integrated CTE lesson plans in core subjects and review tardy data.</p> <p>Thank you Watkins and Burgess for planning the three days of PDs.</p>
6:27 PM		Next Meeting	Scott came up with five lead strategies that were shown and will go into more depth next meeting.
6:28 PM		KUDOS	Three students and four teachers were recognized by the BOE because the students won first place for the 2022

			Rochester Teen Film Festival in documentaries.
6:31 PM		SBPT Sub Committees	Members were encouraged to sign up for sub committees in the Google Document.
<b>Parking Lot</b>		Phillips suggested taking a poll at the next meeting to determine how many team members were able to attend the professional development.	
		<b>Next Meeting:</b> Oct 5, 2022 from 5:00-6:30 pm <b>Facilitator:</b> Jacob Scott <b>Notekeeper:</b> <b>Timekeeper:</b>	