

Edison Career & Technology High School SCHOOL BASED PLANNING TEAM MEETING

Wednesday, March 1, 2023
5:00 PM - 6:30 PM (ZOOM)
Edison Career & Technology High School, 655 Colfax Street, Rochester, NY 14606

Facilitator: Jacob Scott
Note Taker: Kathryn Leenay
Time Keeper: Sandhya Gupta

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: Diane Watkins, Dave Burgess, Sandy Gupta, MiEsha Adell, Jacob Scott, Sarah Paxhia, Lacassa Felton, Charmaine Cohen, Kyla Harris, Miz Ebony

Absent: Kevn Murphy, Andrea Seckel, Babette Phillips, John O'Neil,

Agenda:

- (1) Welcome and Introduction of Members
- (2) Approval of Minutes from [February 1, 2023](#)
- (3) Principal Updates - Scott

Updates and Check-Ins:

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

TIME	MIN	ACTIVITY	MINUTES
5:00 PM	5	Welcome and Introduction of Members	
5:03 PM	5	Approval of Minutes from Wednesday, February 1, 2023	Minutes approved by: Kathryn Leenay Second by: Sarah Paxhia

5:08 PM	15	<p>Principal Updates Jacob Scott</p>	<p>March 3, 2023 Half Day Schedule March 9, 2023 PTC Time of 4:30 - 6:30 pm (CTE Expo will also take place - all CTE programs will have booths. Agenda was shared with SBPT. 8th graders have been provided this information about the programs via Zoom) Edison has been giving tours and has received positive feedback and students are choosing Edison first.</p> <p>Who has heard of the ROC auto tech program? It started yesterday. Adults are participating. This is the first adult learning program we have had in over 25 years. 10 slots will be open for Edison graduates, We currently have a waiting list. For now we will need to keep it to 25. Our goal is to also include Machine Tech by the fall.</p> <p>Cosmetology is still of interest, but we are currently looking for someone who can do it here. Trying to share instructors so we can have a program during the afternoon instead of evening.</p> <p>We will have members of community to be on panel for Women's Wretches Days</p> <p>Had a State visit today, via Zoom. Sarah Sweet shared an email regarding strategies and new entrants to Edison. Scott had sent an email regarding students who are off track. We have received 102 new entrants. Since January 2023, we have received 65. Scott - Can the district provide a list of new entrants/placements for all schools.</p> <p>Harris - We receive ELL who choose Edison as 3rd because other schools are not able to provide appropriate support. Half Day - Burgess will cover March 9th - Dr. Cohen is working on items and will share,</p>
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5:23 PM	10	<p>Parent Engagement - Dr. Charmaine Cohen</p>	<p>Education Summit - Feedback has been positive. Lots of “parking lot” meetings (more discussion) after the official meeting ended. This is very positive.</p> <p>People are asking for Round Table Discussion. Don’t want to lose the momentum.</p> <p>184 registered. We had 144 participants. Overcame some technological issues. The Keynote Speaker was amazing!</p> <p>March 9th - Parent Teacher conferences. Trying something different to motivate parents:</p> <ol style="list-style-type: none"> 1. Many activities 2. Trying to make the invitation personal by having all communication from Jacob Scott. This is research based and has been proven successful. 3. Transportation - No bus, so that limits parents from coming. However, parents can use the OnDemand service. Take any regular RTS to get to Lexington and then take OnDemand. If close, OnDemand can come right to them. 4. Meet and Greet with Principal as well as summer employment 5. Parents will receive a Parent Toolkit. QR code. Will be available in multiple languages. Providing questions to ask, empowers parents. <p>Paxhia - How does a parent get home? They can schedule another OnDemand to pick them up.</p> <p>Gupta - Will there be interpreters? Yes, definitely Spanish but hopefully others.</p> <p>Gupta - Can we ask questions about what else they need from us? We can create a survey. We will have hard copies and send them electronically to their phone.</p> <p>Ms. Felton - Is there a way we can communicate to parents regarding what</p>

			<p>students need for the Summer of Operations? Mr. Paufler can do this. Students are not bringing in birth certificates and other important documents.</p> <p>Paxhia - Why is PT conference 2.5 hours? We need to be flexible to fit our parents' schedules.</p> <p>Conference is 4:30 - 6:30 per email from Mr. Scott.</p> <p>Flyer - Please post in GC. This really helps to get the word out, Consider offering incentives.</p>
5:33 PM	5	Professional Learning Experience Babette Phillips	No report
5:38 PM	5	Clubs and Organizations - Kevin Murphy	<p>Stipends - working on it</p> <p>One club - Junior Class Advisor - paperwork is now in.</p> <p>Mr. Scott is setting up face-to-face to resolve any issues.</p>
5:43 PM	10	Instructional Council - David Burgess & Diane Watkins	<p>Working on Friday's presentation. Asked all IC leads to talk about data. If already analyzed, should spend time working on a plan for regents, scaffolds, or develop assessments or testing.</p> <p>Each team will work through these and decide on a plan. Teams can write the plan right in the document.</p> <p>Friday Agenda: Scott Humphrey Work in teams on data Present findings RTA time</p> <p>ENL - 1D6</p> <p>Some groups are doing different activities.</p> <p>Agenda will go out to staff with links and rooms.</p>

5:53 PM	10	MTSS Update LaCassa Felton	Getting a steady stream of 2-3 students a week. Teachers are joining us. Starting to talk about run-around sheets and other strategies. Seeing movement with some of the students. It is growing Gupta - Can you explain the process again? When we refer a students: <ol style="list-style-type: none"> 1. At first it was academic, but behavior is also part of it as the student progresses. For example, the run around sheets. 2. Some of the academic concerns turned into speech or family concerns; these issues came to the surface.
6:03 PM	10	Other Items/Planning for next meeting	Next meeting agenda items: Items: Plan for May half day (5/15/) Superintendent's Day (SB may need to plan some) Mr. Scott will get clarity on our role at SBPT. Email Mr. Scott if there are other items
6:13 PM			
Next Meeting Agenda Items			
VOTING ITEM: Club & Organizations for the 2022-23 school year		Voting Topic: Parent Teacher Conference - March 9, 2023 at 4:30 - 6:30 pm Parent: RTA: RAP: Bente: ASAR:	This has been voted on.

VOTING ITEM:	Voting Topic: Parent: RTA: RAP: Bente: ASAR:	
Parking Lot		
	Next Meeting: April 12, 2023 from 5:00-6:30 pm Facilitator: Notekeeper: Timekeeper:	