

Alamance Elementary

Meeting Minutes

Meeting Date: 08/10/2020 - 10:00am

Title: BOY - before school starts

Location:

I. Attendance

Team Members:

Erica Archer , Jeana Beasley, Emily Brame , Kelli Capps, Dani Chandler, Shea Christman, Elizabeth Cornett, Evie Massenburg, Ashley McClain, Dacia Quate, Malaina Seegars, Morgan Wigal, Scott Winslow

Guests:

II. Celebrate recent successes

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

V. Old Business

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

VII. Other Business

Action Taken:

Overview and context for remote plan and reopening – Admin has been given large amounts of information. Often information changes; hence, the hold off to send things until it was more final. Grade level Canvas pages were set up since enrollment is changing. Rosters are changing. They have realized this page might be difficult to manage at a grade level number. The grade level pages will be stepped back and we will go with our individual class pages. Open your own page and import items from GCS.

A letter about Virtual Open House will go out to parents. Open House will be virtual (possible Sunday)with doing recorded messages. If any teachers want to do a live session during Open House, it is preferred that it is a grade level event and generic grade level information is shared. Information about Open House will be shared with Connect Ed and a link on the website. Specialist will be part of the video for Open House.

The first week of school, you will set orientation meetings with either individual families or small

groups. If a family expresses an issue with doing things virtually, they may be invited in for a face to face orientation meeting. These should be minimized.

The district is doing lessons for the first three weeks of instruction. The first three weeks are about helping parents with technical issues, learning new software and doing some assessments for students (i-Station for K-3). No lesson plans will be required of us. Teachers may work from home or from school to do this. If you are in the building, there will be strict safety protocols to follow. The possibility of doing a Google Form to collect questions from parents on the website.

Students on IEPs must receive the time required on IEP for services and this will be done remotely. Some IEPs may need revision.

Awaiting information about the start of AG services.

Staff is encouraged to be in the building to work on Wednesday and Thursday. If you have a reason to work remotely, contact Scott.

Moving items from classrooms – Due to guidance from the district about cleaning protocols and guidance about the number of desks that can go in the classroom based on square footage. To get as many desks in the classroom as possible, teachers are only allowed a teacher desk and a file cabinet. The computer desks will be coming out to make room for additional desks. All the materials on top of the cabinet have to come out. Every surface in the room has to be sanitized every day. Every surface must be wiped down daily. To make sure that there is storage for essential supplies once school is face to face, excess materials must be removed so Eureka materials, CKLA materials, ARC materials, manipulatives need places to be stored in the classroom inside closed cabinets to eliminate having to wipe these items down daily. We will also have to share this space with teachers in the lower building due to the fact they have no built in storage for essential materials. We are trying to avoid having to send any classes to another campus to social distance properly. The goal is to keep Alamance students on the Alamance campus. The current plant leaves the gym as an Alamance storage area so we can get to materials we do need and use. Things that we no longer need must be discarded. Anything that is personal should go home. Supplies that can be shared – index cards, post it notes, etc...there will be boxes to place those items in.

If we come back in October with Face to Face instruction will look very different. Remote learning may be better than being isolated and having to be still in a desk all day without anyone able to get close to them – especially with our littlest students.

Several emails were sent this morning with information about the first 3 weeks of school and remote learning. Remote learning will be your Canvas page with the insertion of the district created assignments. You should spend 2 hours per day on Canvas – live with scheduled times for orientations. You should evaluate work assigned in Canvas for students daily. You will not be adding much content other than some getting to know you activities. Teachers will actually begin adding

content after Labor Day. The first three weeks are to focused on helping families with how to use Canvas and ironing out problems so that when our actual instruction starts, things will go smoothly.

A lot of answers to some of the questions have been asked were in the emails that Scott shared this morning.

Grade levels need to work together to create lessons and content so there is consistency across the grade level. What is one teacher's page on a grade level should be very similar to what is on another teacher's page at the same grade level. Consistency and uniformity across the grade level and the district for equity is the goal. This will be helpful for parents who are trying to do cohorts at home with kids in the same grade level so they are all getting the same content. Teachers are also encouraged to work together on creating and sharing the content so that everyone has more time to be available online for small groups.

Work to make sure the live instruction times work with the EC schedule. The IE times will be in there to make sure that we are leaving the time the EC department and AG departments are able to work with their students. All live lessons should be recorded so kids can access them later if necessary.

Specialists since they teach the same lessons repeated for each class on a grade level may do recorded times.

Admin will create a schedule with times for live instruction so that we can coordinate EC/AG services.

Grading/Attendance – attendance will be taken on evidence they have done their work. If they go MIA and have no assignments, no sightings in live lessons or small groups or have no contact is when they are counted absent.

Yes, we will be putting up Science/SS lessons – something in one of them each day. Daily preferred but at least every other day. It does not have to be live.

Teachers can go on live together and co-teach as a grade level – with each teacher having a small piece of the actual level to help with the staff who need flexibility with live due to their own kids at home.

- Preparation

- o Grade level supplies need to be ordered with digital learning in mind – submit a list of teacher needs and things students might need in a student materials in a take home pack (counters, rulers, etc.) – need list by Wednesday afternoon.

- o Student school supply list – make a list of things that are inexpensive things students might need both for doing work at home and work with when we have face to face instruction.

- o Staff's children being allowed at school – students are allowed but must be confined to your

workspace – no flexibility with that. Students cannot go from room to room, go to the playground, etc. They must stay in the classroom with their parent. Be mindful of the social distancing guidelines to avoid putting others at risk.

- o Process to understand the needs of our families with regards to resources and schedules.

- o Process for IST, Speech, EC, 504 – process for referrals has not been determined. Services in IEP must be given. Teachers will not be sent in home to do services. Related services that need to be done in person (ex: OT) by appointment – may not be at Alamance.

- o Process for paperwork, lunch, PTO – that will be held off or sent electronically down the road.

- o Guidelines for staff in regards to teaching materials that can be left in the classroom and where can these teaching materials be stored? Try to remove everything possible

- o Staff have asked about teaching from the classroom and teaching from home: Are both an option? Yes, but please make the office aware of who is coming and when.

- o Staff has asked to have weekly updates and a schedule of meetings to prepare their schedule for students – a master schedule link will be coming

- Orientation Questions:

- o Open House Options – video introduction with message of encouraging words and a grade level/special introduction – very generic video. Orientation sessions with families during the first week of school will be where the families can answer questions and get more individual information. There will be an outline of information to include in that video.

- o Schedule – Orientation needs to happen in a structured way so we don't overwhelm parents. Also want to try to do similar things across grade levels for consistency and equity.

- o Protocols for families for orientation for entering the building (information flyer) -

- o Guidelines for tasks to be accomplished during orientation - An agenda of information to be covered during orientation will be developed (ex: Canvas information, Online learning expectations, Live lessons etiquette, etc.). Building relationships will be vital.

- o Technology – iPads and other devices are coming...may be a few weeks...plan is for all K-5 to have devices at some point.

- o When will we receive contact information so we can start reaching out to parents? – letters will go out to parents this week. Due to the constant changes in who's enrolled, there are lots of changes being made – so rosters may not be final until the end of the week and then families will be notified – may send that Connect message out on Friday or over the weekend.

- o Student Screening guidelines
- o Parent Training opportunities (Digital Learning Training Materials: screenshots, login information)
- o Process for distributing materials
- o What Materials are going home with students AND when will they be given to teachers? (Eureka Textbooks, CKLA Workbooks, Student readers (Magic Tree House)
- Digital Learning Questions:
 - o BOY Assessments (I-Station information, IRLA, Screenings) – I-station and IRLA will continue, information on other screenings should be coming Wednesday from the district. Kindergarten has some state assessments that need one-on-one face to face. There has been mention of porch visits to get these done.
 - o Staff Requirements: Content, schedule, attendance – That will be fixed with the master schedule. The district has not said anything about tracking time – just do your work and if it’s asked for later it will be shared.
 - o Grade Level Shells in Canvas Purpose and Plan
 - o Student Requirements: Grading, Report Cards, Competency – they will be graded and we will have to address issues with kids who do not submit assignment. Grade and teach with grace.
 - o Protocols for families for online learning (Information sheet) – there are links on the items that were sent out this morning.
 - o Protocols for students who aren’t engaging or need assistance – report that students who are not engaged to the admin team if you are not able to get in touch or if your reaching out does not help.
 - o Can we preview the county content that is going on Canvas? - County content is supposed to be going up today. Teachers need to check the subject area Canvas Pages. Social Studies is migrating to a new Canvas page so make sure to click on the link that was sent by Dacia yesterday.
- Be patient, be flexible, roll with things – they are changing every day.
- Don’t work too far ahead due to the constant changes on how things must be done. Be patient.
- Some individual questions will be answered in group emails because others may have similar questions.
- If we follow the master schedule for in the building – it already has resource times built in. Teachers can pick a time within the blocks around the EC schedule to go live.

- Malaina will send a Teams invite to meet with specialists online on Tuesday.

VIII. Next Meeting

Date:

Time:

Title:

Location:

IX. Adjourn

11:45am
