

7/28/20 Elementary Planning Committee Meeting

Our Mission: To create three learning plans to submit to DESE for the 2020-2021 school year.

- In-person learning w/ new safety requirements
- Hybrid Model
- Fully Remote Learning

The Elementary Committee will focus on Elementary operations, teaching and learning, student supports, professional development needs for staff

Members:

Administration: M. Coburn, D. Rehor, D. Leblanc

Teachers: K. Smith (K) D. Bashista (K) C. Moriarty (1) A. Dalton (2) M. McCaul (3) J. Bak (3) D. Murray (5) J. Hough (6) M. Collins (6) D. Dostal (specials)

Sped: R. Harper, C. Servaes

Secretary: J. Fairman

School Committee: L. Papillon

July 28th Meeting Agenda will continue to focus on the “Phasing In” model

- **Update on recent developments**
 - DESE allowing for 10 days of PD/Preparing for remote learning/Health training/SEL
 - Instruction begins no later than Sept.16th or must apply for a waiver
 - Students will have a 170 day school year ~ 850/hrs. for elementary
 - Union negotiations seem to have come to a consensus around phasing students back to school under the model we discussed last week
 - DESE guidelines for specials “strongly encourage these courses be held online”
 - [Guidance for Courses Requiring Additional Safety](#)
 - SPED Staff identified high needs students, considering bringing back ALL IEPs and ELLs about 200 students (does not include 504s)
 - Need to develop criteria for returning students at each phase
- **Remote Learning Expectations**
 - Google Meets - Review Etiquette
 - Grading K-2, 3-6
- **Communication Platform**
 - Send It -Mass notification tool via voice, text, email
- **Next Meeting Will Focus on Flipped Instruction**

MEETING MINUTES:

- Dr. Hopson met with the GEA yesterday and they have looked closely at the phased-in model. The days for students have been reduced from 180 to 170 as per the commissioner of education. These days will be focused on professional development, planning for remote instruction, a meet n’ greet during Chromebook distribution day. Teachers who are moving classrooms are wondering if there will be a bit of extra time to get into their classes to organize their materials.
- If special education students stay with the spec. ed. teachers there may be a need for those teachers to use larger spaces (classrooms) for social distancing and the classroom teacher will move to a smaller space where they will be able to work with students remotely.

- Leadership team will need to develop the standards for moving from one phase to the next phase of entry.
- 6th grade had developed Google Meet “Do’s and Do Not’s” for their students. They shared the list and the team is looking at developing a separate list for K-2 using appropriate “kid-friendly” language. Teachers can review this list with their students and add items or modify lists with student input. McCaul shared her Google Classroom Etiquette with the group and there was discussion on how and when to display the list as well as where they can download the list.
- Discussion of grading and attendance: Is there a way to monitor which students watched a posted video? There will need to be assignment deadlines for when student work needs to be turned in (24 hrs?) and attendance will need to be taken daily during Google Meets. Assignments will be graded and students will receive grades (we will not be doing pass/fail). All grades will need to be entered into the parent portal and Power Teacher to prevent issues with report cards and allow parents to see assignment grades.
- If Wednesday is a “specials day” students will meet with their teacher for an hour in the morning and then spend the rest of the day meeting in specials classes. Students won’t be doing classroom work on Wednesday they will be completing specials classwork.
- Looking at a program called “Send-it” to communicate with parents. Send-it allows teachers to send out a mass communication (voicemail/email) to their parents. The program ties with PowerSchool for parent email access. This would take the place of Class Dojo and will be archived.
- Class lists will be sent to teachers ASAP once we have a commitment from parents on which kids are going to stay fully remote. Megan continues to work on organizing classes according to cohort sizes, students moving out of district, etc. to keep them balanced by cohort.
- Thursday’s meeting will be with Deanna and the topic will be around instruction and the flipped classroom. All staff are invited to attend that meeting, not just committee members. Megan encouraged members to reachout to their grade level teams about attending.
- In the next couple of weeks, Megan will be creating a general remote learning schedule for teachers to follow for consistency between grade levels. Supply lists should be kept very simple - items to help for remote learning and basic items that could transition to the classroom when students come back to the building. Identify 3-4 key items that will be needed. Dostal asked if specials could put together bags of materials for kindergarten and first grade so the students will have what they need when working on specials at home.