

Questions and Concerns: for August 31st. Upper School Based Planning Team Agenda

Directions: Please type your questions in the proper categories and state your concerns as [Questions that need Answers](#). Please be as specific as possible.

In attendance: Rick Smith(principal), Donna Groff(assistant principal), Steven Soprano (assistant principal), Nancy Braiman, Annette Pennella (RTA-observer), Gayle Cameron (RAP-observer), Vanessa Crans, Howard Krug, Stacey Signorino, Brianna Alexander, William Holmes, Fran Desiato, Siomara Lorenzo, Joshwa Chartrand (student representative)

Established Protocols/Norms for Upper School SBPT
<p>Need to approve the minutes from July 30 to make them official. Administrators do not approve these minutes because they do not agree with Braiman's revised. They agree that Vanguard and IAT SBPT members did not officially approve the SCEP submission in June, and once Franklin Upper SBPT members were elected in September then those elected members would be involved in the SCEP. Trying to build unity within the building and making sure everyone has a voice.</p>
<p>Establishing a google doc for staff to submit questions, concerns to SBPT? How far in advance does the Principal need these questions to put them on upcoming Agendas? Who will send out the perspective Agenda to the SBPT members prior to each meeting? Create a google form for school based. Creating a google doc before the meeting is a good idea because many of the questions can be answered before hand and the meeting can be more productive. The Friday before the meeting is the deadline. The agenda will be available on Monday. .to create a SBPT to link within the intranet.</p>
<p>What are the scheduled meeting dates for SBPT? Who will be sending out the Zoom link for each meeting? TBD. Need to have elections for new members of Upper Franklin SBPT Smith (Per labor relations and RTA). Need to have a SBPT in place as soon as possible in order to have a team in place as soon as possible in order to meet in September.</p>
<p>Ans)re Roles going to rotate? Note: All roles should always rotate, even facilitator. Mundorff This is established in SBPT Handbook. Will be determined at the end of each meeting for nex. meeting.</p>
<p>How can SBPT minutes be edited if necessary and "Approved" by SBPT members? Who will send out the official SBPT minutes (PDF) to each constituent group? This is in the SBPT Handbook.</p>
<p>What is the process for proposing and voting on motions that members bring forward? [This would seem to be especially important this year with all the changes and merging two different schools into a single school.] This is in the SBPT handbook (not the merging of schools)</p>
<p>What are the responses to the SCEP Plan feedback given by SBPT members who were not included in the drafting of this document? (Refer to the minutes from May and June about SBPT members asking for the SCEP plan) Sharing the SCEP Plan with staff. Which dates did staff members (non SBPT) meet to create and approve the SCEP before submitting to the state? Please refer to page 31 in the SBPT Manual. Because SBPT members did not vote on the SCEP, this should create an</p>

impasse situation. Please see page 34 of the SBPT Manual.

Corrine Mundorff will be an observer at the 8/31/20 SBPT meeting.

Gayle Cameron will be an observer for RAP at the 8/31/20 SBPT meeting.

New Upper School Franklin Opening!

Mission statement?? Vision Statement??? Who and how are these going to be established? **We going with the district mission and vision statement in order to align with the district. It will be put on Upper Franklin's website. Can we revise it?**

What and where is the Organizational Chart for this school year? Who are the administrators and which grades do they cover? **In the process of creating it. 4 AP this year. We will create a paper form that will come out very soon.**

Is there some kind of orientation or boot camp to launch the year? **There at least needs to be an opening faculty meeting. Mundorff Next week there are 4 Superintendent Conference days. First two are for the district and the second two days are based in our school. Teachers will have opportunity to come into building. The meetings will be virtual.**

Are there going to be committees for staff? **Instructional committees surrounding the goals of the SCEP, and other committees such as sunshine, restorative practices, wellness committee, social emotional committee, etc. Staff can sign up during Superintendent's Conference days.**

When are superintendent's conference days so people can schedule childcare? What will the Superintendent's Conference Days involve? **September 8-11 it's in the bulletin. September 8 and 9 will be district wide. September 10-11 will be based in our school.**

Who is designated as the Head of Operations for the Franklin Campus and what are his/her responsibilities? **Mr. Smith and Mr. Soprano.**

Who is the head of the Foreign Language Department? **Central Office directors.**

What is the school budget and allocations to teachers, clubs, etc.? **This is to be determined because of the budget cuts. Everything is frozen right now.**

Who will lead instructional technology needs and professional development for Upper Franklin?

Schedules and Attendance

Are we 8 or 9 periods this year? How are we running schedules for students? **Eight periods. Schedules to be coming out in the next few days. Remote learning is 8:30-3:30. 30 minute periods and five minutes between classes. When we return in person, the schedule will return to 7:30-2:30. Monday, Tuesday, Thursday, Friday classes. Wednesdays are for helping students, collaboration, etc. If a teacher has a conflict with the schedule due to the changes, we will try to accommodate that somehow. If a teacher needs to take a day off or has an appointment, you will need to submit a form to administrators and notify students. If you have a support teacher such as SPED or ESOL, that**

co-teacher will cover the class.

Room assignments are still being tweaked at this time. If you choose to come in, you can use the assigned room at this time. Until student rosters are populated into Powerschool, then co-teachers will also appear in the schedule.

When will paras and TAs know their schedules? **Once the schedules are in place, paras and TAs will notified.**

Can we have a Google Form for parents/guardians to fill out when their child is absent from their Zoom Classes (for whatever reason)? The Absence Excuse Link can be on our public Upper School website. **We're going to update our tracking records from last year since they were so successful. Fix any tweaks from last year.**

Attendance: Are students expected to attend a zoom meeting the same as if they were in school, like each period different class? Or are we running things the way we did at the end of last year? (We need to state to the Upper School students that they are expected to attend the synchronous learning classes in their schedules. If we don't do this, students will think they do not need to attend Zoom Classes! Teachers can still take into account the completed student assignments, for grades and attendance each week.)

Suggestion for attendance: In Albany area city school district the district has a google form embedded into google classroom in which students are responsible for filling out upon entering class or completing assignment for the day. The form then uploads into the district's attendance system.

Note: I believe we're required to follow the RCSD attendance policy, but this should be clarified by SBPT. Then that policy should be widely disseminated because not every teacher attended the reopening meeting. Mundorff.

Please refer to the district attendance policy for remote learning.

What happens if students do not want to return to school when we physically reopen. Probably can continue remotely. We will continue to offer remote learning.(Josh)

(See Presentation Section) Suggestion for Asynchronous Wednesdays: Wednesdays can be dedicated for students to make up any missing assignments, ask clarifying questions, get extra help and have a chance to make a "live lesson." Wednesday "asynchronous assignments" can be assigned by "homebase SEL teacher." I have a great idea to modify an existing "life skill" book for both teachers and students to complete each morning with their home bases and Wednesdays will be the assignment day. I have no problem taking the lead on this as part of the Wellness Committee and providing materials.

https://docs.google.com/presentation/d/1JVPXlgIkt3-cZjhAX552e6h0xtV-y8uE8n1tYWPb_-o/edit?usp=sharing

Interactive presentation click here:

Can this be shared at our next SBPT team meeting in September? The district is developing SEL>

Wednesdays are days that we have office hours, who determines when that is? Instead of 2 hrs consecutive, it might be more beneficial to have a morning hour and afternoon for students? **Note: this was determined by RCSD and agreed upon by RTA in the MOU. I believe we must follow the Wednesday schedule. However, teachers could offer additional hours should they choose to do so.**

SEL is still being worked out by the district. Our students will have SEL in first period class and support teachers will be involved in this. If students do not sign on at that time, a support teacher can call home. This can also be done during the office hours on Wednesday.

When will **teachers** know their schedules?? Still don't have one...quite frustrating! **Teachers should know their schedules. Contact Mr. Latragna if not and cc Smith.**

After review class lists, many students placed in some classes have already taken the class. Who do we report this to? **Report this to counselors.**

What is the specifics of SEL time in the mornings? Do we have rosters for this? Is there some sort of dedicated format for this? **Teachers need to start planning. Mundorff The district is working on this and will be sharing what components to be followed.**

Communication

Which administrator do teachers communicate with, concerning different issues, and what is the timeframe a teacher should expect a response? **When we get the operational flow chart, you will see which administrator is overseeing which grade, support staff, counselors. If you text Soprano, he will respond fairly quickly. The email will take about 24 hours. Most important part of the teacher manual will be shared with teachers next week.**

Who is creating the Upper School staff Website (Intranet website)? Can the Upper School staff Website include: weekly bulletins; important updates; important announcements from the Principal? **The intranet website is being developed by Stadt. The website can be private and public? Technology Committee.**

Why do the principals want one Building Committee for the whole campus? RTA recommends we have two Building Committees because of the two different schools. Lower School may have different concerns than the Upper School. **There will be two separate building committees, but for similar situations we will come together for overall global concerns because we share one campus, especially with respect to safety.**

Grades

Do we know what grading system will look like while we are remote? For instance at the end of the 10 weeks will it be a P or F system or traditional? **This was address during the RCSD reopening meeting. We are back to traditional grading. Mundorff. Traditional grading system so it's very important to work closely with students and have them signed on during synchronous learning time.**

Professional Development

PD Approvals for Lynn O'Brien and Rtia Hartgrove
Karen Parkinson PD, Braiman PD Rbern. **Stadt and Groff are working on PD proposals.**

Constituent Presentations

Signorino- To present idea: Suggestion for Asynchronous Wednesdays: Wednesdays can be dedicated for students to make up any missing assignments, ask clarifying questions, get extra help and have a chance to make up a "live lesson." Wednesday "asynchronous assignments" can be assigned by "homebase SEL teacher." I have a great idea to modify an existing "life skill" book for both teachers and students to complete each morning with their home bases and Wednesdays will be the assignment day. I have no problem taking the lead on this as part of the Wellness Committee and providing materials.

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Special Ed and ELL Concerns

Is the ESS Team the same for both upper and lower? **There will be a central team for just our building from downtown.**

Who is the Special Ed Coordinator for the Upper School? **We will find out later this week. They will be assigned by Central Office.**

When will the special ed teachers receive information about our Primary Special Ed students? **Once the special ed coordinator is in place and schedules are created.**

How was scheduling determined for ESOL teachers and SPED teachers? How can we have more input into the scheduling to ensure these populations of students are receiving the optimal schedules for their particular needs and teachers are utilized according to their strengths and expertise. How does the scheduling of SPED and ELL services support the SCEP Plan?

The counselors are still working on finalizing these schedules.

Teaching Materials and Access to Building

Can staff work from their classrooms? **The district is looking at the needs assessment results and determined if the teachers can be in their home base buildings or different buildings. If the teachers can be in our building, the teachers would likely work in their assigned rooms. The rooms could change once students return, however. Still waiting for results from needs assessment.**

Will we have access to technology like a document camera for teacher lead demonstrations that we could use at home for remote instruction? **Can't take those items at this time.**

Supplies for students? Is there a way to see what is in classrooms (artrooms) to see what supplies are

available? And if we are to enter the building later in the year for face to face instruction- knowing inventory. As long as we follow certain guidelines, we can create a schedule for teachers to come in and see what's available. That cannot happen right now, but at some point in the first ten weeks. If you know what supplies you need, you will not likely get funding because of the budget freeze. It depends if this is a needed resource or not.

At this point, the 1200 min lab requirement is still in place. How can we get supplies to the students? 30 minutes is not enough time for lab work and there is no science director for guidance. What should science teachers do? Smith advises the asynchronous time to help complete labs. Since it's a four day schedule, the schedule will not alternate. Teachers will need to be creative with labs and tools, materials. Can the mandate for labs be changed?

If staff is able to work from the building, are we held to this or can we work from home if we have to for some reason? Do we have to provide said reason? This will be flexible because each circumstance is unique. It is still being determined which buildings will be used versus all buildings. Two teachers can be in the same room if they can practice social distancing.

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