

Meeting Wise Template Adapted for School #35

Grade Level Team: SBPT

Location: Zoom

Date: 1-6-2021

*****REMEMBER TO MAKE A COPY FIRST*****

Topic: Monthly Meeting	Attendees: Erin Tellex, Jamie Stein, Vanessa McNamara, Tammie Lezeska, Mrs. Holberton, Mrs. Santana, Mrs. Sanchez Facilitator: Erin Tellex Notetaker: Vanessa McNamara Timekeeper: Jamie Stein	
Meeting objectives: Agenda: <ul style="list-style-type: none"> ● Next 3 Wednesdays PD's ● School Reopening ● Data Meeting Sign up 		
To prepare for this meeting, please: <ul style="list-style-type: none"> ● 		
Schedule -		
Time	Minutes	Activity
8:15		Mrs. Sanchez invited Mrs. Walker to be the parent involved in SBPT. Her daughter is in Mrs. Hanson's class. She has been sent the information.
8:20	SCEP Sharing	<ul style="list-style-type: none"> ● Suggested date: January 27th ● Today there will be a brief PD around opening. ● Next week Heather Donnely will be coming in (11-12pm) to facilitate staff PD. Grade level meetings will be held after the staff PD. ● As we move forward, in February Wednesday schedules will need to be adjusted to the new times.

		<ul style="list-style-type: none"> ● SCEP rollout to the staff will be on January 27th (may need to change date if there is not enough time to prep before Feb. 8th). ● We need to be back at school 3 days before February 8th which would be the 3rd. Still waiting on more information.
8:30	School Reopening	<ul style="list-style-type: none"> ● Hours, Schedule, and Protocols ● Hours will be 7:15-2:15 for teachers. Students arrive at 7:30. Support staff will assist in students entering procedures. Teacher hours allowed into the building is 6:45am. This schedule is for online and in person 7:30-2. Schedule will be ABCD days. Monday will always be A, Tuesday B, Thursday C, Friday D. ● One hour of instruction for ELA and one hour for math for remote students for Monday and Tuesday. Rest of the time is asynchronous. ● K-2 there is a schedule to make sure they have extra support staff there to help during the 2 hours where the classroom teacher is 1:1 with virtual students. If an ESOL teacher is in the classroom, they would be utilized during the virtual hour time for the in person students. ● 3-6, teachers will need to monitor in person and online students. There will be additional staff available to assist (ESOL, intervention, etc.) ● Grade levels have flexibility on how they would like to work this. Talk to admin. Some grade levels have talked about departmentalizing and looking at numbers of what teachers will teach what subject for example. Some grade levels have asked to team teach because numbers are so low. ● The PD today is around developing ideas on how to open up the hybrid model. ● Everyone should have their schedules at this point. Waiting on Wilmont and Attalah's schedules from Michels.. ● Classroom teachers should be communicating their schedules with parents with regard to in person and online. Online schedule and in person schedule should be turned in to admin.

8:45	Data Meeting Rollout Plan	<ul style="list-style-type: none"> ● Share sign up ● Data meeting schedule is almost finished. There were 30 available time slots. The first day is 1/15. Teachers should bring whatever data they have at this point. ● Intervention teachers and SPED should participate if they work with students in the class. ESOL can participate as well.
8:55		<ul style="list-style-type: none"> ● Mrs. Mendez is retiring next month. ● Mrs. Blydenburgh will be taking her place in February. Mrs. Chona's class will no longer be an ICOT as there are no ICOT students in that class. ● On the post this week, there is information about upcoming assessments. Teachers can begin AimsWeb and NWEA winter benchmarks. Intervention should be available for k-1 math. Teachers can reach out if they need additional help. ● Instructional technology should be providing some ideas and strategies for hybrid model. Specific guidance documents will be provided. K-2 does have chromebooks and IPADS. ● Teacher shields have been purchased so you can sit 1:1 with a student. Clear trifold. The office has masks for staff.
AGENDA for next meeting:	School Wide Assessment Plan	<ul style="list-style-type: none"> ● Share document ● Assessment guidance document