


## GC Meeting Minutes 9/4/2020

**Present:** Marlene Blocker, Cassandra Kelley, Deziree Garrick, Kristine Price, Sue Gross, Sarah Collins, Jodi Cook and Rosemary Wilson

### Agenda:

1. **Scholar Norms listed below were endorsed by Upper School GC unanimously.** We had some discussion about the expectation for cameras to be on...concerns were about wifi bandwidth in homes, kids not wanting to show their homes, etc. Kids need to check in with cameras on multiple times during a class (especially if in breakout rooms) but will not be required to keep cameras on for the entire class.

<b>East Upper School Distance Learning Norms</b>	
<p><b>Be Tenacious</b> BE ON TIME</p> <p><b>READY</b></p> <p>Allow yourself time to wake up &amp; get ready</p> <p>Charge your tech</p> <p>Be prepared</p> 	<p><b>Advocate for Self &amp; Others</b> PRESENTATION</p> <p>We need to see your face every class</p> <p>Mute yourself unless it is your turn to talk</p> <p><b>SHH</b></p> 
<p><b>Think Purposefully</b> STAY ORGANIZED</p> <p>Have a routine</p> <p>Check your Google calendar</p> <p>Check email &amp; messages</p> <p>Stay on top of assignments, work on a little bit every day</p> <p><b>Good Week?</b></p> 	<p><b>Advocate for Self &amp; Others</b> ASK FOR HELP</p> <p>Use the last 5 minutes of each period to schedule additional help with your teacher</p> <p>Use office hours on Wednesday to get help</p> <p>Ask your counselor for help</p> <p><b>I'm LoSt</b></p> 
<p><b>Think Purposefully</b> CHAT RESPONSIBLY</p> <p>Use private chat to your teacher if it is for them only</p> <p>Use the chat feature if everyone needs to see the comment</p> <p><b>LET'S TACO BOUT IT</b></p> 	<p><b>Be Tenacious</b> PARTICIPATE</p> <p>Be focused</p> <p>Be attentive</p> <p>Be an active participant</p> <p><b>PARTICIPATE</b></p> 

2. Staff Norms were discussed and unanimously endorsed.

## East Adult Distance Learning Norms

### Be Tenacious

**READY**



Be prepared and  
log in on time

Honor the next  
session by ending on  
time

### Be Tenacious



Be focused

Be attentive

Be an active  
participant

### Advocate for Self & Others

We want to see  
you! Cameras  
on!

**SHH**



Mute yourself  
unless it is your  
turn to talk.

If you need to take  
a break, turn your  
camera off briefly

### Advocate for Self & Others

Share the air and  
ensure all voices are  
heard in breakout  
rooms

Lead your own  
learning (e.d.  
download the chat  
if you want it).



### Think Purposefully- CHAT RESPECTFULLY

Use private  
comments to  
your PRESENTER  
IF it is specific  
to you

**LET'S TACO  
BOUT IT**



Use the stream  
IF everyone  
needs to see

Only chat what  
you would say in  
person



3. Scholar Schedule was reviewed and unanimously endorsed.

## Scholar Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:55	Optional SEL Zoom	Optional SEL Zoom	Async Day	Optional SEL Zoom	Optional SEL Zoom
9:00-9:55	1A	1B	Async Day	1C	1D
10:00-10:55	2A	2B	Async Day	2C	2D
11:00-11:55	3A	3B	Async Day	3C	3D
12:00-12:55	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:55	4A	4B	FG 1:00-1:40	4C	4D
2:00-2:55	5A	5B	Office Hours Available 1:45-3:30	5C	5D

4. **Teacher Schedules were reviewed and unanimously endorsed.** Some discussion was had about the improved Wednesday schedule with additional IPT time, transition times, and more flexible office hour time.

<b>Times</b>	<b>Monday(A)/Thursday(C) and Tuesday(B)/Friday(D)</b>	
<b>8:00-8:55</b> [55 minutes]	Curriculum Writing w/specific deliverables every week <i>(determined by your TL &amp; admin)</i>	
<b>9:00-9:55</b> [5/45/5/55 minutes]	Check-In [5 min.] Synchronous Teaching [45 min.] Closing feedback cycle* [5 min.] <i>*teacher is available for questions, clarification, etc.</i>	CPT/IPT (ALL staff) IDCPT (LS & 9th grade Academy)
<b>10:00-10:55</b> [5/45/5/55 minutes]	Check-In [5 min.] Synchronous Teaching [45 min.] Closing feedback cycle [5 min.]	CPT/IPT (ALL staff) IDCPT (LS & 9th grade Academy)
<b>11:00-11:55</b> [5/45/5/55 minutes]	Check-In [5 min.] Synchronous Teaching [45 min.] Closing feedback cycle [5 min.]	CPT/IPT (ALL staff) IDCPT (LS & 9th grade Academy)
<b>11:55-12:40</b> [45 minutes]	Lunch	
<b>12:40-12:55</b> [15 minutes]	Engagement Tracker Update	
<b>1:00-1:55</b> [5/45/5/55 minutes]	Check-In [5 min.] Synchronous Teaching [45 min.] Closing feedback cycle [5 min.]	CPT/IPT (ALL staff) IDCPT (LS & 9th grade Academy)
<b>2:00-2:55</b> [5/45/5/55 minutes]	Check-In [5 min.] Synchronous Teaching [45 min.] Closing feedback cycle [5 min.]	CPT/IPT (ALL staff) IDCPT (LS & 9th grade Academy)
<b>3:00-3:30</b> [30 minutes]	<i>Student feedback on assignments, connecting with caseload (Special Education Teachers)</i>	

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	Wednesday (Teachers, Counselors, SWs, TAs, Paras, Speech, Psych, Librarian)
8:00-8:55	PL Meetings Weekly with one of those meetings/month a principal's meeting  <i>*Best Practice Sharing for DE every other week as part of this meeting</i>
9:00-9:55	IPT
10:00-10:40	CPT (Department) Can include: Coaching Cycle components Review Unit plans and LPs for CRRP infusion Creating individualized work for students with IEPs
10:45-11:15	Just In Time PL (based on walk-throughs, feedback from families and scholars, input from staff). Could be facilitated by any staff member based on strengths and needs.
11:20-12:25	IPT*
12:25-12:55	Lunch
1:00-1:40	Family Group
1:45-3:30	Office Hours (1:1 or small group Intervention Opportunities)

\*IPT may be encumbered as needed. Currently we are starting with 2 full hours.

5. **How should internet connectivity issues should be handled by students and/or staff should they arise?** If internet connection is lost by students or staff, they should actively try to resolve it as quickly as possible. Staff should communicate the problem to their supervisor and consider

having a co-host (either another teacher or a trusted student in the class) in case this occurs. It is essential that staff ensure they have good internet connectivity with their internet provider prior to 9/14. Students should communicate connectivity issues with their teacher if they lose connection for any reason (text, email, call as soon as they can when their internet connection resumes.)

6. **What does our code of conduct look like virtually and steps that staff should take to address any issues that may arise?** If something inappropriate (per our code of conduct) occurs during a class, staff should send the student out of the class zoom...back to the waiting room. Staff should contact the student and family to follow up with explanation of the problem and the expectation going forward. Hopefully, this resolves the issue. If the issue is persistent or egregious, staff should write a referral to their administrator in addition to their contact with the student and family.