

Meeting Minutes – 4/24/20

Kinder – Kinder team, Principal, AP, ESE (Railton), Math Coach (Antosh)

- Shout outs for teachers and students. Caudill has made -I-ready directions and team for making the *Smore* for kinder a success.
- Science Lesson from Science Special are not to be used for a grade unless decided by on the grade level. The lessons are meant to be used as enrichment.
- Retention list has been sent and went over (2 students)
- **BQ** students – teachers are adjusting path, assigning different assignments in Canvas (based on I-ready lesson success), Epic book differentiating (Spanish option for LY kids), conferencing on Big Blue button with students, reaching out to students/parents multiple times a week, offered tutoring, and support with strategies.
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs.
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Progress Reports - communicate with parents on how students are doing, capture information in teacher logs.
- Intentions will be in the Buzz. Teachers will need to fill out, due by Thursday
- Students/Families who are NOT responding with instruction or communication, formal letters will be sent to families.

Second Grade – 2nd grade teachers, reading coach (Mejia), math int. (Keeler), Principal, Railton

- Bottom Quartile: What are you doing to reach those kids? Examples: adjusted path, added lessons, big blue button and 1:1 conference, specific books
- Addis is calling extra with lessons having the support from Railton and assigned different lessons and adjusted
- Crumpler: calling to give extra push, readjust if necessary and checking in. Ms. Luz is calling Sabrina. Calling BQ call, message in Focus and text parents and gives "help".
- **BQ**: Luster: additional lessons at their level, digraph is example. deleting 2nd comprehension lesson so they do not continue to struggle. Extra phones calls, completing lessons with the BQ students. Calling and speaking to students specifically.
- BQ: assigning comprehension lessons, if they struggle all teachers will delete the comprehension so they are not struggling the 2nd time
- Malmquist: calls in and checks and walks through the instructional part. Parents are extremely supportive with some kids.
- Segroves: calls in and checks in with BQ. adjusted lessons, deleted 2nd comprehension, called Luz to help. Bevan, calls and checks in. Talks on Tuesday and Wednesday and then friendly reminders.
- Big Blue Button: will try to connect with one BQ student who is struggling.

Fourth Grade – 4th grade teacher, Principal, reading int. (Carlsen), Reading Coach (Mejia), Math Coach (Antosh), ESE (Decosa)

- **BQ** -ESE resources, Math and Reading Coach, LY assistants, assisting with lessons, modifying Canvas assignments, conferencing with student who are not having success and reassigning lessons, adjusting I-ready lessons
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs.
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Progress reports due – please update Focus grade ASAP
- Intentions will be in the Buzz. Teachers will need to fill out, due by Thursday
- Students/Families who are NOT responding with instruction or communication, formal letters will be sent to families.
- PMP spreadsheet give to GL, please fill out

ESE – ESE staff, Principal, AP, Resource (Hoover), SP (Miller), Speech

- Special Area assignments are considered enrichment for students, not mandatory
- Retention list please complete by Tues. to GL
- **BQ** – please reach out to support those students and teachers. Might involve Canvas conferences. URL being used for self-contained rooms.
- Shout – outs for students, send to KG
- Record all contact in teacher logs and ESE logs
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs.
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Progress report and grades related to student progress for self-contained. Communicate progress with parents and capture conversation in Teacher Logs
- Students who have NO work- let admin know so we can continue to contact and eventually send a formal letter to family.
- Talk with grade level teams to add “challenge” lessons for S-C students that are below grade level.
- Teacher Assistance should be communicating with teachers on student help.
- Teachers and TA sending positive post cards home
- Temporary forms should be locked when complete (they can unlock if changes need to be made)
- ESY – still being worked on, possible employment opportunity
- Retentions are being done based on school year progress not quarter 4 (virtual learning)
- All IEP’s are up to date (exception a few speech). Most of May will be peer training from DOE for IEP’s.

Third Grade – 3rd grade teachers, Reading int. (Carlsen), Math int. (Keeler), ESE (Carney), 3Gi (Bevan)

- Special Area assignments are considered enrichment for students, not mandatory. Science would be grade through grade level teacher
- Retention list – due to KG next week. Students that have been identified already throughout the year. Retention will be base on school year progress NOT 4th quarter progress. Retention meeting week of May 11. PMP spreadsheet for students that should be on the “radar” for next year.
- **BQ** – additional contact with parent/students, extra lessons via videos and student conferencing, adjusting I-ready pathway lessons or pathway, individual contact with students that are failing lessons, additional support through ESE teachers, 3Gi and interventionist.
- Teacher communication with parents- teachers have worked out plans with partner teachers to help with call load
- Grading – 1 ELA, 1 Math alternate SS and Science (I-ready should not be the ONLY grade given)
- Progress reports – update grades ASAP
- Weekly student workload should be I-ready lessons and Canvas assignments. Encouraged teachers to attend tech PD’s when necessary.
- Students on Packets – may not be able to give a SS or Science Grades
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs.
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Intentions will be in the Buzz. Teachers will need to fill out, due by Thursday. Allocations meeting will be next week (possible 7, 3rd grade teachers)
- Students/Families who are NOT responding with instruction or communication (mult. Attempts and admin involved), formal letters will be sent to families.
- Continue to conference with students on paper packets. Weeks 5/6 being worked on by district

Fifth Grade – 5th grade team, ESE (Decosa), Principal, AP, Reading coach (Mejia)

- Grading – 1 ELA, 1 Math alternate SS and Science (I-ready should not be the ONLY grade given). Students not doing any work record as a missing assignment for now. Science lessons are being successful, Canvas live lessons helpful
- Special Area assignments are considered enrichment for students, not mandatory. Science would be grade through grade level teacher
- Retention list due by May (if any)
- **BQ** – multiple student contact with support from coaches and ESE teachers, teachers are having scheduled student conferences to aide learning, modifying canvas for multi-step directions, and screen shots, recognizing student success, adjusting I-ready for failed lessons and add additional support, additional video lessons for extra support
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Progress reports – update grades ASAP in Focus Students who have NO work- let admin know so we can continue to contact and eventually send a formal letter to family.

- 5th grade graduation will not happen as of now. Students will be allowed to come get stuff on a schedule once approved by district. Middle school criteria still be discussed by district.

First Grade – 1st grade teachers, AP, Principal, Reading Coach (Mejia)

- Retention list due by May (if any)
- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs
- Progress reports – update grades ASAP in Focus Students who have NO work- let admin know so we can continue to contact and eventually send a formal letter to family.
- Special Area assignments are considered enrichment for students, not mandatory. Science would be grade through grade level teacher
- Retention list due by May (if any). Any student that are up for discussion or parents are requesting
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.
- Intentions will be in the Buzz. Teachers will need to fill out, due by Thursday. Allocations meeting will be this week
- **BQ** – modifying lessons in canvas and I-ready, assigning previously taught standards in I-ready, monitoring lessons that are passed and not passed as well as domains. ESE and LY support and follow up. Tutorials with parents and students on how to use canvas. Reading and Math interventionist also giving instructional support. Below level phonics lessons also being assigned. Admin and BIS are support for at home strategies.
- District pep-rally for student/parent drive thru to say Hi, May 1, 6-7

Specials – special teachers, AP, Principal

- Clarification on shout-out, awesome grams and thanks for being you. Shout-out on announcements for encouragement, AG are student going above and beyond, Thanks are for staff shout outs
- Special Area assignments are considered enrichment for students, not mandatory. Science would be grade through grade level teacher
- Allocation meeting this week, please submit intention by end of week.
- Teacher Appreciation Week Lunch – working with Rotary to provide a “drive-thru” lunch for staff.