**Meeting Rationale**

FSWC – Lee is a small school with lots of integrated and moving parts. Our parent organizations (Florida SouthWestern State College and the Lee County School District both operate as outside entities and are dependable sources of support and structure. In relation to the LCSD, we are an independent Charter School and function as a sub division of the School of Education at FSW (SoE). These positions are advantageous to us as we remain operationally free to do what is best for students, staff, and our general school community. While there is a formal structure of meeting almost every other Tuesday as a full group, submitting our meeting minutes to the College’s Document Manager, and meeting regularly with the Dean of the SoE, this structure is not the driving force for excellence. Student needs are best met through the spirit of innovation, self-directedness, cooperation, and shared decision-making that permeates the culture here. The results of this methodology speak for themselves in terms of academic achievement, climate surveys, and the annual excess demand for seats during our open enrollment lottery.

What follows are the meeting minutes and summaries of our designated time(s) together but they do not happen in a vacuum. Sometimes they sound like an agenda and are published before hand, other times they are presented as a summary of what happened. Lunchtimes in the staff lounges, group chats via cell phone, teachers teaming up with each other, ideas from the Principal, un-expected student needs, world events☺, all get managed with the strength of a unified staff. There is an un-written expectation that decisions that will affect multiple people or groups of students require everyone involved to be present. This builds a sense of team while encouraging independent thinking and cooperation at the same time.

**FSWC-Lee Collegiate High School**

**Meeting Minutes**

3/10/2020

Just this list of general announcements….

Lock down drill today at beginning of second.  Fire drill tomorrow at beginning of 6th.

I am working this week to get our “boot camp” operational so that we can do the employee and sibling preference kids soon after break.  Please let me know ASAP if you prefer to:

1. work one or more boot camps (probably on Tuesday evenings)
2. don’t care one way or another
3. work on accreditation brainstorming

Sometime this week is the annual SREF inspection…..I will come walk your rooms just to make sure everything looks good (typical violation issues are extension cords, space heaters, un labeled or un secured chemicals, clutter near sprinkler heads, furniture in front of doors and escape windows)

Please also put your door stops away each evening .  The cleaning staff is going to disinfect all work surfaces over the break so clearing off your desks and other surfaces is a good idea so your room can get treated.

B. Botts

3/11/2020

Step one……please post your grades before 3:00 on Friday.  The screen looks different for some reason but you can trust the green check mark that shows in the top left hand corner that says “complete.”

Step two…….relax and recharge; there’s a lot to do between now and end of the year!!

Step three……see the attached memo from the Lee District to all their employees.  Obviously we don’t work directly for the LCSD but the same cautionary rationale still applies.  If you think there is an issue, please call or type me.  **If** FSW makes any sort of decision(s) to alter delivery to students, I will keep you informed.

Thanks for everything,

3/12/2020

Hi….stay tuned to information from me, not the media circus.  At this time, neither LCSD or FSW have any plans of canceling class or moving to virtual instruction.  Either one changing will be complicated for us but we will work through whatever challenges we end up with .  I will put an auto reply message on my email but you can still email or text me anytime.

I sent the message below to families:

Hello FSWC – Lee families,

My purpose in writing today is to make sure each of you knows how and where to get reliable school information as the COVID-19 virus situation unfolds.  As a public charter school located on a college campus, we are subject to decisions made by FSW as well as the LCSD.  At this time, both organizations are taking the necessary precautions to mitigate the spread of the virus but have no plans to close or alter class meeting schedules.

* 11th and 12th grade students should report to class on Monday, March 16th and pay close attention to any FSW based media releases in the upcoming days and weeks.
	+ While the LCSD is on Spring Break Ms. Covington and Ms. Zaragoza will be in the office to address student needs.
* 9th and 10th grade students should plan on returning to class on Monday, March 23rd after our upcoming Spring Break.  While the building is closed, all work surfaces will be disinfected as a precaution.

Our high school website will always have the most up to date and current status if anything should change.  <https://www.fsw.edu/wp/lchs/>  Should your family and/or your student find themselves in a situation where you believe that you might have been exposed, please reach out to us to make arrangements before simply returning to school.

I wish the best for your family and our students as this situation unfolds.

B. Botts

Principal

3/18/2020

Hi everyone…..

No point in beating around the bush…….there are more questions than answers at this point.

You can see the only official information that has been released to leaders statewide in the attachment and by scrolling down.

Here is what is in stone:

* No students until April 15.
* You are getting paid through the closure.
* The building has been cleaned.
* All assessments, School Grades, and other statewide accountability measures suspended.
* FSW college classes can be dropped through end of next week if students don’t like the new change.
* FSW graduation has been cancelled.
* The district is having a meeting today about virtual learning but whatever they do won’t be binding to us.

Here’s what is a probably……

* No students after April 15 (decisions made by DOE in 2 week blocks).
* Some expectation of virtual learning (no harm in thinking about what you would do).
* No A+ money for this year unless they feel real generous and give us last year’s again.
* FSW will allow us to use the building once we open and they stay closed (this is not in the for sure category yet).
* Grad Bash and Prom will likely be cancelled since they violate the CDC recommendations.
* I want to hold off on formally cancelling graduation but it seems un-avoidable.
* School year will be extended.
* We might need to “get together” either in person or via massive phone network next week to get further organized.
* I think it’s likely that your “working in some capacity” beginning on the 30th.

Here’s what we don’t know….

* Will the situation extend beyond current closures?
* If virtual learning becomes mandatory or optional, what does that look like?
* How long will the year be extended vs. how many days will the state forgive?

I will send a much shorter version to families today.

Stay tuned and enjoy the group chat!!

B. Botts

3/21/2020

Hi again……..

Here is our agenda for Monday’s meeting and how we will get to our “new normal” of virtual education.

Between now and Monday:

Get familiar with “Zoom” at [www.zoom.com](http://www.zoom.com/) …….the first use is hosted by Mr. Frye, the direct link is in the group text.  Log in starting at noon and please be ready to go by 12:30.  Your welcome in person as well.

Starting at 12:30 we will cover:

1.       Our status as a charter school to include, curriculum, remote learning, the rest of the school year, how FSW is operating, and our general responsibility/opportunity at this weird time. (editorial later ).

2.       A plan (still to be fleshed out by all of us together) of how to start slow and get kids connected to us and doing virtual schooling.

a.       Think of a two-week module as a baseline idea.

b.       Core subjects need to take priority over electives.

c.       Due dates for assignments need to be after 3/30 (strategy here ).

3.       Each grade level’s plan to coordinate the release of assignments/assessments.

a.       Your going to need to stay in touch (zoom is fine) almost daily.

b.       We need to share “best practices” so we can document what we did.

4.       How to turn our efforts into a documentable PD plan.

5.       Please send me any questions/concerns/whatever else I am missing ASAP so we can address it as soon as possible.

The overall goal here is to start slow, stay separated from the district’s plan, be really responsive to students and families, and remember that the academic stakes are low in the short term…….our sophomores have already qualified for college, there are no state assessments, and we have already had a successful ¾ of the year.  We can pick up the pace and rigor once we know how long the closure is going to last.

B. Botts

3/23/2020

I will try to keep the barrage of information as efficient as possible.  Only two updates and “see you” between 12:00 and 12:30 today.

First, the message below went to families via email and students via canvas……

Second, you may already have a zoom account and today is still happening via the Frye group text link.  It is simple to convert a free generic account to an FSW corporate account.  Just select SSO as a verification method and enter “FSW” when prompted for an organization name.  It will then push you to a single sign on page, ask you to verify your account via your @fsw email and then you’re in.  Not critical for today but converting to this will get you out from under the free account limits.  You might end up doing this with students, you might not.

Here’s the family message so we all start today on the same page.

*Hello families,*

*I remember growing up in the Midwest hoping and praying for a blizzard or some other sort of snow day to get a few days out of school.  As a student, it just seemed like free time to me….Now as a parent and employee, it would seem like a challenge.  This “extended Spring Break” is going to take on some similar feeling and I want to communicate early what you can expect.*

*Staff is meeting today using some new virtual tools to talk about how to transition to virtual learning.  I will put some questions and answers here below as a way of trying to facilitate communication.*

***How long is this going to go on?*** *– of course no one knows, answers range between April 15 and the end of the year.  For now, we will focus on planning activities from now until April 15.  As developments un-fold, we will communicate new plans.  I expect to hear about extended closures or announcing the return to school well ahead of that date.*

***When will virtual schooling start?*** *– we are planning for a rollout that will begin very slowly this week with generous due dates so that families and students can start out being successful no matter what challenges you have.  Watch for a written plan before the end of this week.*

***Is FSWC – Lee on the same schedule/program as the LCSD?*** *– short answer is “no” they have their own systems, curriculum, and objectives.  We are not bound to their academic programs (that is one significant point of a charter school).  The big un-known here is how does one system or the other define a “day of school” and how will the end of the school year be defined.  This answer will come from the FLDOE and we will keep you posted.*

***How will my student access information?*** *– we will use Canvas as the primary backbone and there is a possibility that a new product “Zoom” will facilitate virtual face to face communication.  Each grade level of teachers will develop and communicate a plan that is easy to follow.*

***How much time should my student spend on school work?*** *– our goal is to start slow and build the virtual learning skill set….probably less than a traditional school day in the beginning and we can go from there.*

***What if my student needs help?*** *– part of what we will develop today in each grade level is schedule that you and your student can count on to gain access to teachers.  Students and you will get the same information after it is developed.*

***How can/should I support my student at home?*** *– My suggestion is to establish a routine, evaluate whether it works, make adjustments, and then try a new routine.  This is the “fail fast” mentality of solving problems in a continuous cycle so that you have constant improvement.  I think the key here is routine and it should include having your student show you in Canvas what is or isn’t getting done, when things are due, and if this goes on long term how their grades are doing.  Definitely separate school time from social media time.*

*This is a long message but we have never done this before and we want to make the best of it.  I will leave you with that thought, you have my assurance that we will make the best out of this new and challenging situation.  Feel free to contact me by email.  This message is going by Canvas to students as well.*

3/23/2020

All of this is as clear as mud and I almost expect the rules to change so hang loose.  I think the way forward here is to focus on earning the “concordant” score so we don’t have millions of kids re-testing next year.

Your copied on this communication because in some way EOC is related to your course instruction and/or graduation for students and testing.  Also, the 30% rule of final grades for Biology, Algebra, & Geometry is waived for this year.

I cut and pasted the most important section here below and attached the original source.

*Q: How does the cancellation of state assessments impact students?*

*A: The answer will vary based on students’ placement within their educational journey.*

* Current seniors: If a senior is expected to graduate in spring 2020 and has not met the exit criteria for Algebra I EOC and/or Grade 10 ELA FSA, or earned a concordant score, this criteria will be waived. However, students still must earn the necessary credits and meet the GPA requirements to graduate.*

* Non-seniors: The Department is waiving the requirement for non-senior students who are currently enrolled in a course that requires an EOC to take the associated EOC. However, non-seniors who have yet to pass the Grade 10 FSA ELA must still meet the exit criteria by passing that assessment during a future administration or earning a concordant score. Though non-senior students enrolled in the EOC course of Algebra 1 are not required to take the Algebra 1 EOC, they must still meet the mathematics assessment graduation requirement by either passing the Algebra 1 EOC (offered four times each year) during a future administration, earning a concordant score, or passing the Geometry EOC during a future administration.*

3/24/2020

Zoom at 10:00 today……….

Meeting ID 711-315-629

DRAFT FSWC – Lee Virtual Rollout Schedule and Rationale

The idea is to start slow and make sure we address the simple things first so we have a solid platform to work from if the closure extends. For week one:

**Phase 1 – 3/24 through April 30th (ish)**

We will have a Facebook video through our “Mindset Monday” channel announcing that we will have a start to online content delivery beginning this Wednesday. Another message will go via email to parents with a YouTube link to a video from the Principal about what to expect in the weeks to come. The first round of assignments will have due dates no earlier than Monday, March 30th and should each should take about 1 – 2 hours per day to complete. Parents and students will get one assignment and a first module overview of what to expect in the weeks to come each day for the next four days:

* Wednesday – English
* Thursday – Science
* Friday – Social Studies
* Monday – Math

Also on Wednesday 3/25 students will have a Canvas quiz through their “Class of….20xx” course that asks them to respond with:

1. Are you and your family safe and healthy?
2. Do you have reliable internet and computer access?
3. Please confirm you have created a Zoom account as your teachers will contact you from inside Canvas beginning next week.

Students who don’t reply to the quiz will be contacted via phone or email to make sure they are connected and ready to go.

*Initially, any student questions can be handled through Canvas direct messages and teachers will reply within 24 hours. Beginning the week of 3/30 some courses will start to post online video content and to initiate Zoom sessions that students can join and or view recordings of for topics that require direct instruction. Teachers will coordinate almost daily so that individual workloads and times to be on-line are not in competition with each other.*

*Freshmen families will have Dr. Botts as their primary contact for logistical and/or academic support while Sophomore families will contact Ms. Morauski.*

**Phase 2 – May 3d and going forward**

Teachers will add in Zoom conferencing, flipped classroom where direct instruction is appropriate, and varied efforts at assessment. There will be an established and published schedule so that students are not expected to be “live” with teachers at overlapping time. Elective classes will add introductory content.

**Phase 3 – as appropriate once Phase 2 is solid**

Students are participating in collaborative interdisciplinary units that blend traditional content with Critical Thinking, Communication, and Collaboration using virtual tools.

3/24/2020

The message, attachment, and you tube link went out to families a few minutes ago.

Thanks for all your flexibility and hard work.

Between now and Friday, Mr. Frye is building a little tutorial that will help you ease into using Zoom.  In general (and when your ready) the idea is that you can do a “direct instruction video” that you pre-record and then allow students to “Zoom in” afterwards to discuss, tutor, ask questions, ect….

Once you have the basic skills of posting a video lecture and hosting/lifeguarding zoom stations, your free to really be creative.  Baby steps for now and thanks again!!

B. Botts

Hello families…..

I trust this email finds you adjusting well to the “new normal” and we will all have to wait and see how long this situation goes on.  My purpose in writing today is to let you know that the attached document and video will announce our first steps at virtual education.  The staff and I have deliberately planned a slow and steady rollout that will make sense if we remain closed for a while or return soon.

Please share with your students as well as they have an informational “quiz” to take that is more like a survey.  We will also message them through Canvas today.

Thanks for your cooperation as we all learn how to do this together!

<https://youtu.be/-q5ZFAPYAlY> – video introduction

3/26/2020

Hi everyone…….tomorrow’s meeting links are here:

Freshmen <https://fsw.zoom.us/j/867550143> @ 10:00

Sophomore <https://fsw.zoom.us/j/934806981> @11:00

Please be ready to share

1. what you have learned/posted this week.
2. What you have planned for next week.
3. We will need to work though whatever sort of “schedule” or coordination each group settles on.
	1. Could be time slots on a given day for zoom
	2. Could be what subject assigns on a given day
	3. Could be some other arrangement….we just have to make sure our “ask” is reasonable.

3/27/2020

This document will go to parents sometime on late Sat or Sunday unless you send me edits that are needed.

I will work on the zoom availability planning document this weekend and have something to review by Monday.

Enjoy social distancing (aka I love my family, cough cough).

B. Botts

Freshmen First Lessons

*(courses not listed here will start after the first round of on-line work is underway and staff can assess student needs)*

**Physical Science**

Physical Science has started their new module on Chemical Reactions, which began with some vocabulary terms to define and a short response assignment. Everything will be posted in our Physical Science classroom in Canvas. We will have some PowerPoint style lessons online, with some videos and virtual labs. We will also have some Canvas Quizzes with each lesson, and we will adjust as we see a need to address certain topics. We are planning on having Zoom meetings, no more than once a week, so we can check in and go over past and future assignments, more information on this will be sent soon.

**H.O.P.E.**

I will be live on Zoom hosting a 30-45 minute workout on Monday, Wednesday, and Friday with my students.  Goals are to reestablish contact and get some familiarity and normalcy back in all of our lives. Workouts will be based on our progression theory and we will start easy in week 1. On Tuesday and Thursdays, students will do their own research and work out on their own.  Suggested choices will be yoga, pilates, stretch and recover.  Cardiovascular methods may be used at this time as well, aerobic/anaerobic, walking, jogging, biking or sprint training.  Students will keep in mind that they still need to continue social distancing during these activities.

Students will read chapters 9.1 and 9.2 in week 1 and will continue on their own pace for the duration of quarter 4.

**International Relations**

Students have been given a short reading and a vocab assignment to ease them into virtual learning (due Wednesday, 4/1). Beginning 4/1, the students will be assigned a packet of primary and secondary sources related to the Holocaust; these are the same readings we would have completed physically in class. They will read the documents; post in a discussion board (due 4/6); complete Document-Based Questions (due 4/7); and submit a short reflection essay (due 4/8). Students will be able to use their discussion posts and DBQs to complete the reflection essay. I will follow the same pattern in subsequent weeks, incorporating mini video lectures pre-recorded in my classroom. If we move past April 15, I will also be incorporating Current Event discussion boards, wherein I'll supply a news item article and students will discuss virtually in small groups. Finally, there will at least be two more International Research Portfolio (formerly known as Country Profile) research essays.

**English 1**

For 9th grade English, students will be working in the module called “Virtual Classroom.”  Over the next few weeks, students will be participating in a Virtual Book Club.  The books are all available in the public domain, and free links to each book have been provided to students in Canvas.  The book options are (students will pick one):

* *Little Women*, by Louisa May Alcott
* *Alice’s Adventures in Wonderland*, by Lewis Carroll
* *The Wonderful Wizard of Oz*, by L. Frank Baum
* *The Call of the Wild*, by Jack London
* *Around the World in Eighty Days*, by Jules Verne

The Virtual Book Club involves a weekly written discussion board as well as face-to-face Zoom discussions.  While many students may be familiar with the children’s, abridged, or movie versions of these classic tales, the challenge for them will be reading and analyzing the novel from a literary perspective.  By the end of the unit, students will present their findings using a digital medium and write an essay that analyzes universal themes.

Additionally, students will be working on grammar in No Red Ink.  These lessons are being supported by narrated PowerPoints with grammar instruction.  The video links are posted in the “Virtual Classroom” module of Canvas.

**Algebra and Geometry**

Given the impressive pace so far, we have plenty of time to finish the required content so completing the course shouldn’t be overly time consuming as long as students stay focused each lesson. Students will understand the inside joke “C.C.” which stands for check canvas. In summary, the week’s requirements will be posted on Mondays and due Thursday night at 11:59 p.m. for full credit. The lessons are laid out in a chronological way with resources to use, practice problems to do, and a check for understanding. We are anticipating one day each week to have an open Zoom discussion as needed. Frequently Asked Questions will be gathered and addressed weekly.

**Financial Algebra**

Financial Algebra students will be starting their unit on Credit by creating a video to inform others about 5 major credit laws with real examples of how they are applied in life. Students are strongly encouraged to be creative and invite family members to participate in the video.  The video will be posted to a discussion on Canvas.  Then they will be reading about consumer credit in their textbook Chp 4.  Students will complete key terms and math problems with installment plans and credit for an intro to consumer credit. (Tb pg 172-178).  Students will be allowed to check their own work with an answer key.

Sophomore First Lessons

*(courses not listed here will start after the first round of on-line work is underway and staff can assess student needs)*

**Algebra II**

In short, students will be learning sequences and series. Next week they are responsible for watching all related videos for 7.1 and the three homework assignments that will all be due, no later than next Friday. Online canvas Assessment the following week along with new videos and assignments. We will start the week with a Zoom session on Monday based on your last name. Routine office hours will be from 10:00 – 11:00 on established days.

**Math for College Readiness**

My lessons for the next week include students learning how to solve problems with natural logs, evaluating logarithms, and graphing logarithmic functions derived mostly from Algebra 2 textbook, Chapter 7.3 and 7.4.  The students should plan to spend approximately 1 hour per day completing assignments and notes. Here is the basic pattern you can expect:

1.  Watch video and take notes though Canvas - show work for guided practice questions.

2.  Zoom sessions daily 10:00 -10:45 am to clarify any minor points, math games, and questions.

3.  Do problem set assigned based on video lesson and check your own work.

4.  Submit HW via Canvas with school id in the picture and written in pen

5.  Take timed quiz on Canvas at least once per week.

**English II**

Next week plan continues through Canvas. I am posting an outline for the essay they will be working on during the next three weeks. I have typed up a lesson plan with due dates for each week. Wednesdays will work for me as updating new plans. I plan on posting a flipped classroom next week Wednesday with general guidelines for the Macbeth Outline. Students will message through Canvas with questions same as usual when writing an essay. Outlines will be submitted through Canvas.

**Biology**

The first module is on human systems. Students will learn the functions of the human immune system and the immune responses. Students will also learn the difference between vaccinations and antibiotics and what they treat (viruses versus bacterial infections). In this module, students will use primary sources to research illnesses in the 16th century and how it impacted the communities during this time. They will also be expected to relate the current pandemic to the human immune system and be able to identify how the virus has spread and suggest ways, based on what they learned about viruses, to prevent humans from getting the virus in the future.

**World History**

This module on World War I contains four lessons in total, guided by the textbook. Students will be assigned readings, an activity (with an art element) that involves objectives for each lesson, recorded lectures for each lesson will be made available for viewing, discussion boards will be posted to deepen understanding of content of each lesson, a whole module/unit activity of watching WWI films with a writing piece, and ending with an assessment of 8 short response questions on Thursday, April 16th. Each week I will schedule Zoom meetings on Tuesday and Thursday from 1:00-2:00PM, these meetings will be more like office hours so students can interact with me regarding material. All assignments will be due three days after assigned, and last day for any assignment due date is the assessment date – Thursday, April 16th.

**Economics**

Each week, students will be given academic, scholarly, and/or news articles related to the topics of consumerism; marketing/advertising; global economies; and personal finance for students, among others if necessary. I will incorporate informative videos; and will assign DBQs along with two "creative projects" that I have converted into digital assignments. I will also be posting discussion boards based on current event economic news stories.

3/30/2020

Instructional staff meeting

Time: Mar 31, 2020 02:25 PM Eastern Time (US and Canada)

<https://fsw.zoom.us/j/235658480>

Meeting ID: 235 658 480

Our main goal is firm up our “virtual Board”……we have started a google document to mimic how we use the big white board in the staff lounge.

Once we get the basics in and permissions worked out, we will share it out sometime during the day on Tuesday.

There is also a “office meeting” at 10:30 to cover the lottery preparations (boot camp is out the window for now) and review quotes for various graduation vendors.  It’s almost certainly going to be online or via a Graduation Gift box and that sucks for kids and families but we will do the best we can and try to make it fun in a different way.

I am sure I will see/talk to all of you in one way or another tomorrow.

4/3/2020

Good morning,

Question 1 – should you schedule school on the days we were scheduled off mid-month?  No official guidance but I am going with “no”……please just treat it as a long weekend.

Question 2 – are you essential and can travel to and from campus? Yes, supporting remote learning is covered and all you need is your school ID and to be heading towards campus or home from there .  I vetted this through the Dean who took it up the chain.

I will put out a freshmen and a sophomore “Zoom time” for Monday a.m. so please watch for that and don’t forget to forward “no show concerns to myself and Jennese.”  We have a couple already and I will contact these freshmen today.

See you soon!

4/7/2020

Sorry…..I finally got the clarification I needed:

Yesterday was Monday, 4-06.  Yesterday, schools were to record, on Focus, school’s attendance  for each student for the entire week of Monday, March 30 thru Friday, April 03.

To paraphrase, we take attendance each Monday to reflect the previous weeks experience.  If you had contact with or the student turned in anything they were “present”….If they were a no show, no work, you mark them absent.

Hopefully this email shortened our Zoom meeting .

4/13/2020

Hi everyone, see you at the appropriate zoom time tomorrow………

* Office topics include pulling together graduation details, lottery updates, master schedule process
* Freshmen and Sophomore meetings……student issues, curriculum plans, time budgeting
	+ Seems like you should put in last week’s attendance Tuesday a.m. – if that doesn’t work, I will call downtown again but that appears to be the consensus.
* I have no idea if we are coming back to school in two weeks but it sounds like a dumb idea to me…..just keeping it real and shortening the meeting 

Office Meeting 10:00 – 11:00  <https://fsw.zoom.us/j/91779045005>

Freshmen Crew 2:30 - 03:00  <https://fsw.zoom.us/j/95764427090>

for Sophomore crew 3:00 to 3:30 <https://fsw.zoom.us/j/97631535467>

Hi everyone,

Our round of Tuesday meetings are linked below.  Reminders and things to think about……….

**Instructional Staff see times below**

<https://fsw.zoom.us/j/94849778320>

Meeting ID: 948 4977 8320

1. Attendance for last week should already be in today
2. This is the “new normal” for the rest of the year….what end of year things will we have to plan differently for?  What can be done instructionally to break up the “grind” going forward?
3. For some kids, work just isn’t getting done and what’s the next layer of support vs accountability?
4. Do any of you want to help put graduation boxes/stuff together?
5. What’s on your minds?
* Freshmen team 2:15 till 2:45
* Both Teams 2:45 till 3:00
* Sophomore Team 3:00 till 3:30

**Office meeting @ 9:00……..**

<https://fsw.zoom.us/j/92260726026>

Meeting ID: 922 6072 6026

1. Graduation updates?
2. What end of year things do we have to plan differently?

Zoom ya later!

4/24/2020

Office Staff 9:00 to 9:30….short and to the point this week, just bring your questions I don’t have an agenda.

<https://fsw.zoom.us/j/98002777861>

Instructional Staff <https://fsw.zoom.us/j/97537962231>

* 2:15 – 2:45 Freshmen team
* 2:45-3:00 everyone
* 3:00 – 3:30 Sophomore
1. End of year planning continued
	1. final vs. no final vs project vs qtr average (your choice, just think about it)
	2. concept of “project week” may 26 – 29th with “presentation week” June 1,2,3
	3. how far to bend for what kids and what’s at stake for our bubble kids.
		1. Update on various kids mathematical realities given progress to date
	4. parent emails (general frustration is building so we need to remain proactive)
	5. lottery update and master schedule possibilities / probabilities

4/29/2020

Hi everyone,

I apologize for the “slow tone” of yesterday’s meeting, sometimes there just isn’t that much exciting news to cover and I think we are all worn out talking about kids that haven’t done their work.  To help get some “light at the end of the tunnel” for us and families, I have updated the shared planning document and need your help.

* First, the rest of year is there to include the explicit call out of the “last week of regular class, Project week, and Final whatever week.”  Don’t forget we are closed on Memorial Day and in short, each class should wrap up regular instruction (whatever that is these days ) by May 22nd.  You can and should add what you have planned for project week and the ½ days.
* Second, there are also 2 new tabs (one for each grade level)

Please put in your plans for project week of 26th -29th which is reserved for kids working on whatever ends your semester.  If you don’t have any intention or a good reason for a “final project or final exam” you could offer a make-up activity or assignment (if there are kids with zeros and eligible).  The boxes are there to be filled out by you in the hope that we can simply cut and paste your answers into a consolidated document to send home to families.  Please fill in with complete sentences so I don’t have to word smith.  Also, Please work together to stagger any due dates.  I am also not overly concerned that every class has something that week….(if not every elective has a project, that’s ok).

Please put your sections in by Friday of this week so I can get notice out to families about what to expect for the next month asap.

Also,

Jennese has created shared documents of “students of concern” and she will share out those google docs so you can see.  We will be sending that data via email to each parents along with our standard academic probation and academic warning letters later this week.  Families will be instructed to review the information, double check FOCUS, and specifically review the Canvas course where you all have been corresponding with students, prior to re-contacting Jennese or myself.  You can feel free to send email notes to families if you think that will be proactive and help, and you will likely get some questions from families as a result.  Feel free to BCC us as needed and we will see where families are in terms of managing this type of stuff.  In the end, Jennese and I will zoom with families to help them prepare for next year based on how they finish.  **To be fair and congratulatory, most of our kids are doing fine and you all have gotten them through the transition very very well**.  I hate allowing too much energy to get spent on the lowest performers but we have to cover ourselves too.

Interesting perspective on next year linked here…..let’s not borrow trouble but we have to be smart about what options exist.

<https://www.usatoday.com/story/news/education/2020/04/29/coronavirus-schools-reopen-online-homeschool/3031945001/>

5/4/2020

Good a.m.

* No 2:30 Tuesday meeting this week .
	+ I will put out another email detailing what time we are going to assemble Graduation boxes and if you want to come help you are welcome!
	+ We can use limited help on Friday carrying boxes of books around and there is talk of decorating the bus ramp if you want to do that…..
		- if you want to decorate, please coordinate with Jessica.
		- If you’re willing to haul books for a couple hours, that’s with me.
* Also related to graduation, the idea came up for a car decorating contest as Senior’s pick up their boxes.  It’s going to happen and I want to offer prizes.
	+ If any of you are willing to donate even a few bucks toward gift cards for winners, I can publicize it as being sponsored by the staff……..
	+ We have money so a commitment to provide a gift card or some cash toward gift cards will let me say it’s a gift from the staff.
		- Please let me know if your “in for 5$, 10$, 20$ or if you have another prize idea.
* Our end of year summary is attached for final review……if you want changes, I need to hear that by 3:00 today .

Hi again,

No meeting tomorrow………..however, We are planning a grad box assembly line for tomorrow between 10:00 and 2:00 (or later as needed ).  Jessica has boxes to build, photos, name tags to glue on and all the supplies.  If you want to help, let me and her know…..we can socially distance comfortably with 3 or 4 staff members at one time and if more want to help we can farm work out to your rooms.

If tomorrow doesn’t work, you can consider helping on Friday with book drop off for Jr. and Sr. students….I have 3 helpers for Friday book drop off from 9:00 till they get tired .  I could use 1 or 2 more from noonish till 2:00.

Stay safe and healthy!  The message below and attachment went to families earlier today……..

*Happy Monday!*

*I know that we will never forget 4th quarter of this school year.  It seems like a lifetime ago we were all on Spring Break doing whatever that was for you and your family and then POOF, now we are doing “this.”  With all the standard disclaimers in place given that we never really know what tomorrow will bring……I want to share with you our plans for wrapping up the school year.  I will use bullet points to keep it focused and easier to manage.*

* *Attached you will find a course by course outline of what students are working on for classwork, early notification of any “wrap up style projects,” and how second semester grades will be calculated for each class.*
	+ *Please know that we deliberately spaced out end of the year items so that they don’t all come due at once.*
	+ *Some are due before Memorial Day, some during that following short week, and some during the previously scheduled ½ days that were set aside for finals.*
	+ *Please continue to work hard and stay in communication with your teachers so you can go into the summer knowing your gave this challenge your all!*
	+ *Here are some Zoom Reminders as this format is the current substitute for actually attending face to face school.*
		- *Sessions are recorded so that students who miss in real time can access content and so that teachers can have a record of who was or wasn’t there.*
		- *Students must sign in using their real name and teachers expect to see their face there, not an emoji or other placeholder.*
		- *When there is one, you need to be in the virtual waiting room early so the class can start on time.*
	+ *Course work and lots and lots of communication is happening through Canvas.  If you need more information, are confused, or want to double check something…..that’s the place to start!*
* *Yearbooks are delayed in production and will be mailed home as soon as we receive them.*
* *Our Counselors and Social Worker are available and willing to help with any and all challenges including any mental health issues.  There is no shame in asking for help and it usually is a relief to know your not in an situation alone.  We will continue to do what we can.  If you need something just ask and we can point you to the right resources!!!*
* *In terms of next year and academic planning…We don’t have a crystal ball and are operating on the assumption that we will back in “the new normal” come August.*
	+ *Email is the best way to get ahold of us when you need something.*
	+ *Stay tuned to your email over the summer for any new plans, policies, or procedures .*
	+ *3rd quarter report cards finally materialized from the LCSD computer and are in the mail and 4th quarter grades are up to date in FOCUS.*
		- *Ms. Morauski is staying in touch with families who are struggling academically and if that’s your particular case, you will hear directly from her.*
	+ *Rising Sophomores should watch Canvas for a link to rank order your elective choices for next year.*

*Best wishes for a smooth rest of the year and stay healthy.*

*B. Botts*

*Principal*

5/7/2020

Tough news first……..

Officer Sparks had to make an emergency trip out of town as his father is very ill…..His Dad is currently on life support and is not able to have visitors as he has also tested positive for COVID 19.  Of course best wishes, prayers for a miracle, and all our support to Kevin!

Routine type news next………

1. The question was raised as to whether students or parents have the right to consent to a recorded zoom session.  It’s very granular and I never considered this angle but I have been asked to make an adjustment to our Zoom protocol.  No need to dwell on the back story and all’s well that ends well but the bullet points below are going out to PARENTS who can either share with their students or not.  This lets you continue providing the service the way you have been and if a family chooses to exercise this right by communicating it to their student then so be it.  We just need to create a process should a family want their student’s image to not be “on the internet” (much like checking the beginning of the year box about no photos).  This process allows the student to protect themselves rather than us have to get it right all the time.  The instruction to parents via email later today will be that student have the option to:
	* Contact the teacher before a scheduled session and be assigned a name like “Student 1”- could be the same name for the rest of the year…..
	* Teacher lets that user name in past the waiting room because they know who it is but no one watching the screen does.
	* Class happens and the student subsequently opts to block their own video upload so it is simply a black box labeled with their understood name like “Student 1”
	* Teacher knows not to call out that student by given name or any other identifying way.
2. I have in writing that we will not be required to extend the school year.  Our calendar dates are firm and we will wrap up as planned.
3. We could use helpers to collect books and pass out grad boxes tomorrow…..I think we have the middle of the day covered but the 8:30 – 10:00 and after noon is a little more sparse.

Exciting news…..

5:15 on Saturday check out [www.fsw.edu/livestream](http://www.fsw.edu/livestream) for our “graduation situation” and see what you think.  It’s kind of fun to see the kids and they get a little excited when they get their box full of goodies.  It’s been a grind of a week but they deserve it and a lot of people worked really hard to pull this off!  Thanks to each of you…….

On Monday, we are sending out a survey link to 9th and 1oth grade students via email and 9th and 10th grade students via Canvas as part of a new annual process.  The high schools need to parallel larger college processes related to goal setting, celebrating successes, and prioritizing efforts.  Surveys are what they are and the timing is what it is…..just keeping you informed as I receive info.

Zoom ya Tuesday…….

5/12/2020

Hey gang,

The top item will be our focus for the individual grade level times (brainstorming), the bottom three for our together time.

* 2:00 – 2:30 Freshmen Team
* 2:30 – 2:45 together
* 2:45 – 3:15 Sophomore Team

<https://fsw.zoom.us/j/97160484116>

**Planning for next year**…….These are just things to think about so we can brainstorm today.  Current Survey has a context……..

In any of the scenarios we need to be deliberate about creating and sustaining culture.  The more remote we are, the more deliberate we have to be…..

1. Plan A – everything is normal like every other year.
2. Plan B – social distancing and/or periodic closures
	1. Kids come to school every day and we “manage it”
		1. Cohorts of kids that stay together
		2. Class time vs. “work time”
		3. Bell schedules
	2. Some sort of split schedule
		1. Alternating Block
		2. Endorsed “constructive time”
	3. School policy vs teacher expectations
3. Plan C – We begin the year with distance learning with lessons we are learning now
	1. How quickly can we get kids Canvas ready?
	2. Do we own what we need?
	3. How do we cross our T and dot our i
		1. ESE and ELL
		2. Due dates
		3. Parents story, kids story, teachers story, office story
	4. School policy vs teacher expectations

**Teacher Evaluation**……No VAM, No test scores, No high stakes (Highly effective or Effective doesn’t matter)  **DRAFT BY NEXT TUESDAY**

The only thing that makes sense to me is an honest discussion about a self-reflection that each of you write related to the year.

You have established goals and those are still valid unless they require test data .

**Stipend time….**Unless we talked about (or need to talk about) something that doesn’t fit the assumption that clubs met for ½ the semester, stipends get pro-rated.

Please send me a once sentence description of your club or activity.  How many kids were in average attendance (or more detail if you have it) and how many times you met 3rd quarter.

No more than 3 sentences total because it gets cut and pasted into another format.

**Scope and Sequence**.…..One answer to why are we doing what we are doing

5/13/2020

Hi everyone,

Here is the guidelines for your end of year reflection effort.  The most basic summary is three paragraph minimum and please pay attention to the required elements for each section.  I need your first draft by 5/19.  If your ideas and effort don’t fit in three short paragraphs, then do your ideas justice and make it clear.  In the end we are going to talk through it and can work in any necessary edits.  All in all, I want to be done with reviewing, discussing, and collecting a final draft by 5/27.

Thanks and see you around!!!

B. Botts

5/19/2020

Hi gang,

As always, you can contact me as needed and don’t hesitate!!  I think we can cover a list of updates without zooming today and listening to me ramble on:

The biggest question(s) seem to be about next year (big picture & as it applies to us); here’s what I know and there are some issues everyone is struggling to understand:

What I know big picture:

* The push to have “grace and compassion” is systematic as more and more districts and colleges are forgiving this and that.  Now, no test scores are required to enroll as D.E. student next term.
* The general trend in college and K-12 circles seems to be focused on returning to school in August.
* Everyone is talking about a budget shortfall.
* Extensions of deadlines and other timelines like teacher certification and accreditation is becoming commonplace.
* Everyone is worn out.

What I know as it applies to us:

* Most of your students have found the rhythm and are going to make it past this hurdle without damaging their future (GREAT JOB being flexible, forgiving, and accommodating).
	+ The ones that aren’t succeeding are basically doing it to themselves and we will have to do the mop up of emotions and fall out early summer.
	+ Please just keep staying in touch with students and wrap up the semester strong  so they can too.
* I am putting together a facilities request that includes hand sanitizing stations, hallway traffic indicators, outdoor / flexible seating….
* Systems being “out of money” hasn’t really hurt us directly in the past so we will see.
* I have a request into the accreditors to push things back a year.
* Master schedule is coming along and if a change impacts you (really just electives here and there), we will be in touch this week.
* I don’t have our recent survey results yet.
* New Dean for SoE starts on May 1.
* Supplements will be processed this week and head to payroll ASAP.
* The floors are getting done starting in the Jamison/Kirkpatrick end of the building so if you need something from your room, come get it…..

Struggling to understand on both levels:

* How to handle transportation – CDC guidelines call for 13 kids per bus, LCSD has many routes with 60+ kids and the cost to remediate is 400 million+
* What options will individual schools have to manage social distancing & what would we do?
* How and when do we plan effectively for next year when there are so many un-knowns.
* Should we purchase items to stock up for next year and what would each of you need……….

**I think the best use of our corporate time is to plan on:**

1. Meeting (not on Tuesday because of the long weekend and I want to resolve as much as possible from above) virtually next week…..would Thursday the 28th in the afternoon work?
2. A socially distanced teacher appreciation lunch / chance to see each other / final brainstorm for next year on June 1, 2, or 3 (plan on a couple hours mid-day).
3. We will develop a checklist of “checkout” items that will be due on June 4th (last contract day).

5/26/2020

2:30 for both grade levels and then after we get through the agenda below the folks teaching “critical thinking through……..” can hang around and we can exchange ideas about the details.

General agenda below (will send some more details tomorrow) but wanted to get the meeting time on your radar screen:

* How to wrap up the year (grades, rooms, shopping lists, etc…)
	+ What to be thinking about for next year
* Master Schedule overview
* Survey results….they are great overall & will share some data tomorrow before we meet.
* Staff appreciation lunch time thing for Wednesday, June 3rd (details to develop together)

5/27/2020

* Attached you will find the survey results from recent FSW survey…….. very positive .
* We have a Master Schedule that works for next year!!!!…….standard disclaimers apply about class size, leveling, COVID – 19 plans, etc…..
	+ We added Sophomore semester long electives (course selection sheet coming soon)
	+ All sophomores will also take semesters of Engineering II, Econ, and Gov and then select either CAD or an Arts Elective
	+ Minor changes to the freshmen world as a result of above……
* Final Grades will be due in FOCUS on Wednesday, June 3 by 3:00 but the more practical deadline is noon…..Staff Appreciation/Goodbye for the summer lunch scheduled here at noon.
* You don’t have to bring anything or RSVP.  But, if you know you can’t make it, please let Jess know so we have our food count approximately right.
* We will talk more during the zoom but your check out list for the end of the year is:
1. An email to myself, Sori, and Jennese that says “my grades are all entered except for the following incompletes:” (hopefully you don’t have any but who knows)
	1. The same email can contain any necessary follow up that you need us to do with students over the summer (exams, projects, etc…..)
2. Come get anything you need or want out of your room (building floors are almost done already ).
3. An email to myself that includes any:
	1. “I need” purchased items
	2. “I want” purchased items
	3. “I have an idea for my class next year” ideas so I can follow up with you individually
4. A final draft of your Self Reflection and Deliberate Practice (if I have questions or follow up, I will email you individually this week )
5. This is not a requirement to check out but I am saying out loud now that each of you should consider doing a little work now/over the summer to make pre-school week easier on yourself.
	1. Scope and sequence documents will be collected in the fall.
	2. We will build your Canvas Shells for next year within the next day or two so you can transfer course content while it’s fresh in your mind.
	3. Plan with your grade level about Canvas usage / rollout next year.
	4. Mark July 20th as a “expect to hear from school day” – I have no idea what the summer will bring but will try my best to leave you alone until then .

<https://fsw.zoom.us/j/94667273547>

Meeting ID: 946 6727 3547

7/3/2020

<https://fsw.zoom.us/j/95948901217>

Meeting ID: 959 4890 1217

After we all talk on Monday @ 1:00…..this email could go to families of incoming 9th and 10th graders.  I want to establish pro-active communication with our families but would rather talk with you all first.

*On one hand, I hope you read this note…..on another, I hope your relaxing with family or just un-plugging for a few days because that is an important part of summer.  We recently spent some time traveling in the mountains and although I needed cell service to stay connected, it was nice for a few hours not to have access to all the complicated and changing issues.  Rather than just leaving everyone speculating I wanted to take this opportunity to be transparent about what next year* ***might*** *look like.*

*First, all the disclaimers:*

* *Everything can change in a single phone call or email.  It did during Spring Break last year and we are still adjusting.  Something like this could be a local decision, state decision, or even a national directive.  In short, we don’t know what we don’t know .*
* *None of the statues and governance structures for Charter Schools anticipated a global pandemic so it’s often times just speculation about what is a binding rule, what is an option that individual schools can consider, and then there is the matter of just simply wanting to do the right thing and use some common sense.*
* *Last disclaimer, this email only contains ideas.  As of July 3rd,* ***no firm or final decisions are made*** *but that time is coming quickly for both us and the local district.  I would just rather give you something than nothing so that you can talk about an idea rather than speculate into thin air.*

*Now what next year* ***might*** *look like….*

*In an attempt to find a balance between social distancing and traditional educational experiences for staff and students, a hybrid plan of 2 days a week in the building with the remainder of time spent virtually could address most concerns.  ½ of students could report every other day for direct instruction and to orientate students to what would be expected for the virtual portions of each class.  Having a system of “A days & B days” would present challenges but would also be a step back toward normal and combined with one-way traffic in hallways, hand sanitizers around the building, the use of face masks, and other creative ideas school could happen.  An additional benefit (pending various approvals) the building could remain closed to students on Friday’s to facilitate deep cleaning.*

*In the next week, I expect to have all the information that we need to make the best decision we can for your students, our staff, and the collective set of families that we all are a part of.  When we have a solid plan, we will send out final enrollment packets so that you can make a fully informed choice about what attending FSWC – Lee will look like.  Please stay tuned, remain patient, and consider us your partner for next school year.*

7/11/2020

Hi gang,

As you can imagine, all day Friday got jacked with a distraction so I couldn’t get this to you all until this a.m.  As you look at it to gather your ideas I will someone to help me post it like the other google docs and you can and should add all your ideas there.  Every number and statement could accept your thoughts underneath it and you could add numbers to any of the categories.

In terms of time table, we need to get just about everything we are going to consider into the mix by Tuesday as I am going to need to put out some sort of general parent communication mid next week.  Families who are committed to virtual need the option to move on now unless we develop a way try to do both at the same time.

Thanks for you continued commitment over the summer and to us for next year!

**Hygiene and Health Considerations**

1. Maximized social distancing given space and enrollment parameters. Only keeping students currently registered to attend (no new families if and when students withdraw).
2. Masks for students on busses and campus (bandana, fishing buffs, ect.. no permitted) with the exception of actively eating lunch.
3. Face coverings (masks or clear face shield) for teachers and staff with the exception of actively eating lunch or occupying an otherwise empty space.
4. Students with symptoms expected to quarantine for 14 days per recommendations.
5. All classrooms have a “no fly zone” from the entry door across the white board wall so that during class staff have a socially distanced area to work in. If that area doesn’t already include the desk, the teacher’s desk is considered the same.
6. Each classroom has a teacher defined “on deck spot” where students can wait for teacher when they need to approach the desk area. All teachers scheduled to have a portable pleixi glass divider for use at their desk area.
7. One-way traffic in hallways.
8. 1:1 computer with student asked to bring own device or the ability to borrow a single device for the entire day. (Students wipe it down upon pickup and return).
9. Drinking fountains are replaced with water bottle fillers. Disposable cups are available in the event that students don’t have a water bottle on a given day. Only water permitted in bottles.
10. Hand sanitizing stations around building.
11. Enhanced cleaning process per FSW vendor.

**Teaching and Learning Priorities**

1. Establish rapport with students by establishing safety / health considerations and expectations.
2. Establish Canvas based academic routines valid in any of the three following modalities:
	1. Full Virtual Instruction
	2. Alternating Schedule like “A day - B day”
	3. Face to Face Instruction but planning for absent students
3. Most educational pedagogy allows teacher and student activities to be sorted into three broad categories from the teacher planning perspective:
* **“I do”** – direct instruction or efforts when the teacher is the deliverer and students are watching or listening.
* **“We do”** – interactive work between students and the teacher or between students and students.
* **“You do”** – efforts that students can do independently.
1. Reach agreement on what students/families can be assured of in terms of daily posting to Canvas.

**Creative Ideas that might facilitate operations**

1. Add items.
2. More items

7/13/2020

Optional Planning Zoom Meeting

Brian Botts is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://fsw.zoom.us/j/96384496145>

Meeting ID: 963 8449 6145

7/21/2020

The below went to 9th and 10th grade families today…..

*Hello families,*

*What a different world we are in since we were saying good bye to students for Spring Break last year.  I won’t pretend to have all the answers because more and more “an answer today is a new set of questions for tomorrow.”  However I do want to give you some updates and help settle some basic questions I imagine many of you have.  The questions and answers below are valid given today’s date and circumstances.  If at any time there is significant departure from this guidance, we will communicate that to you.*

*What about the first day of school for 9th and 10th grade students?*

* *Right now that start date is in flux as we are bound to the LCSD annual calendar.  Please watch the media for updates and I will provide information when it is firm.*

*How will FSWC - Lee operate when school starts?*

* *Many of you have heard reference to the now controversial Executive Order to open all brick and mortar schools for 5 days a week with full service for all students.  Despite wide ranging opinions, legal challenges, & local health data, that is what FSWC – Lee is mandated to do.  Given this reality, we are making plans to maximize safety for staff and students while providing face to face instruction.  Included precautions are face masks for both staff and students, hand sanitizer stations around the building, one way traffic during transitions, maximized social distancing where possible (3 outdoor classroom areas are available as is the cafeteria to help spread out during class), water bottle fillers have replaced drinking fountains, and students are encouraged to bring their own computer each day so we don’t need to share.  Hospital grade disinfecting products are used by our professional cleaning staff daily and will be available in classrooms during the day as needed.  Additionally, staff are mindful that absences will happen so each class is being developed with remote availability through Canvas.  This is not to be a substitute for daily attendance but a resource for if and when absence is necessary.  We also have various bell schedules and will consider block scheduling as a way to minimize the number of contacts and transitions on any given day.*

*What options do families have if they are uncomfortable with the plan presented above?*

* *FSWC – Lee is a small charter school with a specific purpose of preparing students for early college using engaging classroom activities.  Science labs, engineering projects, collaborative art work, class discussions, applied math work, assessments of student learning, as well as building a school wide culture that promotes creativity and compassion (in addition to critical thinking, communication, and collaboration) are nearly impossible to replicate in a fully virtual environment.  For families who want to fore-go face to face instruction during this pandemic, you are free to return to the LCSD and select one of their available options with the assurance that we will hold your seat through this academic year.  In short, if you choose to withdraw for now you can return (as capacity and COVID considerations allow) at either the semester or next academic year.  If you prefer another option for Fall of 2020, please simply communicate that to us via email and we will honor your choice.  This is a difficult decision to make and we want to remain focused on providing the best possible experience and remain your partner through graduation.  If you plan on returning to face to face instruction with us, no action is needed.*

*Will FSWC – Lee close, return to virtual instruction, or change their plans?*

* *My only answer is…no way to know this information.  As of today, we are committed to a successful return to what you all signed up for last year during the lottery process.  We are legally bound to follow state and local guidance as related to closures and all issues related to public health.  I can only promise to keep you informed as things develop, I just don’t have a crystal ball to foresee all the possibilities.*

*What should you do with any remaining text books you had from last year?*

* *Thanks for asking ….we need those books back ASAP (if at all possible before August 7th) and you can drop them off in the front office at a dedicated cart.  All you need to do is stop by the school between 9:00 a.m. and 1:00 p.m. between Monday and Thursday and either label the books or simply tell Ms. Naylor who’s books your returning from the doorway and your off and running.*

*What sort of paperwork can I expect from the school?*

* *As of the date of this writing, enrollment packets for both rising Junior and rising Senior students have been mailed and are due back to us by August 14th.  Freshmen and Sophomore packets will be produced and mailed during the week of July 27th when we have an established start date  Primary communication with families after the packet is returned will be through email messages and Canvas announcements.  This packet will have a hard due date and non-return of the packet can result in loss of your seat for this term.*

*What sort of shopping or back to school list do we need?*

* *Normally, this is a high priority and lots of thought goes into the answer.  This year the larger questions have pushed this planning back so as teacher’s firm up their plans, we will communicate the details.  In general; notebooks and writing utensils are a given.  Each student should have a water bottle with a lid and whenever possible a laptop computer (we have units for loan as needed and can make those arrangements with families privately).  Reliable internet service at home and school appropriate clothing are self-explanatory.  Masks (not fishing buffs or bandanas) are required.*

*Best wishes and stay healthy as we wrap up the summer!*

*B. Botts*

7/27/2020

Brian Botts is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://fsw.zoom.us/j/93481232888>

Meeting ID: 934 8123 2888
Hi everyone,

I know we took a week off from chatting but now we have a start date and annual calendar (see attached if you haven’t already) and a draft “reopening plan” that is still very much a draft (see attached).

1. Please plan on returning to work on August 18th with kids returning on August 31st.  We can discuss all the “what about if” and alternative options in person but for now, this is the schedule.  Given that we all work on contracts that provide an annual number of duty days inside a calendar year, I don’t know of any reason to expect an interruption in pay nor any other related complications.
2. The “reopening plan” is a draft document that just helps organize all the moving pieces into one easy to read place.  It is more about how we plan to open, not a commitment to run all quarter or all year as everything seems to change all the time.  IT  has NOT been shared with the public, it has gone to the LCSD as draft informative FYI, and is making its way through the FSW side of things.  I deliberately left a lot of room in there for discussions that we should have together.

See you all in the zoom and hopefully any questions or concerns your wondering about we can talk through….I have a plan for everything I can think of but I am not hung up on being right; just on doing the best we can for the kids and ourselves.

8/2/2020

Update Meeting

Brian Botts is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://fsw.zoom.us/j/97907241773>

Meeting ID: 979 0724 1773

8/13/2020

Hard to believe we are here…….I just wanted to give you some basic ideas so you know what to expect when we return next Tuesday.  First off, I am excited to have you all back.  I now have to wear glasses from all this computer typing and it’s just plain lonely here for our summer skeleton crew.  Jess, Sori, Dinu, and I have been here all the way through and Jenesse and Barb took a little time but are back in the swing full time too.

Here’s a list of updates:

The even / odd day block plan is working  and there has been zero push back from any family.

* Class sizes are down (thanks Sori and Jennese), we have a bell schedule (thanks Dinu) (attached and we will use the bottom one at first).
* We have added Ms. Keene as a full time sub to help with the study halls, and secured 2 rooms in the U building for her to work out of.
* We expect to have the master schedule and class lists very tight (if not done done) by Tuesday.
* Dinu will start loading Canvas sections with students next week.

There is new “stuff here”

* Social distancing signs are up.
* Acrylic is in almost every classroom (custom needs are fine as we have material on site including a custom bender)
* Some teachers are already moving desks to cafeteria.
* Water bottle filler is installed.
* Student supplies are here to make ready for distribution.
* Masks and face shields are here.
* Outdoor pic nic tables are here.
* Math XL, No Red Ink, Social Studies supplements, & novels are all in hand or in process.
* Dedicated web cams for each of you are on the way as are test microphone units to use in classrooms.

For pre-school week:

* Count on a single meeting each day from 8:30 – 9:45 and work time / informal group discussions for the rest with inservice points for many of the sessions.
* Your all enrolled in Blooming with Zoom and Intro to Canvas and we will kick that off on Tuesday with inservice points for those self paced courses.
* We have a scheduled zoom interaction with the Charlotte teachers for Monday the 24th (to share best practices and give you another resource as needed)
* We will feed you here and there but still working out the details.
* There is a lot of room for fleshing out plans so if you have ideas, be ready to share.  (we need to use the first 20 minutes of every class the first two days to handle housekeeping stuff )
* We are passing out books to upper class students via the café between 9:00 a.m. and noon on the 20th and 21st (feel free to help or avoid as you see fit)
* We have some group chores (moving items for the cafeteria, setting up out door areas, making student supply bags, and student name tags, etc….)
* We have to scratch the surface of Accreditation but I have a way to help us work smarter

I am sure I have forgotten something or someone but bottom line……See you Tuesday a.m. and we rock and roll.

B. Botts

8/17/2020

It’s GO TIME and I am excited to see you all (from the mask up anyway ) for back to school fun!!  On your desks are some snacks, an agenda for the week(s) along with some other supplies.  See you around the staff lounge / commons area between 8:00 and 8:30 and please meet in the Café by the big screen at 8:30.  After our first activity, we will review the week and through this email you now have access to the Blooming with Zoom and Growing with Canvas courses to complete this week…..you enroll yourself and get started right away! If you already took one or both, just email me your certificate and spend your time on other tasks.  You might choose to register anyway just to see the discussions and stay in touch with the group.  The courses talk about a “sandbox” to do examples and complete tasks.  You should be able to use any of your canvas courses for this purpose and just delete the content after you submit your screen shots, etc….

* The self-enroll link for Growing with Canvas is: [**https://fsw.instructure.com/enroll/C4KD8K**](https://fsw.instructure.com/enroll/C4KD8K)
* The self-enroll link for Blooming with Zoom is: [**https://fsw.instructure.com/enroll/97J8BC**](https://fsw.instructure.com/enroll/97J8BC)
* If you missed the college’s earlier link published below, it is here again…..

See you soon!!

<https://fsw.zoom.us/j/95268699599>

Meeting ID: 952 6869 9599

Passcode: 858226

8/18/2020

Hi again and see you for Mad Libs and Fishing stories tomorrow at 8:30.  Today’s conversation and experience was spot on and refreshing to participate in!!!  Rather than listing the FAQ style document that I mentioned today, I am attaching the DRAFT Staff Handbook that contains the answer to each question that was posed today.  We won’t settle on this document until Friday of this week so peruse it as a draft for the first read and we will discuss/address as needed.

* One area that had specific question that isn’t directly covered is related to cleaning products to use in your room.  We have a contracted vendor that supplies all our chemicals along with their technical data.  I am consulting with him before we have a final answer.  For now and later, you have 2 full bottles of the established commercial chemical and the building will be systematical cleaned with an electrostatic sprayer every night.

When Thursday comes around and we are talking about videos you might wish you had a free Vimeo account to upload phone based videos too.  There are other options like UTube, recording directly in Canvas, recording a zoom session to the cloud and integrating that link.  Part of what we all need to learn is when to use which tool to accomplish the specific task your trying to accomplish.  I simply say that now in case you want to go out and sign up for a free Vimeo or UTube account so you have that option before Thursday’s little class.  In the end, we will need a 30 second – 1 minute video about you and your class (by Tuesday of next week).

8/19/2020

“How do we sign up for the outdoor seating options if we want to plan to go out?” – suggestion *use the staff lunch room board and first come first served but there’s room for a rotation so it’s fair.*

*“*What about the Lee Connect symbols in FOCUS?” *– They are just leftovers from a survey that went to families from the District.  They are either gone already or will be.*

“When will kids be loaded into FOCUS?” *– There is a spreadsheet that involves, Sori, Dinu, and Jessica and then we use that for all kinds of things including populating FOCUS…early next week at the latest.*

“Are you ever going to feed us?” *– No one actually asked that question but we will have Mission BBQ here on Friday for lunch .*

Thanks for another positive day and see you tomorrow.

8/20/2020

*Could we open the science hallway doors to students so they don’t have to walk all the way around during on way class changes?* – Yes, it will be part of the normal daily process.

*Can we use Lysol to supplement cleaning products?* – Yes, it is an approved and safe product and we will provide MSDS sheets.  Bleach is NOT OK.

*Can we see an electrostatic sprayer in action?* – **Yes, Bob from GCA will be here tomorrow at 11:00 to show me/us how to use it and answer any cleaning product questions you have.  Everyone is welcome to attend.**

*How often will the building be sprayed?* – We worked out the details today to provide for spraying empty classroom during each lunch shift as well as the café after each shift.  Entire facility will also be sprayed every night as a routine matter.  Bathrooms are done during the day as well.

*What about re-filling the Virex Spray bottles?* – evening staff will re-fill them as needed and if you run low during the day there are extras in the custodial closet.

*Did the Principal miss-spell and leave out a name from the staff handbook?* – Yes, but he fixed it.

*Are we getting in-service points for all of this Blooming and Growing?* – Yes, Dale finally got direction from the district and will set everything up.  We can get points for the smaller sessions as well.

*Are kids still withdrawing?* – Yes, we had one more sophomore go today.

*What’s the schedule for Monday?* – Zoom call with Charlotte Campus begins at 9:00.  You can zoom from home if you want and then come in afterwards but please review the attachment here before Monday.

Mission BBQ will be here for all of you at noon tomorrow .

8/27/2020

Hi everyone…..great days so far and even while I am typing this I am wondering:

Did Mr. Tucker really have eggs and rice for dinner?

Quick Facts:

* We will start Friday a.m. with some Chick Fil A and hope that powers you up for the last “no kids day.”  Thanks Jessica!!!  No formal meetings for Friday.
* As of 8:06 p.m. your first period bags are packed with everything but colored pencils for each student and we will bring those around to you tomorrow.  Thanks again Jessica!!
* Virtual Open House videos are posted online for families.

For your “back to school gift” this year you’re getting a 26 oz Yeti water bottle with your initials on it (if you want them).  I have to get the order in by close of business Friday so please let me know via email which color you want and what initials you want (or that you don’t want any intials).  <https://www.yeti.com/en_US/bottles>

Available colors are:

* River Green
* Stainless
* Black
* Sea Foam
* White
* Copper
* Graphite

And now you’re wondering why was the title “Acknowledge Staff Handbook”……we need to do that too.  Please send me an email that you have read and understand the staff handbook.  It is re-attached for your reference.

9/4/2020

I know it’s the first week back and on most levels it’s pretty exhausting but let’s keep it in perspective.  Despite all the external noise, we have had nearly perfect attendance every day, every kid was in Canvas in the first 2 days, they all have school supplies, your all teaching content during the first week, and in weird new developments…..instead of kids using Zoom to remote in to class, today Dr. Draulins is teaching from home live via zoom (she hurt her hands and needed to wear gloves for a few days).  I sent an update to families yesterday and below are the unsolicited and instant responses from families:

* *Thank you for the update!  As a fellow educator in Lee County, I total understand what you all are going through this year.  It's great to hear that the staff and students are learning and adjusting to this new "norm".  KUDOS to you and your staff!!*
* *All of you are dong great- such a dedicated team*
* *Keep it up and stay safe*
* *Great work*
* *Thank you all !*
* *Thank you all for all you do! 😊*
* *Just want you to know Ms. Naylor is pretty amazing at keeping up with all the the school year stuff.  Making things happen for so many people is not easy.*
* *Thank you! She loves it and has met some friends too so she is very happy 😀*

Keep the faith and know that your providing a valuable contribution to each student and their family every day.  This is much more than a job and your all taking the commitment to kids seriously.

Many thanks!

B. Botts

9/15/2020

Things to talk about while we meet in Frye’s room:

Academic updates to families – want to review/update/re strategize the attached and re send it out so families know how to support kids.

Attendance updates – so far so good 

Discuss options for virtual and/or in person clubs after school

Accreditation Progress/Plan

Emergency Drills plan (some this week )

Social Emotional Health – what are the needs and can we plan things to remain pro-active?

Any other issues you need or want, feel free to email me today

9/30/2020

Thanks for productive time together…..I have summarized what we discussed below AND included an important announcement from the Title IX office.  Please read below, this makes anything related to sexual assault or harassment a mandatory reporting issue!

Meeting summary:

1. Teacher raises and Teacher Lead money will pay out on the next pay cycle.  You will each get an individual email from me documenting the amount of your increase as well as your new base salary.  The new law provides funds for all teachers to make at least 47,500 and then an equal split of the remaining funds among teacher and counselors.  Raises are to the base salary and retroactive to beginning of this contract year.  Lead money requires you signing a receipt once you receive the money.
2. Accreditation is now a virtual process……Ms. Huston and I are working to get solid drafts done so staff can further enhance the efforts.  Thanks for your contributions thus far.
3. You may begin advertising clubs and peer mentor opportunities as long as you have a “first meeting” digitally and treat club meetings like a socially distanced classroom.
4. We will remove 1 minute from each passing time to facilitate one extra minute in each academic period.  When it is done, we will re-send updated bell schedules.
5. Currently tracking 0 COVID cases.
6. Dinu will provide an email link to use when you need to access his services.
7. There is no meaningful update on the copier situation so we will pursue buying an automatic stapler in the interim .
8. Academic interventions are starting with struggling students (including D.E. students)…

10/14/2020

Thanks for the collaborative discussion and openness to getting things done!

We agreed to:

Spirit week for the week of Oct 26 through Oct 30.  Friday of that week will be an Activity Day with school hours from 8:00 until 11:00.  Grades are due in FOCUS by that afternoon.

Ms. Reilly will use a survey and come up with dress up themes.  I will work with individual teacher to come up with some “stations” for keeping kids busy on the ½ day.  Also the PSAT is that week so in the sophomore world, consider “ending the quarter” mid week .

Complete a practice ELIOT observation on paper with your buddy teacher.  You can be observed by the same person.  We need to meet again next week to de-brief and get ready to schedule some observations that will go into the computer as part of the accreditation process.  An example form is re-attached if you lost the hard copy I already provided you.  The scale is 4 = very evident, 3 = evident, 2 = somewhat evident, 1 = did not observe this (not always bad because every lesson can’t have everything).  Suggested observation time is 20 minutes and if you schedule that time around a transition of activities, you end up with more boxes checked .

We talked about:

The re-introduction of students who withdrew to virtual options b/c of COVID.  There are pro’s and con’s to timing the return of these students and it’s a discussion that will continue.  There is a possibility that Lee Home Connect will dissolve in the bigger system and we are only 1 of two schools in the entire district not offering any remote learning services.  I did not have the raw data yesterday and it’s still raw because we only know where people told us they were going and could have changed their plans……but we have very few students who selected Home Connect (low single digits both grade levels) and a handful more (low teens or less) that went to Lee Virtual School from each of the grade levels.  I welcome your opinions and perspectives as this topic unfolds over the next couple weeks/months.

10/21/2020

Hi all,

Items we talked about:

1. Make a plan to vote so we all don’t try to do it on election day and leave the school empty while we wait in line .  Early voting is open this week as is Open Enrollment for benefits.
2. Accreditation update:
	1. Pros and Cons of observing each other via Eliot were shared.  We also discussed the fact that no 20 minutes in a class can check all the boxes because it’s impossible and it feels hard to judge your peers.  It isn’t about judging, its about documenting how diverse and creative our instructional strategies are.  Our collective work will be logged into a data management platform that will produce cumulative scores and opportunities for reflection.  It’s the actual reflection that is important not the raw scores.  Also the necessary surveys for students, parents, and staff are out there (staff one coming out ASAP).  We also talked about next steps in analyzing and collecting evidence for standard 2.  Ms. Huston is getting some documents ready for that step.
	2. Next steps for staff are to find opportunities to observe 2 other teachers.  This should be done sooner rather than later and you can bring the paper copies of your observation to me and between Ms. Huston and myself, we will input the data.
3. We also talked about the rationale and logistics of allowing a limited number of students to return from LCSD virtual options at the quarter or semester.  We will inform families of their options in the order in which they withdrew and when we reach our capacity that will be it.  We will stick with a hard cap of 17 in the core which works out to a possibility of adding an average of 2 students per section.  It’s not an exact science and families ultimately have to choose to make the switch so we will contact each family personally and work them through their options in light of probability of academic success.  Thanks for your patience and openness to yet another change in a year that seems to keep changing.

Two items that we overlooked:

* Fire drill today at 2:28 – please just walk them over to the U building and then we can release them from there.  No need for attendance and formalities.
* Yesterday, I received a note from Ms. Sanford thanking all of us for our help with Christopher when he was enrolled here.  She didn’t provide details but did indicate a service is planned for 11/7.

10/22/2020

I think word of mouth and lunch room conversations have spread the news but here’s the basic plan for next Friday.

**Times:**

8:00 – 8:05 regular attendance in regular 1st periods.

8:05 – 9:15 First Activity Block

9:15 – 9:50 Brunch

9:50 – 11:00 Second Activity Block

11:00 dismissal

**Activity Blocks:**

1. Kids have to stay in one location for each of the Blocks…..no switching around.  In the event there is some sort of question about who had contact with who, these substitute for seating charts 
2. Teachers will have sign-up sheets (first come first served) with how ever many slots will allow for social distancing during your activity (you decide on the number).
	1. You can post these as soon as you’re ready but be sure to have them clearly labelled for First or Second Block.
	2. Ms. Reilly has agreed to host an overflow area of board games in the courtyard so kids always have a default choice of that.

Example activities:

Movie, board games, mediation / stretching, play games on your phone, crafts, cahoot, etc……

**Costumes:**

I will remind kids that any costumes have to cover what they are supposed to cover, be school appropriate in theme, and masks associated with the costume can be carried and worn for photo opportunities (not all day).

Also FYI – there is an effort to host a quick orientation session this day for the small number of students we have returning at the quarter.  We will get a list of names and details to you soon.

**Grades due by 3:00 that day **

10/27/2020

Hi all,

No meeting today but a few updates:

1. Staff survey link is here in case you haven’t done it yet:

<https://eprovesurveys.advanc-ed.org/surveys/#/action/146139/27788>

1. Please get your observations to Cecily for data input….once we have a pile in there, we can go back and look to fine tune .
2. Very few students (very low single digits for both grade levels) returning to us at the quarter….most want the option to return at semester so we will see.
3. Last but not least, there is a service for Chris S on November 7th at St. Hilary’s here in town.  Time is TBA but please let me know if you plan to attend, Ms. Sanford invited you all and they are managing the capacity so I need to let her know by Friday.

12/1/2020

I know if I put “no meeting” in the line, there was a chance you wouldn’t read the message.

NO meeting today but we have to have everyone do the sticky note survey thing in the staff room.  A lot of accreditation stuff has to wrap up before break and this is one of the items.

We will have a meeting next week .

B. Botts

12/14/2020

Happy Holidays Week!

What I want for Christmas is a time machine….ya know, just get to the good stuff .  But in the meantime, a couple reminders / FYI:

* Supplements are scheduled to pay either tonight or on the 18th (no payroll runs while college closed).
* Feel free to do “jeans Friday” all week so there’s that much less hustle on a busy week.

That’s about the end of the fun good news……

* The trainings below are required for us and someone will be keeping track of who has and hasn’t and I don’t want to be on the naughty list so please and thanks.
* I mentioned at the staff meeting you might want to take the ACCUPLACER as part of your PDP effort.  The idea here isn’t to pass judgement on your score (only you will know it) but to let you get a sense of what kids have to pass.  This could be a powerful centerpiece of your annual PDP.  All the normal PDP options still exist and I will send a document listing that process after the break.  For now, here’s the link (bottom of page) if you want to take a simulated (old version) of the test:  <https://www.fsw.edu/testing/placementregistration>

See you around!

B. Botts

1/12/2021

1. Attached you will find a summary of this years PDP options along with the corresponding rubrics.  (we introduced these a while ago but now we have a document ).
2. Also attached is the draft schedule for the accreditation “visit.”
* Most notable to all of you are the “Focus Group Interviews” on Day 2.
	+ I tried to schedule them for after lunch so you have time to refresh before the 45 minute session .
	+ Folks are organized generally into 9th and 10th grade then STEM and Humanities sub groups.
	+ We will have a couple “Zoom Rooms” that will be used and we will provide class coverage for you while you’re in talking.
	+ We will brief you on what to expect but the bottom line is just be honest and open.  The more open you are, the better we will do in the process and the less they will recommend.
* We also need to pick 4-5 students per grade level to zoom with the team on Day 3 so think of your respective grade levels and who would be a good cross section.