**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**

3/24/2020

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