**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**

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.