

Faculty Meeting Minutes

January 11, 2022

- Raptor Check in for Staff and Students -PLEASE BRING YOUR CELL PHONE
- Class of 2026 Info Sessions and Lottery: Lottery opens February 1
Info. Sessions: February 24 and March 9
Lottery Drawing April 1
- Boca Lupa "Pizza for a Cause" today – 3 locations for dine in or carry out
(Benefits go to our school)

Faculty Meeting Minutes

January 18, 2022

- COVID-19 protocols – Discuss FSW and K-12 and collaboratively adopt the one we feel is better.

All students returning to classes after positive Covid test and quarantine must wear a face covering for 5 days.

- Mid-year Teacher Reflection Meetings – please schedule with Michelle if you have not already. Your instructional goal(s) for Sem 2 will be your DPP (33% of overall score) for you.

- Gr 9 Students Taking the Accuplacer – Platt and Foster – February 1st and February 2nd ; Retakes February 15th.

- Kudos to Winkler for getting the Pizza for a Cause donation from Boca Lupa to support our 5K and student activities. “GO COACH WINKLER”

- Raptor Drill – outside geo-fence; many issues with last week’s drill.

- Spring Spirit Week – talent show (teacher / staff) skits.

Faculty Meeting Minutes

January 25, 2022

- Qtr 3 Progress Reports are this Friday, Jan. 28th. Please ensure your Focus gradebooks are as up to date as possible.
- Buc PRIDE prize wheel – Are teachers OK with me announcing the winners at the end of 3rd period on Wednesday? About 10:10am. Just having a hard time getting kids to recognized.
- Next PAC meeting is this Thursday morning. Anyone need anything shared?
- Teresa sent an email with the names of students attending a Human Trafficking Seminar on Mon., Jan. 31st.
- Reminder about students taking the Accuplacer on Feb. 1st and 2nd (Krissy and Amber)
Feb. 1st Only Freshmen ; Feb. 2nd More Sophomores ; Feb. 15th Sophomores/Retake



Parent Updates
1-24-22.pdf

Faculty Meeting Minutes

February 1, 2022

MEDEX makeup policy the same as EAb – 2 days for each day absent even though they are still working in Canvas. We are no longer utilizing VPC as it seemed to create more challenges for teachers and students in regards to instructional delivery and due date expectations.

We are in FTE Survey windows now until next Friday, Feb. 11th so the district is looking at our daily attendance. PLEASE be certain to take accurate period attendance for each period. Crystal and I should not be entering attendance as it is a teacher driven task for auditors.

Upcoming Informational Sessions on 2/24 and 3/9 – Staff names were placed on the school calendar to confirm who is attending that evening. Students and parents will be assigned to your room also. Try to arrange the desks by families. Many created desk table tents which were a nice touch and made families feel noticed and valued. Any other ideas?

Working on the new video now with FSW. Will share prior to the first session and have an in-house made video ready as a backup. We will have (7) classrooms each night. We need ideas for info. sessions from clubs.

***** THE FRESHMAN knocked the Accuplacer “Out of the Park!” *****

We are still working with Raptor and the school district in regards to the Emergency Alerts. Thank you for your patience as we must continue to use the system. Our Remind messaging is our first back up in regards to emergency communication and traditional text messaging is our second back up. Here are some notes/tips from the district as they implement Raptor in each school:

- Continue to hold monthly lockdown drills using Drill Manager. Be sure to upload the signed Active Assailant Drill form into the drill detail tab at the conclusion of your monthly drill.
- The goal for all schools is to reach a minimum participation of 80% of staff and teachers accounting for themselves and their students during a lockdown drill. Keep the drill open as long as you would like to allow for everyone to log into Raptor to account for themselves and their students.
- Use the Raptor Web Accountability Dashboard to account for staff who are absent, not on shift or not scheduled to be on campus during a drill or incident.
- Review with staff the procedures for using Raptor Visitor Management to check in/out all visitors to the campus including: Parents, Volunteers, Contractors, and all CCPS Employees other than your staff.
 - It was reported during the meeting that many contractors and CCPS grounds/maintenance people do not enter the campus through the lobby bypassing the visitor management procedure. Dave will address this with Maintenance & Operations.
- Some users are not receiving the Critical Alert Notification sound. If the mobile device volume is set above the “very low” setting the device should make an audible alert. Also, the Critical Alert (fog horn) sound is only supposed to be sent in an actual lockdown. Drills should only send a text message and email. We will follow up with Raptor to confirm this.
- Please be sure to inform your staff that if their mobile device is not set to automatically update apps that are downloaded on their phones, they will need to periodically (every 3 to 4 months) update the app to the most recent version of Raptor. This will fix bugs and offer new options in the program.
- Review with your staff, the Raptor Technologies Videos outlining Mobil Accountability and Web Accountability so they become more familiar with the Raptor software. The link below is the latest Raptor video. It begins at the point of explaining Mobile Accountability and goes right into Web Accountability. The beginning of the video is a tutorial in downloading the mobile app and goes over features of Raptor that we are not currently using.
https://www.youtube.com/watch?v=VuQj_-UEyYM&t=1179s

Faculty Meeting Minutes

February 8, 2022

- Kindness in Motion Initiative: Mrs. Foster showed a video, "The Butterfly Effect" which explains how students can start acts of kindness in our community that can spread to others and start a movement of kindness that is contagious. Our school will start this movement in our community by challenging students to brainstorm for ideas that they have noticed can make a difference. We will begin this project using only Sophomores this year.
- New Early Admission Meeting for Rising Juniors on 2/25/22 from 9-11 am; Lunches will consist of Freshman in A lunch and Sophomores in B lunch to allow for the meeting.
- FL Youth Tobacco & Substance Abuse Surveys – 3 classrooms chosen to participate by 2nd period next week. The winners are...;
- New "Why Choose FSWC?" video will be filmed next Monday, 2/14/22. FSW Videographer, Derek Kemp, will be here videotaping students and classrooms. This video will be shown during our Informational Sessions to upcoming Freshman who have entered the lottery.
- Please report a student who stays or reports to your room outside of the period you have them for testing or special projects to their next period teacher.
- Don't forget this is FTE survey week so attendance in every period must be taken by the teacher or substitute; this is critical to our funding for this year.
- Outdoor classroom tables are back by the garden again. Feel free to use them as an alternative to the regular classroom.
- Inappropriate school attire – starting to see more belly buttons than we all care to see. The shirts are getting shorter and shorter. Please address in first period and send to the office if necessary for alternative clothing.

IMPORTANT DATES:

- (1) 5K Bucs on the Run – February 26, 2022 @ 8:00am – 10:00am
- (2) PROM – April 22, 2022 @ Carmelos
- (3) Sr. Awards – April 27, 2022
- (4) FSW Dual AA Graduation – April 29, 2022
- (5) FSWCHS Graduation – April 30, 2022

Faculty Meeting Minutes

February 22, 2022

Only those who volunteered to be on the NHS Selection Committee are required to attend.

Faculty Meeting Minutes

February 24,2022

Informational Meeting 2/24/2022

* Make sure everyone present has filled out an application and has a lottery number prior to attending the meeting. If not, apply asap!

Show the (2) pre-recorded videos.

Things to emphasize during the question and answer session:

- Our lunch program is not associated with Champs Café. You must load money on the FSWCHS website, not the college website.
- Busing information is on the purple hand out. Explain that our buses pick up at cluster stops in certain neighborhoods and that there is a shuttle bus that comes to us from CHS. All Punta Gorda students are bused to our campus from CHS.
- Please utilize your student helpers to answer questions about clubs, Dual enrollment, campus life and any other things they might feel helpful to new students about our school and campus.
- Homework averages about 2 hrs. per night. Try your best not to fall behind!

Faculty Meeting Minutes

March 8, 2022 @ 2:05

Quarter 3 Grades – Due at 7am on the Monday we return from break so consider getting them posted before you leave on Friday so you don't have the burden or worry over your spring break. As always, let Rita know when you are finished so she can verify all periods are posted.

Wednesday's Informational Session – All classrooms are being utilized. Please see email from Wier with room assignments and video links. All classrooms should start their meeting by 6:30.

Spring Testing Calendar – Please review and share concerns with Wier asap (attached).

- > ELA Writing Practice Test – Do we want to modify the schedule or during 1st period?
- > Spanish exams will be scheduled before core subject exams.
- > ELA exams will possibly be taken before the EOCs; maybe a project.

Friday's Bell Schedule for the Talent Show – Classes are 43 minutes each with 7 performances (attached). Please **NO** food or drink in the auditorium.

Online Leave Requests -PLEASE submit them prior to or the first day you return from sick or personal leave. FSW does not want us to include professional/duty leave so that involves solid "in house" communication ensuring you have travel authorization with a sub needed approval in advance. **No** Leave Form is necessary if you are leaving early for an appointment, etc. **Personal Time should be dedicated as that on the leave form.** You will receive 4 days per year.

After Hours/Weekend/Closed Campus Building Access – Chief Connolly will be sending out a notification to all staff members about getting into the building outside of "regular" hours. Yes, he is reviewing these specific hours since it has changed often in the past few years. He believes they will be 6am – 10pm on weekdays, Saturdays 8am – 2pm, closed on Sundays but is currently finalizing hours with FSW and Public Safety.

ENJOY your time off for spring break! When we return, we'll be planning end of year events and gearing up to build next year's master schedule.



FSWC Spring 2022
Testing Calendar.pdf



Room Assignments
for 3-9-22.xlsx



3-11-22 Talent
Show Bell Schedule.

Faculty Meeting Minutes

March 22, 2022 @ 2:05

- Infrastructure Feedback – Thank you for your patience this morning. Your efforts in the Practice Writing test should help greatly during official state testing. Please check your carts when leaving the day before testing, as well as computers, to make sure they are all plugged in for charging.
- Monthly Crisis Drill on the calendar for tomorrow – unannounced time for spontaneous safety awareness. Also, check with Mrs. Wier if you are interested in magnets to keep your classroom doors unlocked during class changes.
- Class of 2026 Lottery Update – 150 applicants for 115 freshmen seats. 21 with sibling or employee preference. The lottery closed on Sunday 3/20/22 – April 1st will be the actual draw.
- Freshmen Orientation and Summer Assignments – Still planned for Saturday, May 14th. Supplemental funding still available for our Summer Institute with ESSER II grant funds. Please start thinking about the VALUE of summer assignments for our students and your classes. Is it diagnostic, remedial, experiential, or some combination?
- Teacher Salary Increase Allocation for 2021-22. Divided equally among our staff, it is \$960.26 per teacher. For 9 teachers, this is 2% and for 4 teachers, this is 1%. It doesn't appear you have received it yet though so I am working with Finance and Payroll to ensure it is received. Teachers also received a Bonus from the college. This is our final salary negotiation for this school year. Admin and Staff are not included in the TSIA funding.
- Review your DPP goal(s) for this semester and ensure you have some documentation or artifacts to support the achievement level of your instructional goal prior by April 15th so we can meet together again and review.

Faculty Meeting Minutes

March 30, 2022



2022 Spring FSA
Writing Bell Schedule

FSA Writing Test next Week (April 5-6) w/ Modified Bell Schedule – Platt

- The script will prompt the proctor of certain instructions during the test.
- When students are finished their computers should be shut off.
- All electronic devices must be shut off during testing.
- All adults entering and leaving the classroom during testing, must sign in & out with time stamp.
- New: All students' specific location in classroom will be recorded.

Tech Classroom Upgrade Demo in D Bldg D107 – Dinu Buzan

- Demo consist of BrightLink Interactive Laser Display projectors, Nooks that work separately on desktops and classroom cameras for ZOOM.
- This upgrade will take effect SY 2022-2023 once a decision is made on which tech equipment will work for us.
- Upgrading will save money and time once wiring is in place. It will be very versatile at this point.

Faculty Meeting Minutes

April 5, 2022 @ 2:05

- FSA Writing Debrief - We have 90 new laptops that are accessible for testing.
- FYI in the future > record end times, tape attendance outside door
- Progress Reports this Friday. Please ensure your Focus gradebooks are as up to date as possible.
- Teachers please schedule your end of year meetings in the next few weeks related to your DPP goal(s). Need documentation concerning the outlook for next SY 22-23.
- **2022-23 High School Master Schedule** – individual teacher/course schedules will be discussed at your end of year meeting.
- April 19th Faculty meeting topic will be Summer Assignments – we'll meet by grade level and begin to develop our **Buc Summer Institute**.

Commencement will be on Saturday, April 30th at 11 am at the FSW Suncoast Arena on the Lee campus. Doors open at 10 am. Specific duties to be assigned. Staff gathering room is X-110 (volleyball suite) where you can leave your belongings and get ready. There are restrooms off the suite. Faculty wear gowns and stoles (no hats) and sit with the graduates on each end. Should be finished by 12:30 pm. *Is there any interest among staff to go down Friday night and stay in a hotel? We could all go out to dinner and celebrate the Class of 2022 and avoid any traffic delays Saturday morning.*

FYIs: (1) Prom is April 22 @ 6:30-10:30 (Carmelos)

(2) IDs must be worn in ALL classes

(3) Sub Call-outs please text to Mrs. Steed @ 941-456-9301

(4) A request has been made that all Dual Enrolled students graduate in same ceremony.

Faculty Meeting Minutes

April 12, 2022



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4-13-09-31-24.pdf

Attached above is scheduling for the remainder of FSA testing, EOC and Final Exams.

Yearbook Signing Social planned for next Tuesday 4/19 from 2-3 in the cafeteria. Yearbooks will be distributed then. Any student unable to attend, can pick their yearbook up in Dr. Davey's room before school, during 3rd per, during 6th per, or after school after 4/19.

Last call for letting me know if you would like to stay in Fort Myers on Fri 4/29.

Our Duals will have their Commencement Ceremony on 4/29 @ 2:00 pm.

Staff dressing room is X-110 (volleyball suite) for Sat. 4/30.

Senior Awards Night is on Wednesday, 4/27. The Principal's award will come from BUC PRIDE monthly winners.

Teachers: Your end of year DPP meetings should be scheduled by now and taking place no later than 4/22.

Teachers: Mike has created our "**2022 Summer Institute**" courses in Canvas (Class of 2026 and 2025). As we are not meeting on 4/19 due to the senior speech auditions, it is critical that you have a solid plan for what you would like students to do in regards to summer assignments. Please remember that summer assignments involve making yourself available to students throughout those weeks (paid by stipends) and providing feedback to students. If you plan to utilize them for grades in quarter 1, please have them graded by the first day of school so there are no surprises to parents. The weeks of Summer Institute are **6/6 – 7/15 (6 weeks)**. Consider offering **students approximately 6-10 hours of academic work** for your core course. This allows students to account for summer travel plans and work at their own pace to complete the requirements. We'll share out summer assignments at Freshmen Orientation and during the school day to our rising sophomores. Teachers would be **paid stipends of 12-20 hours per course**.

Freshmen Orientation is Sat. 5/14 from 10-12:30 pm so we need to start planning this event to make it worthwhile and enjoyable for our new freshmen. The Key Club will present goodie bags to the incoming freshman. Mrs. Platt will also give a short description of service hours and how to log them.

Faculty Meeting Minutes

April 26, 2022 @ 2:05



April 29 Early
Release Bell Schedul

Senior Awards – April 27, 2022 in FSW-Charlotte Auditorium @ 6:00pm

Graduation Information Finalized – Mandatory Graduation practice on 4/28/2022 @ 8-10am in the FSW-Charlotte Auditorium.

- Graduates will arrive @ 10:15 and line up in the lobby before the program begins.
- Parents will be seated in the bleachers; Teachers and students on the floor.

Early Release Schedule for 4/29 - see above attachment

Public Safety nonemergency phone number is now 239-489-9203

Faculty Meeting Minutes

May 3, 2022

Updated Testing Calendar and Early Release Permission Options



Sem 2 Exam Bell
Schedule and Early I



2022 Spring FSA
Reading Session 1 B



2022 Spring FSA
Reading Session 2 B



FSWC Spring 2022
Testing Calendar Re

Freshmen Orientation – Sat., May 14, 2022 10am – 12:30 pm

SGA Sponsors are meeting tomorrow to finalize the agenda. We are moving to three longer sessions instead of rotating so quickly through 8 sessions. Next week, we will finalize plans to ensure the teachers participating feel prepared.

- (1) First 30 mins. – Login to Canvas
- (2) To Auditorium – Service Hours, Summer Institute
- (3) Back to school – Sr. Video, Questions

Sophomore Trip

Bush Gardens – May 27 @ 8:00am

Summer Institute

Please continue to build your SI modules for your course. The template was created to ease navigation for our students. Be sure to include specific contact information and preferred communication method and times.

Teacher Made Final Exams

Please remember to give Mrs. Wier a hard copy prior to administering. She currently has PCS, HOPE, Personal Fitness, and English 1.

EOC Prep

Please remember to share with Mrs. Wier your EOC prep timeline. She currently has Geometry.

Faculty Meeting Minutes

May 5, 2022 @ 2:00

Final day of The Contest for Teacher Appreciation Week!

Brief explanation of the Smash Out the Hate Festival

Freshman Orientation Agenda for Saturday May 14th from 10:00 – 12:30 pm

Faculty Meeting Minutes

May 17, 2022

Bell Schedule Change for Early Release Testing Days – We will all eat A lunch at 10:48 am then have 3rd period.

Final Fire into Lockdown Drill on Wed. 5/19

New Scantron Machine in the Teacher's Lounge – IS set up and does allow for students to use their Banner numbers instead of names if you like to have TA's run your scantrons. It does not accept the old forms. It is not connected to a computer yet with the test analytics software --- hopefully will be in the fall.

Feedback from Freshmen Orientation – Some seemed unaware that there are 2 courses in Canvas for them to accept: Class of 2026 and Summer Institute C of 2026. I will send an email to parents with follow up. Also reaching out to the 15 who didn't come individually.

Summer Institute Grade Level Break Outs – Share out what it looks like so far with the common templates. Ask a peer to look at yours to ensure it is clear and accurate. Take 10 minutes to go through it with me before your last day.

Speaking of "last days" –

Students: Tighten up with students in regards to keeping them in your classrooms and maintaining common expectations. Their official last day is Wed., 5/25. Make sure I have a hard copy of any teacher final exam and key given in the event there is a make-up needed after you leave for the summer.

Teachers: Final Q4, Sem 2 Exams (non EOC courses), and Sem 2 grades (non EOC courses) are due by the end of the school day on Fri., 5/27. Sophomore Field Trip also on that day so plan ahead if you are chaperoning. Let Rita know when you have submitted all final grades for verification.

Our PD day on Tues. 5/31 will include afternoon staff team building at the Wyvern Rooftop at 1 pm. Morning agenda will be shared soon.

The final Teacher Work Day on Wed., 6/1 can be remote or in person. Keep in mind you should clean out your classrooms as if you are being asked to move your room. Your classroom will be emptied for floor cleaning so please don't have the custodians moving items you don't even want any more. Place "trash" in the hallway AFTER students leave for the summer and label it clearly as "TRASH" so that we get rid of things prior to the deep cleaning.