**FSWC – Lee Meeting Minutes**

*Tuesday, January 5, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*It’s time to do the Roster Verification thing.  We are behind because I forgot to put this out to you all before the break and I just got my hand slapped (which I deserved but the level of distraction is pretty real).  Please start on this as soon as you get this message and I will start walking around and I will come around to each room to help you.*

*Remember you are certifying who was on your roster as of 10/9/2020 (we typically have no changes) and your using your district email to log in. The system normally requires you to use your district name and password (or re-set it using the tool).*

[*http://web04.fldoe.org/RosterVerification/*](http://web04.fldoe.org/RosterVerification/)*.*

**FSWC – Lee Meeting Minutes**

*Tuesday, January 12, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Today's staff meeting*

1. *Attached you will find a summary of this year’s 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.*

**FSWC – Lee Meeting Minutes**

*Tuesday, January 26, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Mid Term Plan and rest of the week*

*First off, thanks to each of you for being flexible and rolling through this week.  There’s a lot going on, last minute changes, and I know it leaves a kind of un-certain feeling when important details aren’t ironed out.  It also means your all willing to pick up some slack when others need you and this is a powerful benefit of a TEAM.  Thank you Thank you Thank you……*

*This clarifying email should recapture the plan all of you have put together and fill in some of those missing details that you might have wondered about exams:*

*Students will follow their “normal schedule” in terms of where do they report and how do we take attendance.  Both grade levels have internally communicated about how many exams of what type need to be distributed.  We will also use the PA to end each study hall about 5- 10 minutes early and create a little more passing time before the scheduled test so that students can go the rest room, pick up their computer, etc….and teachers can double check that they have what they need, etc….This will let exams start on time for each scheduled block.*

*A couple exam details to wrap up and then it will all just happen:*

* *All conflicts of “need computers” and “Respondus or not” have been resolved.  Students should use their own computer whenever it is feasible, and an extra cart will be available for students to sign out in the commons if for whatever reason they don’t have one and need it (kids can take care of that during the 5- 10 minute extended passing time).*
* *For the purposes of exams, Ms. Keene is a “10th grade teacher” and the few 9th grade students assigned to her during an exam block can go to the cafeteria for the same exam.  The one exception is for the 9th grade English exam on Wednesday during 7th period….those students will test in Engineering to keep the cafeteria from overflowing…..  For study hall periods, Mrs. Keene she will have her normal sets of kids.*
* *Students who need extra time should report to their scheduled teacher for attendance during each study period and then immediately move on to their extended time location:*
  + *9th grade students will report to Coach*
  + *10th grade students report to Ms. Keene*
* *Any displaced student during an exam (they have nowhere to go and their scheduled room is full) can go to the courtyard where either ET or myself will supervise/re-assign them.  This includes kids eating lunch when exams are going on.*

*Other semi related scheduling and news:*

1. *No formal meeting today, if you have questions about this or anything else you can find me in the staff lounge after school or walking around today.*
2. *Friday’s schedule will be socially distanced entertainment activities in classrooms and NO big track race.  Students report to first period for attendance, then pick a location for “before brunch” and “after brunch” and stay put.  Please create a sign in sheet for who comes to you for each session so we have record keeping if we need it.  The “overflow or “I don’t know where to go” will be the courtyard.  I will use the P.A. at the end of the day on Thursday to encourage them all to consider a long weekend .*
3. *Grades are due and submitted via FOCUS before 3:00 on Friday.  If students are absent and need to make up a test, we can do manual grades through Tuesday of the following week and Sori will be the contact person for that .*
4. *Monday, Feb 1 will be an odd day to start the new semester (Can’t believe I just said that…..)LOL!  If you want to add: Morauski will provide you with S2 class lists*

**FSWC – Lee Meeting Minutes**

*Tuesday, February 16, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Just reminders today:*

*Attached is the cycle and schedule that you have seen before.  Also is the table of contents that documents all the submissions so far.*

*We will meet quick to review and then the time is set for you to “practice” and organize your thoughts as sub groups *

**FSWC – Lee Meeting Minutes**

*Tuesday, March 2, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Accreditation Wrap Up*

*We made it! Our wrap up conference with Cognia is Zoom in the cafeteria today at 2:45.*

*I think it will be short and sweet so see you there!!!!*

*Thanks for all your collective help along the way.*

**FSWC – Lee Meeting Minutes**

*Tuesday, March 16, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Busy time and time to relax!!*

*The long awaited Spring Break is here!  And I think we can all agree it’s well deserved.  Take a step back and reflect on the fact that we are having an exhausting but extremely successful year while other schools and students around the country aren’t even in session.  We opened with a brand new master schedule, we stayed open, we got re-accredited (and not barely ), we got another crop of students college ready (by the time re-takes happen we could be at 100% pass rate), we have a full lottery for next year, and along the way we all managed our own personal lives.*

*In my personal life, the week of accreditation started with my oldest 9 month pregnant daughter falling through some ice into a Michigan pond after her dog got loose and then in and out of the hospital to ultimately bring my first granddaughter into the world on the same day we were re-accredited.  I know many of you have equally stressful and distracting stories but we all pull together and get the job done here every single day!! You all are professionals in the truest sense of the word.  Your efforts are directly related to student success, student mental health, and they and their families need it more than ever.*

*Super Big Deal!!!  CONGRATULATIONS………..pause, sigh………Busy 4th quarter coming up:*

* *Attached is the testing schedule.*
* ***We will be having a Graduation Ceremony – May 1st at 3:00 at Suncoast arena (working out all the logistics and will keep you informed).***
* *I will be traveling to Michigan to see the baby and family from the 22nd – the 31st.  While I am out, student issues can go to Coach directly and if you need class coverage or other items I would usually help with you can see Jennese.  I will have email and phone service and happy to check in but this will at least give the beginnings of a coverage plan.*

**FSWC – Lee Meeting Minutes**

*Tuesday, April 6, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Meeting summary and opportunities......*

*Thanks for getting together, and holding it together, during this busy year and busy time of year.   Items that require your response are bold and underlined (no response = you’re not interested).  Here’s the brutally short version of the topics covered:*

*You all have the opportunity to “opt in” to give up your planning to help with class coverage.  This would be compensated time @ 27.77 per ½ period worked (55.54 for a full block).  The process is new for us and H.R. and would pay out at the end of the year along with club stipends ect………*

***Please reply to just me and let me know if you’re interested:***

* ***all the time***
* ***once in a while***
* ***in a dire emergency***
* ***or not at all***

*Graduation is happening live and it’s soon (May 1 @ 3:00 at Suncoast arena) and a lot of work remains to get ready.  I need to know your willingness to attend the ceremony and/or help with some aspect of organization.  While attendance to the ceremony itself isn’t mandatory, I do expect that everyone is involved in the overall effort.  The kids have had a weird Jr. and Sr. year and this will be the one event that they have to make a final memory.  Opportunities to help includes organizing and coaching student speakers, managing extra ticket requests from families, filling of graduation boxes for each student that includes regalia and other senior items, helping with the distribution of these boxes on a couple of dates, physical set up on the day of the ceremony, helping supervise processional and lining up for walking across the stage at the event, supervising some student work producing fun videos, ect………*

***Please reply to just me and let me know:***

* ***If your planning on attending the ceremony or not (please consider a yes*** *****).***
* ***Also indicate your willingness to help with some of the prep work (especially if you can’t or prefer not to attend on May 1).***

*We also started kicking around some ideas for next year and the master schedule…….please keep an open mind and remember that once again (sigh) we are dealing with a whole bunch of un known parameters related to the pandemic.  Examples include class size caps (social distancing in the classrooms), block vs. 7 period day (or a combination), elective offerings, mask vs no masks as mandate, and possible even some creative ideas that we come up with to help work these issues into our favor.  CARES money is another huge variable in that there seems to be a ton of it but the parameters to spend it and receive reimbursement are beyond cumbersome and at times prohibitive.  Don’t worry about money in the sense that we might not have any, just that it takes hours and hours of time to get it and we often run in the red while we wait.*

*As always, thanks for being student focused during a difficult time.  We may be scrambled, worn out, edgy, and off balance……..but the show is going on and students are getting a great education at a time when many kids aren’t even in school full time.*

**FSWC – Lee Meeting Minutes**

*Tuesday, April 13, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Roster verification time......*

[*https://web04.fldoe.org/RosterVerification/*](https://web04.fldoe.org/RosterVerification/)

*This process is rolling along just like normal.  By now, I think you all know the process and if you don’t……..just let me know and I can walk you through it in person.*

* *Your log in is your district email and your default password is the district email again (you have to change your password before you can get back to actually verify the rosters)*

*We need to wrap this up by Wednesday am so today or tomorrow is ideal and you are certifying your rosters as of 2/12/21.*

*Thanks in advance.*

**FSWC – Lee Meeting Minutes**

*Tuesday, April 20, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Executive Order related to testing.........*

*We are in a high paced, ever changing dance with lots of deadlines, moving parts, and the associated emotions.  It’s just that time of year and it’s just that year.  With that as a back drop there is such a thing as too much information…..there’s also the balancing reality that being informed helps settle nerves and lets everyone share the same facts.*

*This executive order answers some questions and raises others.  At a minimum, a quick follow up conversation with Algebra, Geometry, and Biology teachers is in order as this could and probably does have a direct impact on how you plan and teach for the year.*

*Sooner or later someone will come up with this broader angle so I will just put it out there as another un-known:*

*I have yet to hear anything about the possible connection between a new school grade and performance pay.  Last year it was simple, no grade = no performance pay.  Time will tell how this year gets handled.*

*Thanks for your collective willingness to pull together during these challenging times!*

*See below*

|  |  |  |
| --- | --- | --- |
|  | PERSONAL | PASSIONATE | PROGRESSIVE |  |

**THE SCHOOL DISTRICT OF LEE COUNTY  
Gregory K. Adkins, Ed.D.**Superintendent

2855 Colonial Boulevard, Fort Myers, FL 33966 | **O:** 239.337.8300 | **F:** 239.337.8378

April 9, 2021

Good afternoon.

Today we received some very welcome news from the Florida Department of Education regarding state testing requirements for this school year.

The bottom line, which we believe is best for children, is that spring test scores will not be held against students.

In short, the Executive Order:

* Waives state testing requirements for students graduating in the Spring of 2021 if we, as a District, determine that their high school record establishes a comparable level of achievement;
* Allows Districts to make grade promotion decisions based on class performance;
* Removes the requirement of EOC exams being 30% of a student’s grade; and
* Provides flexibility for students to complete their volunteer requirements for the Bright Futures Scholarship, as well as extends the ACT/SAT/PERT testing deadline to December 1, 2021.

The Commissioner also announced that schools and the District will retain the pre-COVID status for school grades unless we opt in to have new scores officially recorded. We have 30 days from the date of state assessment results being released, to make the decision to opt-in.

As for the Value-Added Model (VAM), the Executive Order allows local districts to make decisions regarding the optional use of VAM data as part of the “performance of students” component in a teacher’s evaluation. The District will use our current Teacher Evaluation Committee to determine impact and next steps in updating the Instructional Evaluation for FY22.  The Teacher Evaluation Committee is made up of TALC members and school and district staff.

All along we have said that this year matters. We need assessments to gauge where our students are, so we can provide necessary supports to ensure they reach their highest personal potentials. However, we also need to display grace and compassion for our children, and teachers.  This order does both.

I hope you all have a wonderful weekend,

Greg

**FSWC – Lee Meeting Minutes**

*Tuesday, May 25, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

***Subject:*** *evaluation time........*

*At some level evaluation is a “have” to and a “want to” ……… I want to hear about you PDP efforts and every year this process reminds me of all the thinking and reflective aspects you all have built into your routines.  We “have to” put all of this to paper.  Here’s the timeline to be done before you go away for the summer.*

* *You tell me when you’re ready to sit for 15-20 minutes and go over your PDP aspect.  We need to be done by June 10th.  There are 4 options this year (see PDP options attachment):*
  1. *Action research like always*
  2. *Survey with follow up steps like always*
  3. *Eliot observation reaction with action plan of what you learned*
  4. *Take the Accuplacer with action plan of what you learned.*
* *When you set up your “appointment” I will shoot you the normal evaluation form so you see it before we sit down.*

*Overall, the process is the same where we do these parts and then wait for the test results to finalize the overall number.*

**FSWC – Lee Meeting Minutes**

*Tuesday, June 8, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

*Exam schedule and other news...........*

*I know each team is working out the details and that’s perfect………thanks!*

*Here’s the bell schedule.  We won’t advertise the first “study period” because kids will come late but keeps the exam times “=” and gets us out at 11:30.*

*8:00 – 8:15 (set up/study time)*

*8:15 – 9:30 (exam block)*

*9:30 – 10:15 (Brunch)*

*10:15 – 11:30 (exam block)*

*In other news:*

* *Yearbook distribution begins at 10:00 on the second day, Wednesday the 16th …… the middle of the week thing just didn’t work out and now we are waiting on some re-prints from LifeTouch .*
* *End of year supplements are in process….they should pay on 6/30.  Class coverage and supplements are two separate processes (that may or may not pay on the same check) if you try to keep track.  It’s confusing when things get lumped in I know.*
* *Let’s finish evaluations by this Thursday if at all possible.*
* *Tonight’s and tomorrow night’s class…..its a necessary box that has to be checked so please do your best.  It’s a lot of listening and a little bit of participating and please remember that things like this add to (or detract from) our general reputation as a school.  Once it is all done, at least we will all have a common language to help us manage the students we have day in and day out.  Don’t worry, there is no expectation that you’re going to be delivering mental health lessons, counseling kids, or somehow expected to do something you’re not formally trained to do.  The training is basically the opposite, what to do when you find yourself in the very common situations that we all run across when we interact with kids.*
* *We will need your help asking kids to bring back borrowed laptops.  We will get lists of names to first period teachers who can start hounding kids to bring them in before finals week.*

*I will put together some sort of short and basic “check out process” so you can all manage the end of next week efficiently.  We do need to have one more group conversation about planning for next year and I am proposing a big “together lunch” on Tuesday and then maybe an hour (all about pre-school week, first units, collaboration opportunities, STEM re-accreditation).  Let me know if there’s a better time .*

**FSWC – Lee Meeting Minutes**

*Tuesday, June15, 2021*

**Present**: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, John Holik, Cecily Huston, Dale Jamison, Margaret Kemp, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Mitchel Vitale

**Summary:**

***Subject:*** *wrapping up...*

*Before you leave for the summer:*

1. *Grades due Thursday at midnight…….last chance by Friday a.m. @ 9:00.  Sori has another list on Friday too…….*
   1. *Anyone who doesn’t take a test for whatever reason, we need a physical copy (with answer key) in the front office.*
2. *Do your room clean up and throw out as much as possible/needed.  If you make trash during a school day, I can get you bags and we can load them in my truck anytime.*
   1. *To the extent you’re comfortable, plexi glass can be stacked in the teacher’s lounge in the corner.  If you want to keep something for next year, feel free.*
   2. *In theory, they will be doing the floors starting next week.  Please take home for the summer anything you might need as the building gets very messy and disorganized when they dump the rooms.*

*To be ready for next year (and I want to have before you go away)………*

1. *A 2 – 3 sentence description of whatever course(s) your teaching (we have new electives).  We will send this home to families over the summer.  Don’t over think it, just type me something so I can pull them into an updated document.*
   1. *If you know you will need a specific “supply” for your class, please include that too.  If all you need is paper, writing utensil, way to stay organized, and an zip drive you don’t need to say anything because that is all part of the standard disclaimer.*
2. *If you know you will need something for next year, please send me an email with amazon links.  We can start buying again in mid-July.*

*This week………….*

* *we will have yearbook sales and signing starting during brunch on Wednesday.  You guys have the exam schedule ironed out already.*
* *Smoked wings, brisket, cheezy grits, and green beans for lunch @ 11:45 followed by a final meeting.  Meet in staff room to start and we will be done well before 2:30.*
* *Thursday, you all have to be here through at least 11:30 in case kids show up.*
* *Friday, I have to either see you in person or at least get an email from you that says “all done.” Either one constitutes a work day at this point.*

*Back on August 2nd  but more about that another day.*