

August 17, 2020

Start time 4:00 End time 5:15

Members Present				
J. Adamson x	C. Arbuckle x	M. Berns x	J. Bonfield x	M. Kitsinis x
S. Lofquist x	S. Plummer x	J. Rothwell x	M. Rowley x	S. Stewart x
K. Thompson x	E. Vahue x	C. Walter x	Civil Service	Math CIS
A. Simpson x	T. Stegman x	M. Desai x	Resource Coord	Asst Comm Coord

1. Identify New Roles

Note-taker: Ellen Vahue

Time-keeper: Colleen Arbuckle

Welcome new members: Marissa Rowley (parent representative), Jennifer Adamson (language innovation specialist), Sharon Plummer (occupational services)

2. Meeting Schedule:

-ILT meetings: 1st and 3rd Mondays of the month, at 2:45

Moved: Jessica Rothwell, Seconded: Sharon Plummer

All in favor.

-Team meetings: 3rd Wednesday of the month, after school at 2:45 for 1 hour.

Moved: Sarah Lofquist, Seconded: Jessica Rothwell

All in favor.

3. Lesson Plan Format:

-Use of Planbook for 20-21 school year. Sarah Lofquist: 6-9 team mostly liked Planbook.

Moved: Colleen Arbuckle, Seconded: Jessica Rothwell

All in favor.

Colleen Arbuckle: When will new team members be added to Planbook? Ms. Simpson will probably be able to add them before she leaves today.

-Lesson plan components:

- Standard
- Objective
- Activities
- Evaluation

Moved: Sarah Lofquist, Seconded: Jessica Rothwell

All in favor.

4. Teacher in charge:

The teacher in charge acts as an administrator when the principal and assistant principal are both out of the building. Marcy Berns, Shadonn Stewart, and Sarah Lofquist expressed interest. We will submit one

name and a backup name. Ms. Simpson will look at seniority as well as additional credentials and will get back to ILT with how we will go forward with identifying the teacher in charge.

5. Remote Learning Schedules:

-Office staff did not receive schedules from every teacher. Team leaders, please remind your team to put a copy of their remote learning schedule into the PRM 20-21 shared folder. Team leaders please assist your team members.

-All teachers were asked to send their schedules to their families via email today.

Jessica Rothwell: Does the DSS staff have to place schedules and welcome letters in the PRM 20-21 shared folder? Ms. Simpson will set a due date for DSS staff once we have a better understanding of case loads. Sarah Lofquist would like DSS staff to know that 3-6 and 6-9 students will be free to meet in the afternoons.

-Device distribution: IT gave out over 200 devices today. There will also be makeup days available and any extras can be picked up at another location. PreK-1st will pick up ipads during the week of Aug. 24th. No time or other details available.

6. Work expectations:

-Civil service expectations were shared in PRM Rocker and in PRM 20-21 Google Drive folder. ILT reviewed paraprofessional expectations.

-There are 2 carts of yoga laptops in the media center for paras. Mr. David will assign paras a device. We want paras to be active in supporting students directly, supporting teachers, etc. Side note: Google Meet added breakout room option.

Maria Kitsinis: Specialists would like to have paras help during Friday LIVE Google Meets.

-1 on 1 paras: Collaborate with teachers, support students directly with distance learning work and during live google meet lessons.

-Staff should review the remote Accelerated Learning Guide for teacher expectations, link provided in PRM Rocker. Future of Schools (FOS) instructional team has done a great job of developing a distance learning blueprint and a robust experience for every child.

7. Montessori Transition Teacher:

-PRM will maintain that position this school year and continue to clearly define the role.

Ms. Simpson shared a google form that the transition teacher will complete when we have students transitioning in. ILT reviewed Transition Teacher's roles and responsibilities.

Ellen Vahue: Asked that transition teacher be responsible for communicating with teachers and assigning families to an observation classroom.

Jessica Rothwell: Asked that transition teacher serve as a check in person for children who may need additional behavioral support.

Colleen Arbuckle: Shared that Beth has offered to help the 6-9 team to create weekly packets during distance learning model.

Tina Stegman: asked about transition teacher's daily schedule. Answer: The daily schedule will be visible in Planbook, which is currently stated in the document.

Jaqueline Bonfield: Add whether the student has a written acceleration plan (WAP).

Moved: Jessica Rothwell, Seconded: ILT member

All in favor.

8. Staffing Updates

-Erica Watson returned. Allison Gibson will work at Covedale.

-PRM lost Math Specialist position. Alexa Fulmer was placed at Woodford as a classroom teacher.

-JB resigned to focus on Forever Kings, nonprofit organization.

-We have set recommendations for the hire of 2 paraprofessionals to take the place of Megan Horton and Rebecca Hellwig. Two Montessori interns are looking to fill those roles.

-Paraprofessional adjustments: Mr. Brockman is partnering with Tina North. Ms. Tiffany Johnson will be with Ms. Varshneya. _____ ? Another paraprofessional change that I missed?

-Internal transfer: Ms. Rhonda Sperling moving from John P. Parker and will be joining Ms. Havens

-Vacancy for security position.

9. Team Concerns:

Sarah Lofquist: What time is our work day? Ms. Simpson will confirm. For now, 7:30-2:30.

Teachers received cleaning kits but not all received a complete kit. Tina Stegman will follow up with Ms. Hunter. During meeting, Ms. Hunter said spray nozzles are coming in.

Jennifer Adamson: This week and next week, we arrive at 8:30? Answer: Yes.

10. Agenda items for next meeting:

-reflect on orientation

-Team Leaders: Discuss with teams, and give suggestions and recommendations around school-based professional development for this school year.

-Maria Kitsinis: Would like to know more about evaluations. Answer: Ms. Simpson will be scheduling an evaluation orientation for our first staff meeting.