

Superintendent's Conference Day
Monday, August 31

8:00-8:30

Opening Day Presentation, Charles Galluzzo, Ed.D. and Jennifer Michalec Board of Education President These will be pre-recorded.

LSCTA, please watch it in your classroom.

PCAs, please join a classroom or watch it in a computer lab.

It is available to all other staff to watch throughout the week.

The link to this session will be emailed. More to come.

8:30-9:30

Faculty Meeting - watch for the invite from your building principal

9:30-11:30 REQUIRED

LSCTA and PCAs - Safe Schools (<https://www.lakeshorecsd.org/Page/4099>) and EdLaw2-D (follow the directions in your email).

PCAs, please use a computer lab in your building to complete Safe Schools. All questions should be directed to Christine Starks.

*If your Safe Schools and EdLaw 2-d are finished,
please use this time in your classroom.*

11:30-12:30

Lunch on your own

12:30-3:00

LSCTA and PCAs - Room Preparation, Set Up and Curriculum Preparation

School Nurses, Athletic Trainer, LPNs - Planning and preparation team meeting -

Library Media Center, High School

Transportation - Please refer to your communication from Perry Oddi.

Superintendent's Conference Day
Tuesday, September 1, 2020

8:00-10:00

PCAs - WTH Gymnasium - Facilitated by Jill Benedict

Welcome Back Meeting, Expectations, Student Information Session

8:00-9:00

Department Meetings, Elementary Core Meetings, Title VI Meeting

Your Department Chair/Title VI Chairperson will email you with the location.

Elementary Core Leaders will contact you via email with the virtual link.

9:15-11:15

K-2 Google Classroom Support

AJS - Mike Drezek (library)

JTW - Deann Poleon (library)

Please adhere to social distancing and set up internal protocols to allow for a few at a time each hour. Thanks

9:15-11:15

6-12 ELA, Math, Science and Social Studies, please meet with your department chair by building to layout your priority standards.

9:15-11:15

Special Education High School (This includes Teaching Assistants.)

- 9:15-10:15 - Please meet virtually by building OR in a location in which you can social distance to lay out the plan to provide all Special Education Services by building to students who are on hybrid and full remote. Be sure to have a plan for full compliance.
- 10:15-11:15 Link - meet.google.com/cpy-yfks-nby - All high school special ed services will attend this meeting and discuss plans for full compliance of services. (Therapies, you will do this at the afternoon session with K-8 September 2.)
- Please submit your plan to your building principal, Jill Benedict and Melissa Bergler via email at the end of this meeting. All individual teachers will submit individual plans via email. It will include student name and how you plan to provide the services for the student (Google Meet, in-person, etc) so that you are following IEPs and when and how you will communicate this information to parents. It will have each student listed in the caseload and how to meet compliance such as who will provide the consult for in-person, remote and full remote and any Skills labs requirements. It will include what period and days

you will be providing the services. Remember that teaching assistants should support the work as well and will be integral in your plan.

10:30

School Psychologists, you will meet at WTH at 10:30 for your meeting with Mrs. Benedict.

10:00-12:00

PCAs, please use a computer lab in your assigned building to complete your list of Safe Schools courses that are to be completed before the end of the week. Your list is in Safe Schools and if you have questions, you should call Christine Starks. If completed your course, please assist the classroom teacher with room preparation, copies and set up.

10:00-11:30

Therapist Meeting - WTH Gymnasium

Therapy Department: Time to meet as a group to work on

- Scheduling
- 3:1 Calendar Development (Elementary therapist)
- Update Therapy guidelines (OT, PT, Speech) to include data tracking & parent communication

11:30-12:30

Lunch on your own

12:30-2:00

CPR Training - Highland Library - Facilitated by Amy Cameron

Participants: Colleen Politowski, Katie Anderson, Diane Tighe, Kim Cassidy, Tara Imolia, Kaitlyn Rabb, Dawn Ritz, Julie Farrell

2:00

LSCTA Meeting - Virtual - Kevin will send you the link.

PCAs, please meet with your building principal (Or designee) to review technology phone calls.

**Superintendent's Conference Day
Wednesday, September 2, 2020**

9th Grade Orientation

8:00-9:30

10:30-12:00

6th Grade Orientation

8:00-8:30

8:30-9:00

Kindergarten Orientation

9:00-10:00 green

10:00-11:00 white

8:00-9:30

Elementary teachers who have gotten new F & P materials, be sure to take the time to get them unpacked.

11:30-12:30

Lunch on your own

12:30-2:30

Special Education by Building K-8 (This includes Teaching Assistants.)

- 12:30-1:30 - Please meet virtually by building OR in a location in which you can social distance to lay out the plan to provide all Special Education Services by building to students who are on hybrid and full remote. Be sure to have a plan for full compliance.
- 1:30-2:30 Link - meet.google.com/cpy-yfks-nby - All K-8 special ed services will attend this meeting and discuss plans for full compliance of services.
- Please submit your plan to your building principal, Jill Benedict and Melissa Bergler via email at the end of this meeting. All individual teachers will submit individual plans via email. It will include student name and how you plan to provide the services for the student (Google Meet, in-person, etc) so that you are following IEPs and when and how you will communicate this information to parents. It will have each student listed in the caseload and how to meet compliance such as who will provide the consult for in-person, remote and full remote and any Skills labs requirements. It will include what period and days you will be providing the services. Remember that teaching assistants should support the work as well and will be integral in your plan.

12:30-2:30

K-2 Google Classroom Support

HLD - Deann Poleon (library)

Please adhere to social distancing and set up internal protocols to allow for a few at a time each hour. Thanks!

1:00-3:00

School Counselor (High School Counselors) Meeting - High School - Virtual Office - HS Conference Room

Participants - High School Counselors and Keri Fisher

Superintendent's Conference Day
September 3, 2020

Remote Planning

(of a place) situated far from the main centers of population; distant. – so basically, for any kid who is not here on any day of the week! ☹️

9th Grade Orientation

8:00-9:30

10:30-12:00

6th Grade Orientation

8:00-8:30

8:30-9:00

UPK

9:00 - by appointment

Please prepare all paperwork to send home as follows:

1. Work that will be sent home on Wednesday and Friday of next week for remote days.
2. Work that will be submitted to the main office as per their protocol for packet pick-up for families on full remote.

Please prepare remote resources as follows:

1. Students who are home on remote days whether it is hybrid or full remote should have some sort of guarantee that they will have support at guaranteed points but should also have links to videos that could support their learning in the absence of a certified teacher.
2. In the packet, you should include where students will find video support to the lesson materials that you are sending home. You can make these videos or find videos that will support their learning. Make the resources easily accessible to families so that can support students.

Please prepare your Google Link as follows (Secondary):

1. Secondary Teachers should have links and phone numbers to distribute in the above packets so students who are in hybrid or remote can link to you at your computer on Tuesdays, Wednesdays and Thursdays.
2. Secondary Teachers, this will be the same link that will be provided to kids for Monday's remote teaching.

3. You will also provide the time that your help period is (starting and ending time).
4. On the first Tuesday, Wednesday, Thursday, you will be at your computer at these links for that full period for kids who need extra help. Be sure to remind kids when you have them in class and in the information that you are sending home for all kids. This is your typical help period. Have your computer and Google Meet up and running for the full time. Kids may pop in and out of your sessions.
5. We understand that not all kids will have technology yet but all kids that have a phone will be able to attend or call into a google meet so please provide the link and the phone number to call in.

When you create a Google Meet, this will appear on your calendar. You can pull the link and phone number from that and you can always use that link.



Join with Google Meet

meet.google.com/tkk-yaje-yem



Join by phone

(US) +1 314-328-9559 PIN: 444 079 109#

You can also use Google Classroom but please remember not all students will have technology at home.

<https://shakeuplearning.com/blog/how-to-integrate-google-classroom-with-google-meet/>

The most important piece is that parents and students have great directions in their take home work that supplies to them in detail how to get help and support while not in school the three days that they are no remote. These details will also be supplied to those who are on full remote.

Please prepare your Google Link as follows (K-5):

1. Elementary Teachers should have links and phone numbers to distribute in the above packets so students who are in hybrid or remote can link to you on Mondays. AJS AIS/Remote position will create her own links and schedule by grade level for the week in collaboration with building principals. That will go in student packet information each week and will be shared K-5 wide so that we have resources for parents during Tuesday-Friday.
2. We understand that not all kids will have technology yet but all kids that have a phone will be able to attend or call into a google meet so please provide the link and the phone number to call in. (Direction above or in #3)
3. You can also use Google Classroom but please remember not all students will have technology at home. <https://shakeuplearning.com/blog/how-to-integrate-google-classroom-with-google-meet/>
4. The most important piece is that parents and students have great directions in their take home work that supplies to them in detail how to get help and support while not in school the three days that they are no remote. These details will also be supplied to those who are on full remote.

NEXT PAGE - SAMPLE MONDAY SCHEDULES

ALL, please plan your Monday schedules:

Schedules should include the equivalent of a half day of instructional support, 30 minutes for lunch, 30 minutes for parent outreach which includes a log of calling parents, and half day for packet preparation and video support as listed above. Sample schedules:

Elementary (Sample)	Middle (Sample)	High School (Sample)
8:30-9:30 ELA 9:30-10:30 Math 10:30-11:30 Social Studies and Science 11:30-12:00 Lunch 12:00-12:30 Parent Outreach *12:30-3:00 Video and Packet Preparation (Therapies and special area teachers, you would flip this and do your classes in the afternoons.) 3:00-3:30 Grade Level/Special Area Meetings by building Last Monday of each month – grade level meeting district-wide.	*7:45-9 Department Meetings/Data Meetings and Last Monday every month – 6-12 Department Meetings. 9-11:30 classes (30-45-minute sessions for each core subject) Exploratories would plan and prep for packet distribution and video support and teach in the afternoon) 11:30-12 Lunch 12-2:30 Prep/plan for Core and (30-45-minute sessions for exploratories). 2:30-3 Parent Outreach (Keep a log of phone calls)	If I teach 2 sections of Geometry, two math electives and an algebra. Period 1 – Geometry Period 2 – Geometry Period 3 – Computer Science Period 4 – Computer Science Period 5 – Algebra Period 6 – Lunch Period 7 – Parent outreach (calls and emails...keep a log) Period 8,9 – Preparation of videos and packets. These packets should not be huge but rather things that extend their learning, allow independent practice or application of their learning. Period 10 – Department Meetings (every Monday to touch base and reflect) (Electives could be afternoon. Remember that this is to available the whole period. A student might pop on for 15 minutes to get help on an assignment and move to a different period.)
Don't forget to include a Google link and phone number/pin on all paperwork going home to hybrid and full remote students. *Sometimes professional development will be required during these sessions. We will be respectful not to overwhelm you or the system.		