

**STAFF MEETING**  
**Wednesday, November 4, 2020**  
**Notes**

**I. Call to Order – 1:30 PM**

**II. Staff Debrief on Start of School**

a. COVID Nurse Update

- Please have all students returning from an absence check in with Marianne
- Please have parents/guardians call the attendance line (x100) to report a student absent

b. Protocols/ Protective Equipment

- Brian will leave goggles for instructors to try before we commit to purchase – Goggle are:
  - Z87 rated
  - Big enough to fit over regular glasses

c. Technology Support

- Technology support continues to be beneficial
- Let Brian know if you need help setting up the Google Attendance Sheets
  - Google Attendance Sheets send out a reminder to students to check in
  - Sheets can be shared with Kellie to check on late check-ins before reconciling attendance
- Greg is waiting for 8 more laptops and may be ordering more

d. Transportation/ Cleaning

- No current issues – drivers are respectful and busses have been on time
- Tony is off after Veteran’s Day – please step up to help keep the building clean and sanitized in his absence
  - Let Paul or Tammy know of any former employees who may be able to sub in Ton’s absence
- Currently no interest in the part time custodial position – Paul and Tammy will look to see if hours can be increased

e. Attendance/ Mandated School Days

- Please reiterate to students how important it is to be present and to check in
  - Let Paul know if you would like him to address your program
- Do everything you can to help students be successful
- Quarantined students should be checking in but will be “Excused” even if they do not
- John is sending a letter home to parents/guardians regarding the importance of attendance and of checking in
- 10 Day Letters can be reinstated – please see John and Barbara with any students you are concerned about
- The State of Emergency goes through January 15, 2021 – any school cancellations due to inclement weather through January 15 will not have to be made up

f. Draft of Remote Snow Days

- Send comments and suggestions to Paul
- Region 10 will follow past practice of cancelling school if 2 of our 3 sending schools cancel

- Draft of Remote Snow Days will be reviewed by the Superintendent's Advisory Council prior to presentation to the Cooperative Board

### **III. Special Services**

#### **a. Infinite Campus**

- Almost all IEPs have been uploaded to IC
- All students with an IEP or 504 have been flagged

#### **b. Individual Remote Learning Plans**

- All IRLPs have been handed out to teachers

#### **c. Case Managers/ IEP Meetings**

- Barbara has been attending all IEP meetings
- It is appropriate for instructors to reach out to case managers – Barbara will help you facilitate if needed
- Freeport High School has requested all students with IEP's attend all four days
  - Administration has said no to the request
  - Administration will review on an individual basis if requested

#### **d. Sending District Ed Techs**

- Garry is currently the only sending district Ed Tech accompanying a student
- If a student is sent to your program with an Ed Tech from the sending school, please let Barbara know

#### **e. Attendance of Students with IEPs**

- Barbara is contacting parents/guardians and talking with sending schools
- A quarterly report will be prepared

### **IV. Student/ Administrative Services**

#### **a. Fire Drills/ ALICE**

- Last fire drill for the season is Friday November 6
- Fewer fire drills will be needed in the spring because we did so many this fall

#### **b. Enrollment/ Attendance Letter & Phone Call Feedback**

- Enrollment stands around 260 – on par with previous years
- John and Barbara are making phone calls home daily
- Blanket letter on the importance of attendance to go out this week

#### **c. Planning for Orientation**

- John has received little communication from sending schools
- Possibility of Region 10 going to sending schools on Wednesdays
- Orientation/Visitation/Exploratory will need to use some remote process

#### **d. MELMAC Gant**

- A Google Form has been emailed to all seniors requesting information on post-secondary plans and if they need assistance with the FAFSA
- Seniors who complete the Google Form are entered into a gas card drawing
- Seniors who complete the Google Form and submit proof of completing the FAFSA get a sweatshirt and are entered into larger drawings
- John and Jason are working with Jean on a graphic representation of pathways related to Region 10 programs for distribution to current and prospective students as well as part of our Four-Year High School information packet

#### **e. Financial Aid**

- A letter was sent home to parents/guardians regarding the Google Form and completing the FAFSA
  - Send any senior who has expressed interest in college to John or Jason – we do not want them to fall through the cracks
- f. Other Business – Scholarship Program
- Region 10 will nominate both Liam Love and Elizabeth Lamoreau for the 2021 US Presidential Scholars Program

## V. Business/ Human Resources

### a. Budget Preparation

- Tammy is working on putting the FY22 budget together
- November 18 Tammy will meet with instructors to work on budget spreadsheets

### b. New Schedule/Procedures

- Please read the email Tammy sent on October 23 outlining the change in procedures when she goes remote
  - Please turn in POs to Kellie who will ask Paul to sign them and scan them to Tammy – please give a 24 hour turn around and call if you need something quickly
  - Invoices and packing slips will go in a bin on the grey counter for Tammy
  - Live Work forms (white sheets) go to Kellie – invoices will continue to go to Tammy (put in the box on the grey counter)
  - Time Sheets
    - Submit to Kellie before you leave on Thursday or Friday
    - Absolute deadline for submitting is 9:00 AM Monday morning
    - Please make sure your name is on your time sheet
    - Ed Techs please remember to put down what instructor you sub for
      - Half Day is 1.5 hours/ Full Day is 3 hours
- Tammy will be in the building the week of Thanksgiving, Monday, November 30 and a half day on Tuesday December 1

## VI. District/ School Information

### a. Teacher/ Administrator Evaluation

- Committee is working to revise the current Teacher Evaluation Plan and is bringing forward choices for an Administrator Evaluation Plan

### b. Festival of Trees/ Strategic Plan

- Jean has completed the website for the Festival of Trees
- Region 10 has been asked to build a ticket booth and outside area to make the event hybrid – people who want to participate but not enter the building will be able to view trees via pictures and participate outside
  - Building Trades is donating a shed for the ticket booth that will be raffled, Welding is making a fire pit, General Trades is making boxes for raffle tickets and Auto Collision is painting them, Joanne is making an afghan, Helen is putting together themed baskets
  - Let Jean know if you have additional ideas or if you would like to participate
- Nancy will present to the Board at the November meeting on her discussions, findings and communications with State Legislatures and local Chambers of Commerce
- The Board will revisit the Strategic Plan in January

c. School Logo

- Jean explained the need for a logo to have variations on a theme depending on where it will be used
- Jean will bring two variations to the next staff meeting
- See Jean if you are waiting to order shirts for the logo

d. Middle School Grant/ Equipment Grant/ BCEF Grant

- Region 10 will apply for the Middle School Grant
  - Tammy discovered funds can be used to purchase a trailer that we can use to promote our school
- The Equipment Grant amount has doubled – get requests to Tammy ASAP
- If you have questions regarding the BCEF Grant, Joanne, Jean and Tim have all successfully applied and received grants and are willing to help

e. Pandemic and Standard Expectations

- Covered previously

f. Mock Election

- Helen thanked everyone for their participation and has received good feedback

**VII. Roundtable**

- Grades close this Friday, November 6 and are due Tuesday, November 10 by 2:30 PM
- Reminder the staff chose to postpone Open House – not happening this week
- Kellie is informed of students who are quarantining, but Instructors can add a “Q” in the attendance comments
- A quote is acceptable to turn in for the Equipment Grant

**VIII. Adjournment – 2:45 PM**