

**STAFF MEETING**  
**Wednesday, October 14, 2020**  
**Notes**

**I. Call to Order – 1:30 PM**

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

a. Attendance

- Students are attending in person but remote check-ins are poor overall
- Let Paul know if you would like to have him come speak to your students about the importance of checking in

b. Protocols/ Protective Equipment

- Students are wearing masks
- Issues with safety glasses fogging while wearing masks
- Consider shields and safety glasses – continue to brainstorm

c. Technology Support/ Remote Learning

- Technology support has been beneficial
- Going forward Brian will work to get instructors prepared for two weeks of remote learning in case of school closing to students

d. Transportation/ Cleaning

- No current issues
- Students being respectful of the multi-bell system which seems to be working

e. COVID Nurse Report

- Please start sending students who have not prescreened up in the first 10 minutes of the session
- Please have students who email or text out sick call the attendance line (729-6622 x100) so Marianne can track symptoms
- Any student who has been out sick needs to check in with Marianne upon returning to school

f. Remote Snow Days

- Paul emailed an example from Gray New Gloucester of remote learning days substituted for snow days – please review and make suggestions to Paul this week

**III. District/ School Information**

a. Mock Election

- Region 10 students will participate in the mock election this year on Friday, October 16 and Tuesday, October 20.
- Helen will place ballots in instructor mailboxes to be handed out to students

b. Teacher/ Administrator Evaluation Committee

- The committee has met once and will meet again this week
- The existing evaluation tool will be used for the 20/21 school year
- The committee will keep staff apprised of progress

c. Professional Development 11/03/2020

- Barbara will run the PD day on CPI Non-Violent Crisis Intervention
- Training will be a full day

d. Festival of Trees/ Strategic Plan

- Jean has started work on the website for the Chamber
- Consider donations from your program

- Paul, John and Nancy met today to revisit the strategic plan for a 4-year high school
  - Paul forwarded an article highlighting support for the 4-year school by state senate candidates
- e. School Logo/ Website
- Staff voted for the simpler black & white logo with the full name of the school but omitting trees – a mockup will be presented
  - Jean added the sealed bid auction to the website and consolidated the front page
- f. HVAC Approved
- Region 10 was approved for an HVAC program for 21/22
- g. Recruiting Materials and Timeline
- Recruiting visits start the end of January/ beginning of February
  - Students begin visits en mass in March looking at both first and second choice programs in one session
  - Administration pulls together paperwork and reviews applications and makes placements with letters going out prior to April break
  - John wondered if Brian could help instructors make five minute videos for their program webpages specific to recruiting
  - Brian wondered if perhaps snips from the program videos could be put together for a school recruiting video
  - Helen wondered how we could use social media and ideas such as *Follow Me for a Day* to let prospective students see what happens at Region 10
  - Brainstorm ways to get students here for visits and if in-person visits are viable
  - Rethink 8<sup>th</sup> Grade Exploratory
- h. Open House
- General consensus to hold off until Spring, 2021
  - Consider Prospective Student Open House in Feb utilizing Zoom and breakout rooms
- i. ACTE Conference/ October 23 deadline for reduced rate
- John will send out a link
  - Let Paul know if interested in attending – virtual this year
- j. Program Review
- Program Review Committees were used in the past when a program had less than 70% enrollment for two consecutive years
  - Committee has not been active since 2008
  - Staff would like to resurrect committee to review programs as needed

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

##### a. Enrollment

- Current enrollment at 257 with the possibility of a few more drops

##### b. Fire Drills/ ALICE

- ALICE drills passed EMS standards; complete for the year
- Four more days of regular fire drills this month
- Negotiating with EMS to lessen number of drills required for spring

##### c. Annual Goals

- Get to administration as soon as possible if not already submitted

- If you did not use the provided form, please refer to it (in green staff binders) for specifics on activities and timelines
- d. Guidance Meeting
- Paul, John and Barbara met with school counselors to review selection/admissions process
  - Schools are not responsive to sharing IEP/504 information as part of the admissions process
  - Counselors were reminded Region 10 should have a representative demographic of sending schools and is not a special education school
- e. Financial Aid
- The FAFSA event planned for this month has been cancelled
  - FAME is conducting free Zoom workshops on completing the FAFSA – please make your seniors aware
  - Let John or Jason know of any seniors you have that you know would like to attend a 2 or 4 year college regardless of whether they intend to start Fall, 2021

## **V. Special Services**

*Barbara in an IEP meeting – update sent via email 10/15/2020*

- a. Update on district collaboration and student paperwork
- As of yesterday morning, 99% of our students have their IEP or 504 Plan uploaded into Infinite Campus. All students having one of these are flagged, too. I will update these documents after annual review meetings.
  - Each week I am still surprised to find that a couple of our students have an IEP or 504 plan and we were not informed. I have requested copies of these and have received most of them. Hopefully there will be no more surprises.
  - When I receive a new IEP, in addition to uploading them into Infinite Campus, I will also provide you with a paper copy in your mailbox.
  - I have been putting blank copies of Instructor Report Forms (used to update progress the student is making in your program and shared at IEP meetings) in your boxes a few days before the meeting. It would be great if we could chat a little before these meetings. I will try and stop by before the meeting to touch base with you. You can fill these forms out prior to us meeting or I can fill it out when we chat.
- b. Behavior Support Plans
- I will be working on uploading Behavior Plans into Infinite Campus. I believe there is a flag for behavior plans so I will also add those. I have provided everyone with a paper copy and will continue to do that, too.
- c. Social/ Emotional Learning
- d. Other
- I have emailed Strategists/Coordinators in each sending high school with the Instructor/Program assignments twice in the past month. If you still get emails about students in another program, I can do this again.
  - I am looking forward to the Nonviolent Crisis Intervention Training on November 3!

## **VI. Business/ Human Resources**

- a. COVID Round II Purchases

- Tammy has submitted all requests for approval – Round II working more like the Perkins Grant than Round I where state must approve requests
  - Tammy will let you know when you can start ordering
- b. Open Positions
- Kellie refreshed advertisements for Ed Tech and CNA substitutes on Serving Schools as Indeed has produced no applications
  - Still looking for a part-time custodian – please spread the word if you know of anyone interested in employment
- c. Budget Preparation 2021/2022
- Let Tammy know if you would like her to make you an excel spreadsheet/workbook of your budget that you can begin to carry forward year to year
  - Paul will meet with all instructors to work on the process – think of it as a program review
  - Use a 5-year average of program enrollment when making requests on a cost per pupil basis – see Kellie if you need the average for your program
  - Increases in budget beyond a cost per pupil will happen in your meeting with Paul
  - Remember to build your supply lines – see Tammy if you are unsure of what line an item needs to go under

**VII. Roundtable**

- Sealed Bid Auction lists can be found with items up for bid, on the front counter, and the Region 10 website and Facebook page

**VIII. Adjournment – 2:55**