

**Protocols:**

- Use the Hangout Chat on the side for questions
- Mute microphones unless asked to contribute
- Practice Social Distancing (6 feet between, 10 people max)
- Be fully present (side-bars are muted and focused, agenda is up on your computer)
- Speak toward the outcomes and solutions

**GROUP: Distance Learning Workgroup**

**DATE: Ongoing**

**TIME: 8:00am-2:00PM**

**COMMENT MODERATOR: ????**

**<https://zoom.us/j/>**

TIME & Facilitator	AGENDA ITEMS & Goal #	OUTCOMES	ACTION
1 min	Review protocols and Welcome	The team will review and agree to follow meeting protocols and welcome one another.	Attendance for Q4
5 min Jessica	DHH Access to Lessons	Team will learn how our DHH students will access the lessons	<ul style="list-style-type: none"> <li>• Jessica will meet with each student to determine courses. Videos will be created to match lessons</li> <li>• Change Google Hangout to "Tiled Layout" so students can see interpreter and the teacher</li> </ul>
15 min Stef & et al.	Orientation	Team will be briefed on the planning, so far, for orientation.	<a href="#">How-to Video List</a> Build out student schedules <a href="#">Guide</a> Add staff contact email list - Scott will create a list Staff plan to meet individually with students during orientation.
5 min	Schedule process for staff and students 4/6	The team will complete the staff schedule and receive information for attendance	<a href="#">WEC Master Schedule</a> Will revisit week of April 6th
5 min		The team will meet on Monday's and Wednesday	Discussion regarding meeting time and we will keep normal meeting schedule at 8:00 am
5 min	Individual Distance Learning Plans	The team can ask questions regarding the IDLP process	PRIORITIES: 1. Orientation materials 2. IDLPs <ol style="list-style-type: none"> <li>a. Stef - Finished, contacted 5 out of 6</li> <li>b. Lisa - Finished, waiting on a tidbit for Devin. Will be reaching out after this meeting</li> <li>c. Clark - Finished and into Kelsey, will be contacting families this afternoon.</li> <li>d. Jessica - Almost done. Needs a little info from Tammy. Will do her best in contacting families.</li> <li>e. Tim - Things should be completed. Can't get a</li> </ol>

			<p>hold of Che'nyrah.</p> <p>f. Tailana - Finished IDLPs, Just needs to contact Michael Berger. Can't get a hold of Nate. Emily hasn't called back.</p> <p>3. Distance Learning Curriculum</p> <p>4. Connecting about Devices</p> <p><a href="#">IDLP Roll-Out</a></p>
5 min	<b>Micro-teams</b>	<b>Licensed staff will check-in with the non-licensed staff in their classroom and discuss support they can provide.</b>	<ul style="list-style-type: none"> <li>• IEP logs are up-to-date</li> <li>• Non-Licensed watch the <a href="#">Distance Learning 101</a> (45 min total)</li> <li>• Licensed staff give instructional organization, printing, etc. to EA's.</li> </ul> <p>Jessica is working on practicing video calls with the interpreters.</p>
15 min	<b>Create a Distance Learning Pathway</b>	<b>The team will create a distance learning pathway</b>	<p><a href="#">Distance Learning Plan</a> Complete for your group</p> <p>Share your Google Classroom (and access code) with Admin. Due date of Thursday 3/26/2020</p> <p><b>Distance Learning Definition:</b> A student receives a <i>daily</i> interaction with their licensed teacher. Receives appropriate equitable materials.</p> <p><a href="#">WEC Transitions Distance Learning Pathway</a> Start with individual check-ins.</p> <p><a href="#">Distance Learning Lesson Plan Template</a> (Keep in mind your scope &amp; sequence)</p> <p><a href="#">Student/Family Landing Page example</a></p>
15 min	<b>Program Specific</b>	<b>Team will address items that are specific to their program</b>	<p><b>WEC-Transitions:</b></p> <ul style="list-style-type: none"> <li>• Plan distance learning pathway - any barriers? Any supports needed?</li> </ul>
1 min	<b>Offers &amp; Promises from last meeting</b>	<b>The facilitator will confirm previous requests, offers, and promises completed.</b>	
5 minutes	<b>Offers &amp; Promises</b>	<b>The facilitator will review requests, offers, and promises</b>	
5 min	<b>Questions</b>	<b>Staff will have time to ask questions</b>	<p><a href="#">Parking Lot Document</a> Please place your questions in this document. We will answer what we can</p>

## Future Agenda Items

- Sharing Distance Learning Resources you are hearing about.
- Check-In Process
- Addressing Individual Student [Distance Learning Plans](#)

## Resources

Resource Name / Link	Resource Purpose
<a href="#">Due Process Guidance for Licensed Staff</a>	Updates on Due Process processes and how things have or haven't changed due to distance learning.
<a href="#">Curriculum, Instruction and PD Options for Remote Learning</a>	A landing page for Curriculum, Instruction, and PD options for our distance learning.
<a href="#">Distance Learning Hub</a>	The District 287 clearinghouse for resources and tools. Send suggestions or requests to: <a href="#">Distance Learning Requests and Suggestions</a> .

## FORMER Flipped Agenda Items

TIME & Facilitator	AGENDA ITEMS & Goal #	OUTCOMES	ACTION
20 min	Distance Learning 101 / Hub	Licensed staff will view videos 7-10 about Distance Learning 101.	6 videos in the <a href="#">Distance Learning Hub (20 min)</a> <a href="#">Video 7 Thoughts on Live Classes</a> <a href="#">Video 8 Rethinking Content</a> <a href="#">Video 9 Teacher Presence</a> <a href="#">Video 10 Evaluating Tech Tools</a>
20 min	Tools For Interacting With Each Other	Team will look at tools for interacting with students, paying particular attention to FlipGrid	<a href="#">Tools for interacting with each other</a> <a href="#">FlipGrid</a>
20 min	Shifts Toward Online Teaching	Team will read the "7 Big Ideas as You Shift Toward Online Teaching"	<a href="#">7 Big Ideas as You Shift Toward Online Teaching</a>

