Intermediate District 287 RESPONSIVE. INNOVATIVE. SOLUTIONS.	CONVENER: Poppy-Finley	FACILITATOR: Poppy-Finley NOTES: Swanson

Protocols:	GROUP: Distance Learning Workgroup DATE: Ongoing TIME: 8:00am-2:00PM COMMENT MODERATOR: ???? https://zoom.us/j/

- 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

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	• Jessica will meet with each student to determine courses. Videos will be create videos to match lessons • Change Google Hangout to "Tiled Layout" so students can see interpreter and the teacher
15 min Stef & et al.	Orientation	Team will be briefed on the planning, so far, for orientation.	How-to Video List Build out student schedules Guide 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	WEC Master Schedule 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 a. Stef - Finished, contacted 5 out of 6 b. Lisa - Finished, waiting on a tidbit for Devin. Will be reaching out after this meeting c. Clark - Finished and into Kelsey, will be contacting families this afternoon. d. Jessica - Almost done. Needs a little info from Tammy. Will do her best in contacting famillies. e. Tim - Things should be completed. Can't get a

			hold of Che'nyrah. f. Tailana - Finished IDLPs, Just needs to contact Michael Berger. Can't get a hold of Nate. Emily hasn't called back. 3. Distance Learning Curriculum 4. Connecting about Devices IDLP Roll-Out
5 min	**Micro-teams**	**Licensed staff will check-in with the non-licensed staff in their classroom and discuss support they can provide.**	● IEP logs are up-to-date ● Non-Licensed watch the Distance Learning 101 (45 min total) ● Licensed staff give instructional organization, printing, etc. to EA's. Jessica is working on practicing video calls with the interpreters.
15 min	**Create a Distance Learning Pathway**	**The team will create a distance learning pathway**	**Distance Learning Plan** *Complete for your group* *Share your Google Classroom (and access code) with Admin. Due date of Thursday 3/26/2020* **Distance Learning Definition**: *A student receives a daily interaction with their licensed teacher. Receives appropriate equitable materials.* *WEC Transitions Distance Learning Pathway* *Start with individual check-ins.* *Distance Learning Lesson Plan Template* *(Keep in mind your scope & sequence)* *Student/Family Landing Page example*
15 min	**Program Specific**	**Team will address items that are specific to their program**	**WEC-Transitions:** ● Plan distance learning pathway - any barriers? Any supports needed?
1 min	**Offers & Promises from last meeting**	**The facilitator will confirm previous requests, offers, and promises completed.**	
5 minutes	**Offers & Promises**	**The facilitator will review requests, offers, and promises**	
5 min	**Questions**	**Staff will have time to ask questions**	Parking Lot Document ***Please place your questions in this document. We will answer what we can***

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

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 Distance Learning Hub (20 min) Video 7 Thoughts on Live Classes Video 8 Rethinking Content Video 9 Teacher Presence Video 10 Evaluating Tech Tools
20 min	Tools For Interacting With Each Other	Team will look at tools for interacting with students, paying particular attention to FlipGird	Tools for interacting with each other FlipGrid
20 min	Shifts Toward Online Teaching	Team will read the "7 Big Ideas as You Shift Toward Online Teaching"	7 Big Ideas as You Shift Toward Online Teaching