

Base Camp Flow:

<https://docs.google.com/document/d/1oLGk54z51EkbQ1j7XoLca9bEEh5TBc2V6nUliyEa2f0/edit?ts=5d35cda0>

Notes 7/31

- Julia: check in with all teachers about status of materials
- ~~Sameera: finalize all materials (brand)~~
Sameera: BYOB
- ~~Sameera: send event calendar to Kerry / finalize~~
- Photo booth
- ~~Sameera: send out volunteering form to staci/kira~~
- Patti, Erica, and Julia: reach out to students about being guides (aim to have 2 per grade)
- ~~Sameera: make signs for students if needed~~
- Decor:
 - Foyer:
 - Tent (kolt/julia), hiking boots, backpacks
 - Fake fire (parent center)
 - String lights around tent
 - Easel with welcome to Amana's Base Camp
 - Sticks with burlap twine
 - Rugged looking carpet (Julia)
 - Fishing poles (kolt)
 - Check-in table
 - Table cloths (butcher paper or brown/green table cloths/red and white checkered)
 - Flower centerpieces (ask Karen)
 - Mason jars
 - 2 Tables (3-5 and 6-8)
 - Clipboards
 - Pens
 - Sign-in sheet
 - RSVP rosters
 - Name tags for students and parents
 - Folder with note catcher, etc. for parents
 - Magnets? Pins?
 - Lunch tables
 - Butcher paper (Julia: check MS workroom)
 - twine/burlap centerpieces
 - Napkins, plates, table cloths for food area
 - Food: hot dogs, chips, cookies, ketchup, mustard
 - 2 sets of balloons for stage (Julia)
 - Attire:
 - Staff: Green staff shirts, khaki pants, yellow/red bandanas (Julia)

- Student Guides: Field Study shirt w/jeans

Notes: 7/25

Attendees: Julia, Sameera, Breah, Erica, Emily, Najla, Cherisse, Katy, Intidhar, Patti, Patrice, Kolt

Action Items:

- Erica : highlight reel for opening ceremony
- ~~Kolt~~ + Julia: campsite look in the foyer
- Find liaisons who will help with movement during transitions (student volunteers)
- ~~Parent Crews: build community in the crew as well →~~
- Teachers: wear patagonia shirts + bandanas (Dollar Store)
- Make directional sticks for student volunteers + hanging signs
- Figure out how to divide everyone based on 2 lunches
- Figure out chair arrangement (chairs + tables)
- ~~Parents and students can be in same vicinity~~
- ~~Don't call the groups based on names, not numbers~~
- Check-in stations - divvied up based on grade (3-4 groups)
- Sameera: change up all powerpoints for branding
- Child care? People to swoop in?
- Sameera : make name tags for students
- Standard note catcher for parents and students
- ~~Jolly ranchers, not m&m's~~
- Sameera: put together note catcher + sheet with all the important info + brochure (get from combs)
 - add parents note catchers from all sessions into booklet
- ~~Sameera: shoot niki email about banners~~
- Pens at pledge ceremony
- ~~Seating changes for contract ceremony~~
- Sign important paperwork
- Slide for closing circle + chant

Adjusted Schedule for Lunch #1: Students

- 8:45- 9:15: Check In (Lobby)
- 9:15- 9:30: Opening Session (Campbell)
- 9:30- 9:40: Transition to Crew (will take place in room at first Campsite)
- 9:40-10:10: Crew starts

- 10:10 - 10:40: Campsite 1 (workshop 1)
- 10:40 - 10:45: Transition
- **10:45 - 11:25: Lunch #1 (40mins)**
- 11:25-11:30: Transition
- 11:30- 12:00: Campsite 2 (workshop 2)
- 12:00-12:10: Transition
- 12:10 - 12:40: Campsite 3 (workshop 3)
- 12:40 - 12:50: Transition
- 12:50 - 1:20: Campsite 4 (workshop 4)
- 1:20-1:30: Transition
- 1:30-2:00: Closing Campsite in Homerooms (Closing Circle + Signing Contracts)

Adjusted Schedule for Lunch #2: Parents

- 8:45- 9:15: Check In (Lobby)
- 9:15- 9:30: Opening Session (Campbell)
- 9:30- 9:40: Transition to Crew (will take place in room at first Campsite)
- 9:40-10:10: Crew starts
- 10:10 - 10:40: Campsite 1 (workshop 1: 30mins)
- 10:40 - 10:50: Transition
- 10:50 - 11:20: Campsite 2 (workshop 2)
- 11:20-11:30: Transition
- 11:30- 12:00: Campsite 3 (workshop 3)
- 12:00-12:05: Transition
- **12:05 - 12:45: Lunch #2**
- 12:45 - 12:50: Transition
- 12:50-1:20: Campsite 4 (workshop 4)
- 1:20-1:30: Transition
- 1:30-2:00: Closing Campsite in Homerooms (Closing Circle + Signing Contracts)

-Touch Base about Plans

- 8:45am-9:10am: Check In
 - Lobby (tent + fake fire)
 - Teacher Attire (staff shirts (Patagonia style) with Khakis/ hiking boots if possible, and bandanas)
 - Two tables for check-in (1 for 3,4,5 with 3 staff assigned, 1 for 6,7,8 with 3 staff assigned)
 - -Students and parents will get name-tags
- 9:10- 9:30: Opening Campsite (comments by Campbell)
- 9:30- 9:45: Transition to Crew (will take place in room as first Campsite)
- 9:45-10:15: Crew starts ([parent crew](#) + [child crew](#))
- 10:20 - 10:50: Campsite 1 (workshop 1)
- Lunch #1
- 10:50- 11:00: Transition

- 11:00- 11:30: Campsite 2 (workshop 2)
 - Lunch #2
(lunch room set-up for lunch)
 - 11:30: Lunch (hot dogs, chips, cookies)
 - 12:15 - 12:45: Campsite 3 (workshop 3)
 - 12:45 - 12:55: Transition
 - 12:55 - 1:25: Campsite 4 (workshop 4)
 - 1:25- 1:35: Transition
 - 1:35-2:00: Closing Campsite (Campbell/Erica)
- Discuss Flow/ Logistics (groups, transitions, etc.)
- Feedback and Input
(<https://docs.google.com/document/d/1oLGk54z51EkbQ1j7XoLca9bEEh5TBc2V6nUliyEa2f0/edit?usp=sharing>)
- Overview/ Sharing of Plans
- Grade 3: [Academic A](#)
<https://docs.google.com/document/d/1s7SdjzFHC0kq7JH1AV60GDdKk8YC3XKtI4pwpjVhEMY/edit?usp=sharing>
- Grade 3: [Academic B](#)
https://docs.google.com/document/d/1LdPcL3phZI_LEMfV-L6L68yPTXEnu3BsW-pGyGdoe6g/edit?usp=sharing
- Grade 4: [Academic A](#)
- Grade 4: [Academic B](#) (same as 3rd grade)
- Grade 5: [Academic A](#)
- Grade 5: [Academic B](#) (same as 3rd grade)
- Grade 6: [Academic A](#)
- Grade 7-8 [Academic A](#)
- Grade 6-8: [Academic B](#)
- [Culture & Character Workshop for Parents \(Houses/Crew\)](#) (3-8)
- [Culture & Character Workshop for Parents \(High 5 Habits\)](#) (3-8)
- [Culture & Character Workshop for Students \(Houses/ Crew\)](#) A (3-8)
- [Culture & Character Workshop for Students \(High 5 Habits\)](#) B (3-8)
- [Crew Closing Circle](#) & Contract Signing in Classroom After Last Session
- [Closing Circle](#)

-Plan for PD Training/ Practice

- August 5th: training
- August 8th: 8:15 walkthroughs

Notes: 7/22

Attendees: Julia, Cherisse, Sameera

- Take off price
- Evite: new to amana: base camp: send out a series of communications starting 7/22)
- Base camp tent + fake fire with campfire logo
- Have program flow designed by Thursday
- These parents won't go to open house the next day
- Culture manuals- do we have left over marketing budget?
 - Sameera: figure out what we need to buy
 - ~~Sameera: see if DJ Dad is available~~
 - ~~Sameera: get concrete grade level student numbers from Sherry!~~
 - ~~Julia/Sameera: come up with rotation schedule~~
 - ~~All programs look the same~~
 - ~~Sameera: figure out rooms~~
 - ~~Sameera: come up with an alternative hour long session on open house~~
- Lunch: hotdogs, potato salad, chips, and punch (need to RSVP for lunch)
- Julia: make sure the teachers know what they're teaching + have resources available + general decor
- Sameera: come up with rooms signs, programs, powerpoint, survey,
- ***Question: have houses been selected for students? Do we want lockers to be selected before hand (middle school)? What is the cafeteria format?***
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Base Camp : August 8th

What is it?

- ***Part base camp, part parent orientation, part signing day to orient new parents and students to the culture of Amana***
- New 3-8th grade students and their parents
- Parent + child invited the day before Open House
- Each family pays \$10 : Covers lunch for family : if they have a challenge, reach out to us

- All the kids stay in same house → get house shirt
- Next year for veteran students: still do House Ceremony/games (crew = house)
- “This includes lunch, shirt, and ALL the information you need to be successful at Amana”

What are the details?

- August 8th, from 9am-2pm (5 hours)
- **New enrollee count:**
 - **6th: 33 students (3 classes)**
 - **7th: 12 (1 class)**
 - **8th: 11 (1 class)**
 - **3rd: 28 (3 classes)**
 - **4th: 30 (3 classes)**
 - **5th: 19 (2 classes)**
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		GRADE	#classes	MIN for teacher funding	Enroll to	Current #	% RECOMMIT	Recommitted Students	Siblings	Newly Enrolled	TOTAL	Offered	TOTAL with offered			Wait List
2	20/22	K	4	67	80			0	1	72	73	0	73	Lottery	K	0
3	21/23	(Current K) 1	4	70	92	73	93%	68	0	16	84	0	84	Lottery	1	16
4	21/23	(Current 1) 2	4	70	92	70	89%	62	0	23	85	0	85	Lottery	2	14
5	21/23	(Current 2) 3	4	70	92	63	95%	60	0	28	88	0	88	Lottery	3	0
6	28/30	(Current 3) 4	4	92	100	70	86%	60	0	30	90	0	90	Lottery	4	0
	28/30	(Current 4) 5	4	92	100	83	94%	78	0	19	97	0	97	Lottery	5	6
	28/30	(Current 5) 6	4	106	100	77	81%	62	0	33	95	0	95	Lottery	6	22
	28/30	(Current 6) 7	4	106	100	94	81%	76	0	12	88	0	88		7	0
10	28/30	(Current 7) 8	4	106	100	66	88%	58	0	11	69	0	69		8	0
11				779	856	596	88%	524	1	244	769	0	769			58
12		7/22/2019														5/22/2019

- **Run of show:**
 - 9-9:30: Opening Session
 - 9:45-10:15: Crew starts (parent crew + child crew) → no bigger than 10
 - 10:20 - 11:30: 2 Workshops (30 mins, with 10 min breaks)
 - 2 culture and character workshops,
- 11:30: Lunch**
 - 12:15 - 1:30: 2 workshops
 - 1:35-2:00: Closing session
- **student schedule: can do a kickball game, cheering for crew (if real crews)
- Ideally, students should be divided by their own crew

What do we want to accomplish?

- Support of all teachers (pre-planning day)
- Lunch provided
- **Hype Session:**

- Opening session for kids + parents (think: opening concert at North point)
- Raffles and swag table
- Parents go one way, separated by middle and elementary schools
- **Bootcamp Session:**
 - Breakout sessions
 - Start off with crew
 - Launch Parent University/Academy → segment with new parents / veteran parents
 - Expectations around our language
 - Here's what your schedule looks like, here's where your locker is
 - (school wide locker contract)
 - **THIS MEANS: everything needs to be ready before then**
 - **Classrooms**
 - **Crew assignments**
 - **Booklets**
 - **Swag needs to be ordered**
 - **Crew materials for lengthier crew activity**
 - **Handouts from teachers**
 - Hand signals
 - Parent high five habits (like a contract)
 - Amana norms (community circle, crew, who's who, cell phone policy, behavior)
 - 3-5: potentially 2 groups, 7-8 one group, 6 one group
- **In the end:**
 - Signing : they hand us the contract, we give them a shirt
 - In individual crews? Or all together?
 - Come together in cafeteria and circle around in crews: do signings
 - Give them a shirt
 - Staff tunnel
- **K-2 parents (own orientation during Open House day):**
 - Still need messaging: volunteering, being a giver
 - K parents → commit to annual fund
 - Potentially: focus on raising money just for the class potentially?
 - Grant strategy

Who needs to be involved?

- Cherisse: Opening Ceremony
- Culture & Character crew : 2 45 min sessions
 - Patti and Erica
 - 1 session: high five habits (connected to design principles)
 - 2nd session: open voice session?
 - OR do 15 min intro to crew + 30 min actual crew
- Counseling Department

- Lead teacher per grade level grade bands (1 for 7/8, 1 for 6, 1 for 3-5)
 - Barhoumi, Breah, Schepis (Emily- backup)
 - Overview of what happens in the classroom
 - Responsive classrooms
 - Breah: designing 2 academic sessions
 - 6th grade academic
 - EL concept
 - Schepis:
 - 7th/8th academic
 - Make sure we have an agenda/pamphlet with all handouts
 - Combs and Barhoumi: 3rd - 5th grade partners
 - Najla, Cherisse, Ehab: parent sessions

Academic Overview

- Hand Signals
- SLC
- Morning Meeting/Crew
- Closing Circle
- Third Tile
- Expeditions
- Portfolios/SLC Binders
- Field studies vs field trip
- Tour
- Lockers 4th-8th
- Community Circle
- Protocols
- Power Hour

Action Items:

- Schedule another meeting for teachers leading breakouts
- ***Everything needs to be ready before Signing Day***
 - Schedules of students, lockers, etc.
- Need people to lead those crews
- Need to write crew plans
- Lead teachers need to meet to hash out details for their breakouts
- Next meeting needs to happen in next little while
- Cherisse: plan out Opening Ceremony
- Parent University needs to be hashed out
- House shirts need to be ordered
- Sign up form + paypal link needs to be created + sent out

- Lunch needs to be ordered
- Create booklet
 - Sameera: create 2 booklets: 1 for each new family + 1 for new teachers
 - Deadline for all material for new family booklet: ~~July 11th~~
 - Before everyone leaves for summer: new teacher book deadline
 - July 22-Aug 3: Sameera available
 - July 22-29 (29th: pre-planning starts)

Side burner: rally parents around IXL/Study Island (remedial)

- IXL Camp (during the weekend)