

Academics Committee Meeting Minutes

April 6, 2020

8:00 A.M.

Join the remote meeting at

<https://zoom.us/j/870836153?pwd=bUpKL0xpUXIJZ0JSWVTNIMIKNmdlQT09>

Members: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Angie Haverland, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, ~~Jennifer Heydt-Nelson, Valerie Meyer~~, Michelle Kurkoski

A. Current Issues or questions regarding distance learning

I have included all of the issue on the Spreadsheet as of 8:02 P.M. on Sunday night

These are some of the issues that have been coming up after the first week of distance learning. The groups that determined some of these parameters, were just making decisions before distance learning began Most of these will/can be revisited by the committees and by admin.

Description of the Issue	Possible Solutions
Instructional time- No more than 20 minutes per class with no more than 60 minutes to complete the tasks and homework.	<p>Does this mean 60 minutes total per class, or 80 minutes total per class?</p> <p>The thought behind this from the committee is that it was up to 60 minutes total, including the 20 minutes of instruction. This will be evaluated after a couple of weeks of distance learning.</p> <p>Some teachers felt that it meant 80 minutes total.</p> <p>We want it to be a max of 60 minutes total.</p> <p>We have not decided if/when this will be extended. The committee will meet 4/17 to discuss this again.</p> <p>Admin will reach out to teacher to clarify this.</p>
AP Rigor and expectations	<p>Each class is different and it depends if they are reviewing or learning new concepts</p> <p>According to AP teachers, this looks different to them. Each subject has a</p>

	<p>different number of tasks to complete by the time of the testing.</p> <p>Following the AP Review means there is no time set for how much time is needed to complete the work. It varies significantly depending on the lesson.</p> <p>It was commented that AP requires more time and work above other classes anyway. There are higher expectations, so it makes more sense to have them follow the recommendations from the AP Review that is being put out.</p> <p>The work just means that they are ready for their tests.</p> <p>John has received emails about the AP classes and wants to provide guidance. Many students are worried about the upcoming testing and the work being assigned. We should provide information about this for them.</p> <p>Some of our students are taking more AP courses than they were counseled to take, and they are feeling very overwhelmed.</p> <p>Maybe distribute the videos as they are released, but keep assignments to the days the classes meet?</p> <p>Should this be passed on to the AP teachers to discuss, as they are the ones teaching the courses? Maybe we shouldn't be making this decision for the AP teachers.</p> <p>We recommend the AP teachers meet within the next couple of days to make these decisions for our AP students.</p> <p>Michelle and Lisa will touch base about moving this forward.</p>
Who is responsible for updating the DLP and what is the process for this?	<p>If there are changes, how do they get made, get communicated, where does this go, what is the process for changing or updating the plan?</p> <p>A process would make this clear.</p>

	<p>Is there a point person who communicates to everyone? So there isn't a huge lag of time.</p>
<p>What is the process for the DLP to communicate changes with the rest of the community and to ensure the website is updated as well?</p>	<p>An email is sent from John to the teachers on the day he is made aware of something, and then it would be included in an update to the entire community.</p> <p>The goal is to get our announcements back up and running, so it will be available daily. These updates should be reflected on the website, too. The website should</p> <p>Will the executive plan be updated as well?</p> <p>Yes, but that is more of a committee and a process with those members. That is not coming out in a final form because there is a lot more information that is there, it is a final version, not a living document. We need something to go out quickly with a recap each week for parents.</p> <p>We send the updates to John, who will get them out to the community, and Justin will put them on the website.</p>
<p>TA's and grading</p>	<p>give them a pass</p> <p>Only if a TA was not performing well prior to distance learning, would this be an issue.</p>
<p>How should the gen ed teachers use the special education google classrooms?</p>	<p>They are a place for extra communication. You do not need to double post an assignment. If you are providing a different rubric/assignment, it is a great place to do that.</p> <p>It is a great place for special</p>

	<p>education teachers and EAs to connect with their students.</p>
<p>What are the consequences or implications of repeated absences during distance learning?</p>	<p>Amanda is responsible for this, and last week was a learning curve for everyone. Roughly, between 5-15 kids daily were absent.</p> <p>If kids are absent two days in a row, Amanda will contact the family. If a student doesn't check in/do their work, they are considered absent. And when Amanda checks in with families, she is asking if it is a different issue (internet, computer, etc.). Then teachers will be notified and adjustments can be made. We are following the usual policies for excused and unexcused absences. Parents can call their students in to the attendance line for an excused absence.</p>
<p>How do we know if a student's absence is the reason an assignment was not turned in? Is it possible to see an attendance report, or should we be checking in Skyward? Sometimes a student will email each teacher, but this isn't always the case.</p>	<p>I figured out how to generate a report for my students, but now that we are only taking attendance for our advisory, that is all I can see without checking each student's personal attendance record.</p> <p>You would need to click on the student's name in Skyward to determine if the student is absent.</p> <p>Tom can ask Amanda to send out an absence list from the day before so teachers can see who was absent. This would be helpful.</p>
<p>How will eligibility work? Are we going to suspend the enforcement for the rest of the year (most activities aren't meeting)</p>	<p>Should this be eliminated? Should this be something advisory teachers do on Fridays?</p> <p>We are nearing mid-semester, and the office typically sends out letters/notifications to families about students who may not be passing math and Spanish courses for next year. This should be delayed so that it gives teachers/students a chance to get used to distance learning. Joell</p>

	<p>will contact teachers and will send this out after 4/17, instead.</p> <p>Eligibility for the rest of the year will be eliminated.</p>
Will activities be adjusting lettering requirements (important for high school as these are on transcripts)	<p>Yes, these need to be adjusted.</p> <p>MSHSL is not allowing any coaching or coaching expectations to be made (baseball, track, badminton). So spring sports might be out of luck.</p> <p>Coaches must follow MSHSL guidelines.</p> <p>Year long activities should make adjustments so students can still letter and maintain eligibility in the activity.</p> <p>Advisors/coaches need to make sure these changes are sent out to the kids and to the activities director.</p> <p>It is probably not necessary for the activities director to meet with all the advisors/coaches. The process is already in place for each advisor/coach to let the activities director know who qualified to letter.</p> <p>Lettering is not on academic transcripts. And this situation is nationwide, so colleges will be flexible and understanding about what this looks like moving forward.</p> <p>Advisors/coaches should be given a timeline to make these changes. An email should be sent to all participants and coaches that these things are changing. Admin will discuss this today and move forward from there.</p>
Packet pick-up concerns	<p>Cheri has heard from families that do not want to leave their homes to pick up materials.</p> <p>Maybe this shouldn't be a requirement.</p> <p>Should the materials be delivered to them?</p> <p>Should the curriculum be adjusted?</p> <p>A number of volunteers have agreed to drop off materials. There is an</p>

	<p>option.</p> <p>Shannon is a head of this group, and there will be another meeting upcoming.</p> <p>Teachers should contact Shannon if someone needs materials delivered on Friday. This week there is not school on Friday. Contact Shannon with questions or concerns.</p> <p>A teacher should be there for material pick-up. This is not a requirement, but a recommendation.</p> <p>The idea behind one day for pick up was to ease this for families who may need to pick up materials for more than one course.</p> <p>The placement of material pick up should be discussed by the committee, too. A Google Form/Doc to collect this information would help with the coordination of this. Noelle would be happy to head this up. John will add this to the admin meeting for today.</p>
MSA tours	<p>Virtual tour posted to our website or shared with upon request?</p> <p>John wants to use a drone to take video of the interior of the buildings so families can get a sense of what MSA looks like.</p> <p>Can there be a collection of videos from the students be included as well? Justin and Jen may have some already. Other groups may want to participate as well. Individual students may want to participate, too. Could this be a course assignment?</p> <p>Different teachers can let students know about this possibility. There should be a point person for the collection and creation of this. Teresa will contact Mike.</p> <p>We need a coordinator. Admin will discuss this in their meeting today.</p>

Incoming sixth grade meeting	<p>Either a zoom meeting or presentation</p> <p>This needs to be decided so Joell can contact incoming families. The original meeting was scheduled for 3/25.</p> <p>Would a recording work for this? Who will lead this and how will it look?</p> <p>There is a webinar option on Zoom. Parents could submit questions via chat.</p> <p>This is an easy way to share information.</p> <p>Tom will look into this and help coordinate it.</p>
Math placement exams for incoming students in grades 6-9	<p>This is still being discussed and will be decided at a later date. Maybe this will move to online, though there are concerns with this. They are not sure there is a good option at this time.</p> <p>We should wait and see what happens. Joell agrees. Schedule changes can be made after school begins in the fall as well.</p>
Spanish placement exams for incoming students in grades 6-9	<p>The issue is really with new incoming students. They could all be placed in Spanish 1 and move them if needed after school begins. Adjustments can be made later.</p>
New ninth grade students	<p>Could we organize zoom panel discussions with students?</p> <p>These families are typically looking for more information than 6th grade parents. This needs to be considered. A lot of what is going to be done for the 6th grade families could be done for the 9th grade families as well. We can offer different options for contacting teachers and asking questions. The new 9th graders from this year might be able to help with this as well.</p>
9th Grade Orientation	Zoom mtg or presentation

	<p>This might not be a good idea for the Communications Committee, but there may be people at MSA who are interested in leading this. Admin will discuss this at today's meeting as well.</p> <p>Joell says there are currently around 10 new 9th graders who are coming to MSA in the fall. This number is likely to go up.</p>
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B. Regular Updates:

1. WBWF Update (Tom)

No updates. The issue moving forward is that we are not taking MCA tests this year, so we will not be able to address many of the goals we set.

2. Academic Eligibility 510.1 Extracurricular Eligibility (Lisa, Shannon and Michelle are meeting on Wed)

They will meet this week.

3. Modified Transcript Update (Lisa)

- a. Did not meet
- b. Will reschedule

4. Diverse Staff Recruitment Taskforce (John)

Next meeting is 4/27. This may need to be moved because it is a non-school day. Working on a survey to send out to parents.

5. Supplemental Online Learning AKA Credit Recovery Update (Emily) - Did not meet yet.

Departments have been sent materials to look over.

Another meeting will be scheduled at a later date.

Emily would like to keep a conversation going. A new timeline will be created by Emily and sent out to departments, probably near the beginning of May.

6. Educational Program Policy TF should start to meet about policies #613-620. Did not meet yet, will put on my 'to do' list to set up-CH

What can your teachers do to help you make the most of distance learning?			
(Question I asked my advisory students last week, I said I would pass it on, but didn't know where!-Cheri)			
Zoom meetings help			
Be very detailed with assignments and homework			
make videos to explain the homework			
don't have a bunch of assignments			
Make sure to make all documents are able to be copied or edited.			
maybe submit videos of instructions			
explain things so we don get confused			
Be patient			
Nothing! All of your efforts are greatly appreciated !			
I think that they are doing as well as they can as it is			

Cheri asked her advisory students how teachers can help with distance learning. We may want to survey more students about this.

Emily is scheduling weekly check ins with highschool students. Emily received 150 responses last week. This has been helpful in gaging where our students are at.

Kirstin is doing something similar with the middle school students. Kirstin received 83 responses. Her intention is to put feedback into a Google Doc for middle school teachers moving forward.

Trends will be sent out to the staff. Social-emotional and academic questions are being asked.

Next Academics Committee Meeting: Monday, May 4 at 8:00 A.M. - Room and Date TBD?

- If this is our first day back in school, I would like to move this to either Tuesday, May 5 or Monday, May 11?
- If we are still using distance learning, then this meeting will remain the same.