



Department Chair & Lead Team Meeting

August 31st, 2020

Attendance: Naglee, Hudson, Greear, Motley, K. Scott, Mutawally, N. Abell, Avant, Bixby, Buchholz, K. Davis, DeLellis, Edwards, Fancourt, Gomez, Goode, Hackney, Hooks, Huber, Hunter, Katz, King, Kinlaw, Lee, McGehee, Pielow, Ridewood, Rogers, A. Scarbro, Sims, Smitherman, Sweeney, Vann, Yancey

Agenda:

1. Virtual Clubs: We are trying to find ways to engage students and get clubs up and running.
 - a. We will stick with current, established clubs for now. The club committee will follow up and make sure which clubs will be current and active during virtual learning.
 - b. Student leaders will be asked to fill out information and make a video for each club, which will then be placed on the website. The goal is to have videos sent by the 16th and have them all set up by the beginning of Week 6 (9/21).
2. Schedules:
 - a. Since SEL lessons will be embedded into our lessons, SEL times will now be titled “Remote Learning/ Exercise” on the schedule. Otherwise, the schedule will be the same.
3. School Improvement Plan
 - a. We are still waiting to hear district guidelines about how to formulate the school improvement plan.
 - b. By October 9th, we are looking to update our plan.
 - c. Lead team voted to extend terms for all Lead team members for an extra year since we didn’t get to vote on new members last year, and it provides more consistency for the year.
 - d. There will be an interim assessment calendar eventually.
4. Lessons
 - a. For weeks 4-9, teachers should have 2 live lessons per week and 2 asynchronous/pre-recorded lessons that add up to 2 hours per week. Realistically, each asynchronous/pre-recorded lesson should be around 20 minutes each. If you want students to work on an assignment/project during this time, there should be a pre-recorded lesson attached to it that’s at least 5 minutes long. Students can use the “Remote Learning Time” to work on asynchronous/pre-recorded lessons.
 - b. District Nearpods can be considered as pre-recorded lessons.
5. WC19
 - a. We have credit recovery courses available for the WC19 students through the end of first semester.
6. Students attending other classes
 - a. Students need to make sure that they’re following the school calendar and not attending another teacher’s class during yours.
 - b. It is suggested that teachers rename their sections in Canvas so that it’s easier for students to follow their schedules.
7. Assignments



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- a. The weekly agenda page should have everything (live lessons, assignments, meetings, etc.) so that it's easier for students to navigate.
- b. Home and announcements should be the only tabs open in Canvas.
- c. As of now, there is no new guidance on grading, so we should grade as normal for now.
- d. Departments will be asking for volunteers to be PowerSchool representatives for their department.