

Coleman Jr High CEIC Meeting  
September 9, 2020  
4:30 p.m. - Coleman Library

Meeting was brought to order at 4:30 p.m. by Mr. Andrews.

1. Reviewed the 20-21 CIP
2. Concerns from staff at Coleman:
  - Time- Time is a big issue for teachers to be able to give adequate time to in class and online learners.
    - Mr. Andrews suggested moving money in the budget around to allow for part time staff members to help ease teachers work loads, in Science, S.S. and electives.
    - Joining forces - combining classes when possible
    - Teams - sharing work loads
    - Being well organized, will help with time management
    - Find free time during classes to help/work with online learners, while students are working independently.
    - Front office can assist with making copies when they are available.
  - Attendance - Classlink is not good for attendance, needs to be the same across the board.
    - Google for online attendance, minutes, completed assignments, progress made, interaction with teachers.
    - Mr. Andrews will share a form for online attendance to ensure everyone will use the same attendance form for online learners.
  - Online teaching training - we need a training class to know how to navigate online better and easier.
    - Make shareable videos with tips and tricks, teachers can watch in their free time, since class will be hard to attend for everyone.
    - Mr. Andrews will resend the campus strategy share
  - Online programs that are liked and easy to use.
    - Kamy teaching program is very helpful for online learners. Students can type on assignments (can this program be purchased?)
    - Google forms - grade the assignments for you but does take time to transfer everything to google forms.
    - ED Puzzles
  - Special ED - Online learners not able to meet in person
    - IEP's very important this year, teachers please complete the teacher input forms as best as you can for ARD's.
  - Student workers - What jobs can they assist with?

- Student workers can make copies but need to pause to allow other teachers to use the copier when needed.
  - Students might be able to watch classes as long as they are comfortable. Mrs. Cox and Mrs. DeNicola will be contacted to see what students are allowed to do while on our campus to aid teachers' needs.
- Copier Sharing
  - Schedules will be made and posted by each copier.
- Grades 74 and below - Ensuring parents are aware of their students grades is important
  - Make phone calls
  - Mrs. Fell will double check 20/21 guidelines
  - Emails with read response on or replied emails from parents have been approved by Mr. Andrews.
- Building Access for Teachers
  - Current Schedule is 6:30 am. - 6:00 pm. Mon-Fri, 8 am. - 6:00 pm. on Saturday and 12:00 pm. - 6:00 pm. on Sunday.
  - No Holiday or Holiday weekend access - Mr. Andrews will discuss teacher access more in the next Principles meeting.
- ISS and DAEP - getting students work to / from them for the day is time consuming.
  - Possibly add teachers from DAEP and ISS to teachers google classroom so they can access teachers work to allow them to pull the work the student needs for the day, without needing the teachers help.
- Device Grant - can we apply/get a grant for possible covid outbreak to allow for all students to be able to get a device?
  - Devices are on backorder all over the state, with so many districts needing them for online learning.
- New Teachers - don't know the Coleman way, can new teachers be shown the way things are done here at Coleman, they didn't get to have the normal Coleman welcome and walk through, due to Covid.
  - Help explain the Coleman way and how it works and help new teachers out, when possible.
- Covid notifications - Can we be told the names on the Covid positive student or staff?
  - No it is against HIPAA
  - Nurse Bousquet does an amazing job of asking questions and informing all those expected to be in contact with said persons. If they were suspected to have contact with you, you would have been personally contacted.