
Re: [holt_staf] 5/19/21 Staff meeting Minutes

From : Allan Chinn <chinn@4j.lane.edu>
Sender : holt_staf <holt_staf-bounces@4j.lane.edu>
Subject : Re: [holt_staf] 5/19/21 Staff meeting Minutes
To : holt staf <holt_staf@4j.lane.edu>

Wed, May 19, 2021 03:51 PM

Hi Everyone,

Debbie highlighted class lists directions & information below, but here is a direct link to the class lists spreadsheet: <https://docs.google.com/spreadsheets/d/1o4fkn31D5KYBBRisw53v3TUBRAf0Rj0SlolmssKyHCU/edit?usp=sharing>

If you would like physical cards for building class lists, you'll need to input your students into one of the next grade level's classes, and then let Jackie or me know which sheet your class is on and we can print the cards for you. Then your team just needs to cut-and-paste to update the class lists on the spreadsheet.

I'm not sure if this is helpful or not, but another option for printing cards, if you're nervous about putting your students onto another class on the main sheet, linked here is a placeholder class list spreadsheet you can use instead: https://docs.google.com/spreadsheets/d/1v8QOja0wBVU56AwseuMopzd8WBb_ArJVK5IEjUDY-UM/edit?usp=sharing

Please complete these before Monday, June 14th.

Let me know if you have any questions.

Allan

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From: "Debbi Heinrich" <heinrich_d@4j.lane.edu>
To: "holt staf" <holt_staf@4j.lane.edu>
Sent: Wednesday, May 19, 2021 2:27:12 PM
Subject: [holt_staf] 5/19/21 Staff meeting Minutes

Subject: Staff Meeting Minutes

Date: Wednesday, May 19

Time: 1:40-2:40

Location: Zoom & Library

MISSION STATEMENT

We are committed to cultivating and empowering confident and resilient life-long learners who experience academic, social, and emotional success.

ITEM	ACTION	TIME
1. Staff Shout Outs! More awesome staff members!	Fun	5 min.
2. Business Items -Class Lists	Info/Discussion	15 min.
Staff wanted cards to help to sort students and create balanced fall classes. However, the spreadsheet is designed to enter in fall classes.		
<ol style="list-style-type: none"> In order to create cards to use for sorting, dump all of “your” kids into one of the teachers your students will be going into (fall grade) Let Allan or Jackie know you are ready to print cards Use your cards to sort and create classes Move kids on the spread sheet to the “final” fall class by the end of the week before the last week of school (6/10) 		
LT made recommendations for columns to be removed; format changed a little to allow to card printing; also many have been changed to drop down menu instead of fill in; Teams should begin to fill in class list for fall before last week of school; when you are done and ready to print cards let Allan/Jackie know; Allan will block out 6/9 for teams to look at neighboring grades to give feedback; specialists will also review lists		
-End of Year Checklist		
LT asked questions and recommendations about end of year checklist. Changes from last year are linked on slideshow; hard copies will come to boxes at the beginning of June.		
-Virtual Artist in Residence		
Did anyone use the virtual artists? Let Allan know so he can fill out a survey		
3. Hybrid/SSO Check-In	Discussion	20 min.
<p>*No updates to the last week schedule (Kelly/YG huge building issue); district will meet this week instead; proposal from district will be: A on Monday, B on Tuesday, Wednesday Zoom choice “fun” rooms for longer zoom day(don’t know timeline); Thursday short zoom day</p> <p>*SSO- supply drop back off last week of school?</p> <p>*How/when will we collect materials back?</p> <p>*June 9/16: begin to collect “hard copy” materials back at school</p> <p>*Grade level teams should communication to families what comes back</p> <p>*Title is sending a book for all students</p> <p>*Last day of Title services is June 10</p>		
4. 2021-2022 Master Schedule	Info/Discussion	20 min.
-Standard School Schedule Recess/Lunch Options		
<p>See slideshow for specifics on how Master schedule will be created</p> <p>Allan sent a survey in his announcements for feedback before designing</p> <p>3 Parts: Allan’s thoughts, Staff survey, Discuss, Share draft, seek feedback, Finalize schedule (tweaking is still acceptable providing it doesn’t shift too many things)</p>		
-District Core Time Block Recommendations		
<p>60 minutes daily for lunch and recesses</p> <p>50 minutes on early release</p> <p>Some favor toward 20 minute recess and 40 minute lunch/recess</p> <p>Reading T1 90 or more per day (can include writing)</p> <p>Reading T2 & 3 (60 min or more per week)</p>		

Math (60 min for T1 & 2, including Number Talks and additional T3)

-Master Schedule Staff Survey

This was sent out with Allan's announcements. Fill out by the end of this week

5. Others

Revisit Number Talks as a staff as a school-wide practice

ELD ends June 10

Future Meeting Agenda Items:

Future Meeting Dates:

Wednesday, June 2 @1:40

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