



WILLOW CREEK AGENDA 8.22.22 - 12:30 pm

CERTIFIED AND CLASSIFIED SEPARATE TRAINING

 9:00 - 10:30 - Classroom Teachers - Mastery Connect - Zen Den

CLASSIFIED STAFF

 10:45 - 11:15 - All available paras - Cafeteria

- **FRESH FOOD AND VEGETABLE PROGRAM**

- [FFVP Slides](#)
- Offer vs. Serve Powerpoint

- **DUTY SCHEDULE**

- Rider, Brown and Gardner start at 7:15 for early drop off of school district employees
- Shyne, Smith, Rogers, S. Lavoie, Boyle, H. Lavoie, and Irvin provide support for morning recess/cafeteria at 7:30
- Weber and Chapman help with ACE and IDEAL bus riders as those buses arrive around 7:40 and then join the cafeteria
- Lunchroom and recess coverage and communicating with your team
- Any extra time spent completing a duty should be indicated on your timesheet
- First week we will flood first grade

ALL STAFF


STAFF PICTURE - 11:15

LUNCH - 11:30 - 12:30


WOULD YOU [RATHER?](#)

WWW TEAM BUILDER

STAFF HANDBOOK & CRISIS PLANS

 ALICE Training - Officer Christofferson


 [District Staff Handbook](#).

 Here is the [District Policy Link](#). You will also receive a District Employee handbook when you do the Public School Works modules in order to acknowledge reading online.


 Chain of command in a Crisis

- **Jeremy x1233**
- **Elizabeth x1231**
- **Robyn x1211**
- **Aimee x1212**

 If we evacuate, we go to Gard's Arena across the street

 We will be using the district call-out/text system. Guiding Coalition members will communicate with teams.

 Community wide we use Thrillshare through the school website

 Fire Code Overview

REPORTING SUSPECTED ABUSE, NEGLECT AND SELF-HARM - Aimee

- **Wyoming state law (statues 14-3-205 & 35-20-103)** states that any person who suspects child/vulnerable adult abuse, neglect or exploitation is required to report.
- According to Wyoming law, everyone must report suspected abuse, neglect or exploitation of child or vulnerable adult if they have reasonable cause to believe that it may be occurring. Child or adult abuse, neglect or exploitation has no boundaries according to sexual orientation, ethnic background, age, religion, disability, or gender, the reporting of abuse / neglect / exploitation of children and vulnerable adults is a 24-hour obligation.

- Report any suspected abuse, neglect or exploitation to Capella Morris or Aimee Fredrickson.
- While we are able to make reports, we are not able to determine if the reports will be investigated further, or what action will be taken by social services and/or law enforcement.

SPECIAL EVENTS & ANNOUNCEMENTS

- 🍎 CWC Women's Basketball will do **High Five Fridays** at 7:30 am on September 16 and October 21 to start. We are looking for other teams to get involved in this outreach. Any ideas?
- 🍎 Early Release ½ days will not have Specials. Paras and subs will help cover classes so that we can create collaborative work time on those days.

We will start morning announcements next week with third grade going first and use one week rotations.

MCKINNEY-VENTO HOMELESS ACT

- 🍎 Policy in a nutshell: if you suspect a student is homeless, let Aimee know.
- 🍎 Migrant students are the same. If you suspect a student fits the following criteria, let Aimee know.
- 🍎 Children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters or abandoned in hospitals;
 - Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
 - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in circumstances described above.

DAILY SCHEDULE & DUTIES

- 🍎 The [Master Schedule](#) and [Duty Schedule](#) can be found in Willow Creek Wide - Schedules and Duties
- 🍎 Lunch overlaps with specials again this year. Coat hooks in the nurse hallway are for 1st/2nd grade and hooks near specials are for 3rd grade.
- 🍎 FFV snack will be delivered on Tuesday, Wednesday and Thursday after lunch following new district guidelines. Please make sure you read the information sheet when the students are eating it. Send leftovers home with them.
- 🍎 Library is during science and social studies time for 1st and 2nd grade and during writing for 3rd grade
- 🍎 Board policy discourages taking a personal day right before a Holiday. I know that sometimes this is what fits your family's schedule best. Please fill out the [attached form](#) so that I can verify to Central Office that you have spoken to me about this request prior to the day of absence. This was also emailed to you on 8/8.
- 🍎 Our pay periods will still be the 9th (end of pay period) and the 20th (release of paychecks).

NURSE OVERVIEW - Sarah

- 🍎 EpiPen Training
- 🍎 Seizure Training
- 🍎 Sending symptomatic students to the nurse
- 🍎 When a student is sick, please let the nurse be the point of contact with a parent. This ensures that the front office should be expecting a parent to show up to pick up a kiddo or drop off medicine, etc.
- 🍎 Health Alerts

OTHER TRAINING & STAFF MEETINGS

- 🍎 Make sure to complete the Public School Works pieces that are emailed out by Karen Wardner. Paras may add up to 3 hours on their timesheets for this training, not to exceed more than 40 hours in their work week. The link to these was sent the last few days of July.
- 🍎 UW Literacy Conference - September 17 - Anyone want to join Tiana? We can get you registered and get a suburban.
- 🍎 We will do MANDT (and other) Refreshers during our staff meetings
 - Guiding Coalition - First Monday @2:45
 - All Staff - Second and Fourth Mondays @ 2:45
 - Other Committee meetings (see attached) will be after school, too
 - Paras are compensated for time spent working after hours.

RESTORATIVE JUSTICE

- 🍎 The Start, Stop and Keep from last spring will be used in meetings this fall.
- 🍎 [Restorative Justice and PBIS at Willow Creek](#)
- 🍎 What does it mean to be a restorative campus?
- 🍎 What are some of the practices we should be implementing
 - Connection Circles
 - Restorative Conversations
 - Restorative Mediations
 - Peace Path
 - Passports
 - Puzzles
- 🍎 PBIS Overview - Passport plan afternoon of 8/26 or morning of 9/2?
- 🍎 Who would like additional training in RJ?

Heads up that we may be receiving a new 2nd grader from Gillette. Matthew Robison is his name. Attached is the scanned IEP. Dallas and the School Psychs are working through this. Start date would be around 9/1 at this point, but that can always change.

Jeremy

10 Minute Break

CERTIFIED STAFF

PROFESSIONAL LEARNING COMMUNITY

- 🍎 We are a PLC. We don't "have" PLC's. We collaborate deeply and extensively.
- 🍎 Collaborative meetings will happen after school
- 🍎 Remember our four questions.
 - What do we want students to know?
 - How will we know they know it?
 - What will we do if they know it?
 - What will we do if they don't know it?
- 🍎 How do we involve Yvonne, Cortnee and Alisha in our professional learning?
 - 2nd Wednesday is ELA focused and 4th Wednesday is Math focused?
 - Or invite them to your weekly collaborations?
- 🍎 PLC Training is September 14 and 15 for the Guiding Coalition
- 🍎 [Collaborative Teams](#) - See what team you are on and when they meet!
- 🍎 Collaboratory will be where we house a new staff library to include decodables and teaching texts.

WYTOPP AND FASTBRIDGE

- 🍎 Please make sure to log into FastBridge and WyTOPP and update your testing certifications. You must do this prior to administering a screener or the interim.


COMMON PLANNING TIME AND FORMAT

- 🍎 Wednesday - Interventions and WIN Time


- Data Team decisions should drive this - Literacy and Math
- Share your lesson plan folders with me as a grade level.
- First week is learning routines
- Second week is gathering data for placement
- Third week we will start WIN in earnest. How does this look different this year?
- A WIN Planning meeting needs to take place in the first two weeks. Let Robyn, Dana, Amy and Jeremy know when that will be and they will be there! Please make sure Dee is in the loop so she can provide services, too.

Thursday - Daily Lessons


- Please also share your weekly lesson plans with me as a grade level.
- Individuality should still be preserved, this just puts you all on the same page
- Friday Fun Day should be during the Science/Social Studies/Library block and be structured to support classroom instruction and WIN time.


 Find time for paras to be involved in planning. That may mean before teachers are off contract each day. District meetings are scheduled for Mondays. We work until 4:00 on Tuesday and Wednesday and that allows us to leave at 3:00 on Thursday and Friday. Please work to schedule appointments outside of these hours when possible.


EVALUATION, PGP, & ROLE OF INSTRUCTIONAL FACILITATORS – Jeremy


 PGP's will have a new look. This will roll out sometime in September. Will be due in October.


 [Framework for Teaching Smart Card](#)

 Remember your Learning Targets!


 The Interventionists are exceptional resources for building your toolbox. If you wish, reach out to them prior to building your PGP for advice on areas where you can focus and how they can support you. District Facilitators will be more present in our meetings this year as well. What do we want that to look like?


 Consider how you will tie WY-TOPP interim and summative (3rd grade) assessments to your PGP.


 We will continue to have an interim in the Fall and summatives or interims in the spring. 3rd grade will still do an interim in the winter.


 Adjustments may be necessary. This is a living document.

TITLE 1 - Robyn


 Requests to Purchase completed for Lexia, Reflex, Book Widgets, RAZ Kids (2nd Grade)

 Para Schedules-all paras have been assigned to first grade for the first week. After week one, your grade level team will need to decide how each grade level para is being utilized. After data is collected, and paras are reassigned/shifted, please share schedules with me.


 Para Schedule for first week-Will share with Liz, Jeremy, Jen, Amy, Dana, Dee, Jaci, Aimee, grade level team reps, first grade team, and all paras

 Testing Schedules - Fast Bridge window-Sept 6th-Oct 7th; WYTOPP Sept 13th-Oct 7th-I will send out a testing schedule.

FastBridge/Facilitator Schedule-Sept. 12 & 13 (I will send out the schedule; please review changes)


 Back to School Night- Sign In sheets, please return to me

INTERVENTIONISTS


 Overview of what their day will look like - Dana and Amy

- Math-New Screener and materials
- Tech - Connection for chromebooks when teacher is gone

MTSS OVERVIEW - Jen

 [MTSS link](#) in the daily bulletin

- [WC MTSS Procedure Framework Academics](#)
- [WC MTSS Procedure and Framework for Behavior](#)

 Contact Jen to meet with the Problem Solving Team

SPED UPDATE- Jennifer

- 🍎 Staff signing in indicate that they understand how to access student accommodations in PowerSchool. [Teacher Directions for Accessing SPED Students IEP](#)
- 🍎 [SPED Meeting Availability](#) - Link will be sent out monthly to only teachers with IEP meetings for that month.
- 🍎 IEP Meeting times - Before school at 7:30 am or after school at 3:15 pm.

ATTENDANCE OVERVIEW

- 🍎 New state statute changed the way we do attendance
- 🍎 *Teachers will mark a student **UNX** if they are not in class. If a parent has notified a teacher, please let the front office know so that the attendance code can be changed, but still mark the student **UNX**. The parent should contact the office to report an absence.*
- 🍎 **PVU** - is a parent verified absence that is unexcused like going shopping, a siblings sporting event, needing extra time at home, etc.
- 🍎 **PVE** - is a parent verified absence for things like a funeral, religious obligation, or special circumstances pre-arranged with the school. This absence would already be verified if the office knows ahead of time.
- 🍎 **PVI** - is a parent verified illness for a student, their sibling, or a parent. This is also used for a last minute appointment. This absence can turn to a **MED** if it is cleared with a doctor's note. In addition, three consecutive days of **PVI** can be cleared by a school nurse if the family cannot afford healthcare.
- 🍎 The attendance team (Elizabeth, Sarah, Aimee and Capella) will continue to reach out to families to encourage improved attendance.