

# OACS School Leadership Team Meeting

## 3/2/21 Items & Minutes:

### 1. Call to Order. Welcome.

### 2. Phase IV: Return to School Protocol & Procedures: April

- Movement in and out of building
- Daily Routines
- District has come up with a daily questionnaire form for parents to fill out prior to students arriving at school - Online form is required.
- Self Temperature Check: Staff self temperature check. Staff walks up to the temperature check and it scans our face and head quickly. Tells temperature in 5 seconds. Normal range or not. No longer the Security Guard checking our temperature.
- Front Door and Gym Doors have the self temperature check
- Student population returning is fluid. Majority of parents want their child to remain virtual.
- Separate Entrances are required and staggered.
- 8:30 am enter, 8:45 am another group enters.

#### Upon Entering the Building Protocols: Overall average: 10 kids per classroom

- Students remain in classrooms, bathroom usage, specials, Preps, substitutes, etc.
- Limit of children in a classroom: 10 to 1 ratio...No more than 10 students per class.
- If more than 10 students per class, possibly have two sessions: students in the am and students in the pm.
- 8:30 - 12:30 pm synchronize learning. Kids go home at 12:30 pm and continue office hours 1:00 pm and on.
- Staff will receive a student list within the next two to three weeks.
- Scheduled bathroom times are a factor: Staff doing shifts. Certain classrooms will be assigned to particular bathrooms.
- Mask breaks similar to brain breaks: Kids go outside and take off masks. No physical interaction, socially distant. Students stretching only.
- Breakfast will be in the classroom. No cafeteria usage.
- Lunch is Grab and Go.
- We will not be in our regular classrooms. Teachers/Students will be assigned a particular classroom.
- Face Masks Supplies: asking parents to bring in masks. OACS has an ample supply of masks.
- Each classroom should create a Supply List. Limited supply list as students can not use their lockers.
- Students will bring their laptop and supplies each day. No locker or closet use.
- ALL Staff Member's will take shifts in monitoring the hallway: bathroom usage, etc.
- Updates of all protocols are forthcoming in Mid March.

- **Plan A and Plan B: Typed up protocols. Trial and error/Contingency plans**

### **3. March Activities: Women's History Month - Events & Activities**

- Ms. Venable working on with 3rd/4th Grade Students for School based competition with Cleveland (Mr. Smith)
- Also, guest speakers within OACS. We are in the planning stages.
- Ms. Venable is working on school-wide event: Middle School or particular grades
- Teachers work on WHM in their classrooms - their discretion
- For all events: Must have committees to be prepared: schedules, who can assist/who can not assist, participants, job duties

### **4. Day Time Activities Protocol: Table this item for now**

- Scheduling & Schedules
- Notification offered a head of time to staff: Provide ample notice for teachers to plan accordingly and teachers won't feel overwhelmed.
- Committee Meetings
- Possibly avoid instructional hours (during office hours?): Try our best to have it during office hours. Work on providing teachers ample notice.
- Technology Coordinator Assistance/Charge: Staff members should put their event in google calendar to be the host of the google code. OR, in the morning open the event and switch "quick access". Only participants can come on once the host allows them in and removes chat options.
- Pre-K - 3: Stream on homeroom computer.

### **5. Specialist Schedule: Assign a specialist teacher to one specific classroom daily during their free periods.**

- **Can special teachers come into the classrooms where there are many students when they have a gap in their schedule?**
- **On Wednesday, at the faculty meeting Mr. Gaines will speak to this question.**

### **6. Questions/Open Forum:**

**Ms. Francis will speak at Wednesday's staff meeting regarding "quick access"**

### **7. Adjournment**