

TO: Lewiston Porter Board of Education
FROM: Tamara Larson
DATE: April 14, 2020
RE: PEC Board Meeting Report

The PEC continues to support our families during this pandemic with academic reinforcement, social-emotional resources and on-going technology support. Seesaw is our main platform for daily instructional support during this period of reinforcement and review to mitigate regression. This platform allows for personalized and private feedback to each student. Last week, these were our Seesaw Stats:

[Week of April 6 - April 13 at Lewiston Porter Primary Education Center](#)

[2,672- New Items](#)

[3,463- Likes](#)

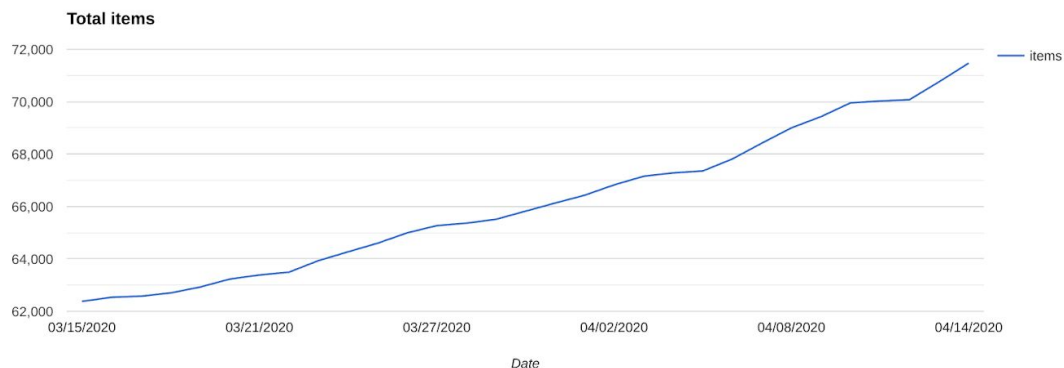
[2,144- Comments](#)

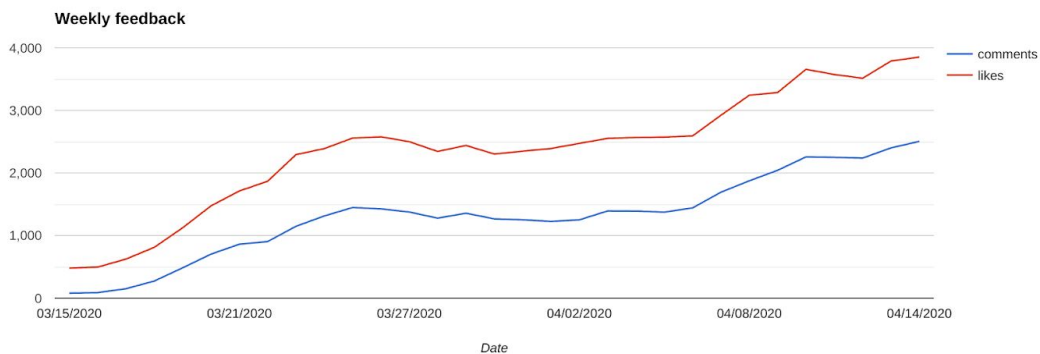
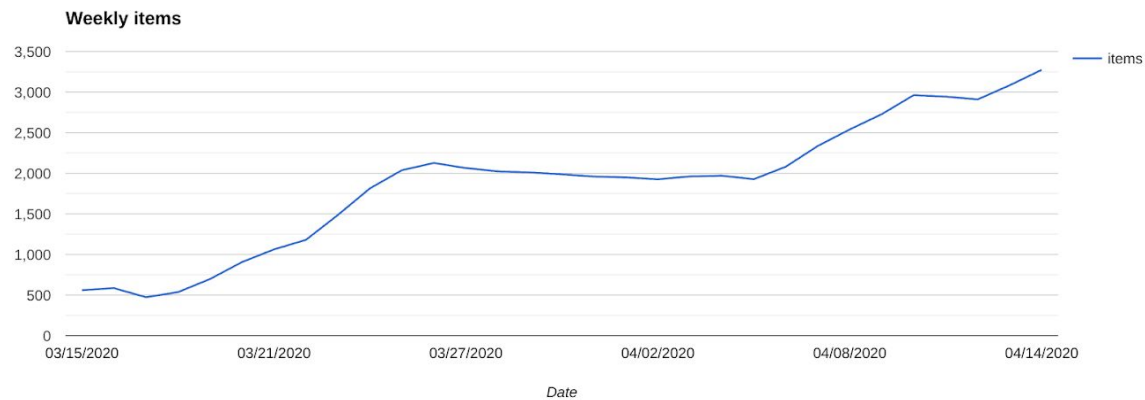
[1,394- Parent Visits](#)

Start Date:

End Date:

[Download Stats](#)





In addition, to create a sense of “normalcy” for our students, we began working virtually with our student news crew. We begin each Monday morning with an inspirational news program to kick off our home learning week. This has been a source of inspiration for all PEC stakeholders. Enjoy the productions linked below:

[4/6/20 PEC Morning Announcements](#)

[4/13/20 PEC Morning Announcements](#)

[3/30 PEC Morning Announcements](#)

I am also working with our Leader in Me Coach to provide a session to all staff on April 29th on Managing Complex Change, keeping the 7 habits lense at the forefront. Self - renewal will be a focus for staff so that they can most effectively serve our families during this unprecedented time. Our tech liaisons are providing daily, informal professional development to support teachers in navigating our new land of virtual education.

Our faculty is currently collaborating to develop a plan for new learning to begin May 1st and progress reporting for the third trimester. Teachers are providing office hours for parents in a variety of ways- Zoom, Seesaw and old fashioned phone calls.

Stay healthy, safe and LP Strong!

To: Lewiston-Porter Board of Education
From: Tina Rodriguez
Date: April 21, 2020
Re: IEC Board Meeting Report

Good Afternoon! I hope everyone is doing well and staying healthy. I miss seeing the students, families and staff and I hope we can get back soon.

The report provided on the IEC is based on three important aspects that the staff is focusing on as they explore these uncertain times. They are communication, teaching and learning and lastly, social-emotional wellbeing of all families-encouraging our students to stay motivated, positive and to have some fun!

I am so proud of the work our school district is doing in keeping our students and families connected during this time. Stay strong, stay well and stay healthy! I miss you!

Communication:

Teachers are communicating with parents nonstop. They are giving assignments, providing feedback, checking in, answering questions and providing emotional support. They use multiple ways to communicate with families, administrators, and students. Seesaw is the tool the building is using to provide assignments, feedback and information to students and parents.

Many teachers are using Zoom meetings or Google Meet to communicate with video and see how their students are doing. Some teachers are also using email and Google classroom. I am so proud of all the teachers. They are constantly communicating with our parents to make sure all their needs are being supported. We are still working on getting 100% of our families connected to Seesaw. This is another reason we are still using multiple ways to communicate.

Seesaw report for week of April 9-15:

April 9 - April 15 at Lewiston Porter Intermediate Education Center

1,969	1,804	1,670	1,860
Posts Added in Last 7 Days	Comments in Last 7 Days	Likes of Student Work in Last 7 Days	Visits by Family Members in the Last 7 Days

Teaching and Learning:

Teachers are providing weekly instructional plans that align with the report that was submitted to the State. The last 5 weeks they have provided students with review work. The plans have been very clear and precise for parents to understand and students to follow. The work being provided is done through Seesaw and email. The first week, some teachers provided packets for students to complete.

The teachers are also providing social and emotional support to all their students. They are available to their students through Seesaw, Zoom, Google Meet and email. Many of the teachers are connecting with students through video conferencing weekly.

Social-emotional activities-Motivation, Positive and Fun

Seesaw Principal Challenges and information:



Motivational Videos for our teachers and students:

We miss you video to students:

<https://drive.google.com/file/d/1gd1mT8VVIBY1ebl1ATBLpKOAZTOteICI/view?ts=5e87290c>

Monday Announcements-(Highlighting student work and Special Areas)

Monday, April 13th: <https://youtu.be/HVSo-GHMCmE>

Monday, April 6: <https://youtu.be/AzOvzh4xGFc>

Monday, April 30: <https://youtu.be/xsq8U2qJ6uM>

Auer Time @ LPMS

April, 2020

Pillar 1 - Teaching and Learning

- What a difference one month makes! In the March edition we were talking about what was happening in classrooms and throughout the building. A month later and I am trying to come up with a description for how distance learning is occurring. A one word answer.....Different! Alan and I have been meeting with the Peer Coordinators on a weekly basis to get a sense on how this different way of teaching and learning is occurring. Overall, I feel we are making it work. Expectations are different when students are not with you daily and each grade level and each teacher is finding ways to provide a “continuity of learning” plan that is both beneficial and not overwhelming to families.
- Multiple teachers are using many digital formats like Zoom and Google Meet/Hangout to work with kids face to face and keep those social/emotional connections with kids that we know are so important during this distance learning time.
- We have had a lot of discussion regarding face to face meetings via video chat. The expectation that has been clarified to our teachers is to make connections with students and to make sure that they are doing ok and see if they need help with any work or if we can help them in some way with technology. That could and will look different based upon each student and a phone call to connect with students is appropriate as well.
- There is no expectation for the amount of times that teachers connect with students, just that they are reaching out in some way and to identify that we are here for them and to see if they need any help. A Zoom or Google meeting can boost the social/emotional component that is so needed right now, but not expected or required. It is more about making sure kids are doing okay and letting them know we are still here for them rather than as an educational value. I think it helps them to hear our voice! It works really well for educational purposes too!
- Teachers are aware that as we move into Quarter 4, one lesson per week is certainly acceptable. The plan might look different at each grade level and for each subject but an example in 6th grade might look like this:

Math

Monday-watch the video

Tuesday/Wednesday- work through examples using the video if necessary

-touch base with the teacher with questions

Thursday/Friday- short assignment to assess learning (2-4 questions)

- If individual teachers want to do more or have more regular video chat meetings, that is fine too. I think it looks different for each student based upon factors that may be happening in the home. We do not want to overwhelm parents but we also want to make sure that we can keep the educational gaps to a minimum as much as possible.
- The big reminder to teachers is to make sure kids are okay and to collect what we can from assignments completed so we can give credit. We do not want to penalize a student for not doing it or turning it in, realizing that there are many different reasons for that being the case in each household.
- An email to parents describing the process that we will use to close out the 30 week marking period (Quarter 3), was sent out on April 15. In summary, the process will be as follows:
 - **30 week marking period (3rd Quarter) will close on April 30.**
 - Any student assignments, including work up to March 13th, will be included for the 3rd quarter grade.
 - The final grade for all students during the 3rd quarter will be identified in the Parent Portal as either **PASS or INCOMPLETE**. Parents will be able to see this designation in the Parent Portal in conjunction with the percentage that a student has earned, along with any teacher comments.
 - If a student receives an incomplete for the 3rd quarter, students will be contacted to let them know what assignments they still owe and what assignments need to be turned in for third quarter credit. This work WILL NOT translate into a percentage grade, but could be used as credit for changing an INCOMPLETE to a PASS.

- Students will be given the opportunity to make up assignments that were missing prior to March 13th AND/OR, **at the teacher discretion**, use other identified work that was submitted during the Home Learning Transition Period to qualify for a grade of PASS. Students with an INCOMPLETE will have an opportunity to make up Quarter 3 assignments during Quarter 4 to turn the Incomplete into a PASS.
- Collected assignments from ALL classes will be required for credit that will be recorded in PowerSchool and can be viewed in the Parent Portal. Report card grades will be available through the Parent Portal starting on **May 8**.
- **Home Learning Transition Period (March 14 - April 30, 2020) -**
 - All Home Learning Opportunities that were provided between March 14, 2020 - April 30, 2020 will be marked in Powerschool and Google classroom as either "collected" or "missing." Items collected from this time period will NOT be graded, BUT **may be** used for credit toward a 3rd Marking Period passing grade, if necessary.
- **For the 4th quarter the following will apply: 4th Quarter (May 1, 2020 forward) -**
 - ALL teachers will begin providing new assignments and materials on **May 1, 2020**.
 - Teachers will prepare and assign student work for ALL classes and students will continue to access assignments and materials through current Google Classroom codes. Teachers will continue to communicate with students via student email or other means, as appropriate.
 - **New 4th quarter Exploratory classes (ie Family and Consumer Sciences (FACS), art, and computer technology) will proceed on May 1.** Students will be assigned to 4th quarter exploratory classes and teachers will be sending Google Classroom codes for these classes to each student via student email. Assignments and materials for these new classes can be accessed through Google Classroom. **PLEASE make sure to have students accept the Google Classroom invitations for these new classes in their email account.**
 - Collected assignments from ALL classes will be required for a grade/credit that will be recorded in PowerSchool and can be viewed in the Parent Portal.
 - It is anticipated that grades for Quarter 4 will also be identified as a PASS or an INCOMPLETE based upon the assignments submitted and the quality of the submitted assignments for the quarter.
- Grades and progress reports can be accessed through the Powerschool Parent Portal at any time. A link to the portal can be accessed from our District webpage at www.lew-port.com.
- If assistance in setting up this account is needed or if there are any questions regarding access, please have parents contact the Guidance office at bvandeusen@lew-port.com or aauer@lew-port.com or aingraham@lew-port.com.
- We want to remind all parents to accept any and all invitations they receive via email to join Google Classroom! Parents should have a registered email address with Lewiston Porter, and should have received an automated invitation email to join Google Classroom. Parents are encouraged to accept this invitation so the email address associated can be populated with a child's Google Classroom account. This will allow parents to receive notifications from individual teachers and allows them to receive important information regarding assignments due as well as materials needed during this period of digital instruction.
- If parents are not connected to a child's Google Classroom already, and if they did not get an automated invitation, they should email the middle school guidance office at bvandeusen@lew-port.com or aauer@lew-port.com or aingraham@lew-port.com. All staff are available by email using first initial and last name @lew-port.com.

Pillar 2 - Leadership

★ Teacher leadership

A huge thank you to the Peer Coordinators and our Technology Liaisons! They have taken the information from our Zoom/Google Hangout meetings and dispersed to the departments/grade levels extremely efficiently! Teachers have expressed their appreciation for being informed and for knowing processes and procedures. This is in no small part due to their leadership and coordination. Thank you to:

- Mike Bollinger - Social Studies/Grade 8
- Karen Pax - Math/Grade 6
- Kevin Kirsch - Science/Grade 6
- Tom Penale - ELA/Grade 7
- Tina Oddy - Special Education/Grade 8
- Dana Thompson - Business/Exploratories
- Mark Cousins - Global Language
- Paula Singleton - Physical Education
- MaryEllen Aureli - Co-Chair Library/Media and Technology Liaison
- Kathy Loncar - Technology Liaison

Pillar 3 - Community and Culture

- We had a meeting with our WEB leaders Mike Bollinger, Mark Waple, Kelly Zimmerman, and Karen Pax last week to discuss 6th grade orientation for next year. We met via Zoom and came up with August training dates and made a plan for recruiting 7th graders from this year to fill the role of WEB leaders in 8th grade next year.
- We even recorded a recruiting video that was sent out to all 7th grade students encouraging them to apply to be a WEB leader. Check out our [WEB Recruitment Video](#)
- We have had 2 “check in” meetings for staff via Zoom/Google Meet just to spend a few minutes interacting with each other! Both meetings have been well attended with 30-35 people logging on to say “hi” and to see familiar faces. I miss the daily personal interactions!
- Thank you for your continued partnership as we navigate through this period of uncertainty. Please know that each of us appreciates that every family has different obstacles to overcome during this unprecedented time. We understand this and want to support all and help create balance for each family. Please encourage parents to reach out to me or to any individual teacher as necessary, so that our work together can benefit students at individual levels and keep our students on a positive track.

I hope that we can be back together real soon! Stay safe! Stay happy! Stay strong!

Don't forget to follow us on Twitter! @LewPortMS and if you see something great in our community, share it with us using #lewport! There is some really good stuff there that I have retweeted from our teachers and staff!

Activities that have or will be occurring at the High School:

- Developed high school grading plan for the closure of the 3rd quarter and beginning of the 4th quarter
 - The 3rd quarter will close on Thursday, April 30th.
 - Grades from the 3rd quarter will be numerical course averages earned between 1/27/2020 to 3/13/2020.
 - No grades will be given for tasks and assignments given by the teachers of Regents and Local courses for the health related break (3/16/2020 to 4/30/2020).
 - Advanced Placement, college credit bearing, and dual enrollment courses will be grading all assignments for the entire 3rd quarter.
 - The start of the 4th quarter and new learning will commence on Friday, May 1st.
 - Advanced Placement Exams will begin on 5/11/2020 and go through 5/22/2020.
- Holding weekly Peer Coordinator meetings through Zoom/Google Meet.
- Pushing out Blackboard messages to the community regarding information important to High School families.
- Working with Mr. Hill and our tech liaisons to assist our students and families with tech related needs.

A few items to report to the Board of Education and Superintendent:

Principal's Activities:

- Working with building and district level administration to design and implement a preparedness plan for the extended health related school break.
- Working with Peer Coordinators to plan for the end of the 3rd quarter and the beginning of the next chapter in this health related break, new learning, and the 4th quarter.
- Continuing to communicate with students, parents, and staff on a regular and ongoing basis.
- Working with Mr. Auer, to communicate a clear and consistent message for our District's secondary educational programs.
- Participated with the Lew-Port Spirit Week (March 30th to April 3rd).
 - Monday: Super Hero Day
 - Tuesday: School Color and crazy Hair Day
 - Wednesday: Disney Day
 - Thursday: Jersey Day
 - Friday: PJ Day
- Meeting weekly with the Superintendent and district administration through Zoom/Google Meet.
- Participated with the interview committee for School Psychologist.
- Volunteered and delivered meals for our district's meal program.
- Completed the Advanced Placement webinar regarding program updates and exam preparations on Friday, April 10th.
- Send weekly correspondence to high school staff members.