

Blackstone Valley Prep School Staff Meeting and Support Structures, Spring 2020

Meeting	Purpose	Logistics
<p>School Staff Huddle (K-12) Facilitator: Head of School or Designee</p>	<p>This meeting is dedicated to check-in on staff attendance and needs, communicate updates, coordinate logistics, identify scholars/families in need of support, and to sustain a positive culture at every BVP school during this time of uncertainty.</p> <p>Sample Agenda:</p> <ul style="list-style-type: none"> ● Staff Attendance/Roll Call, 5 minutes ● Community Builder/Activator, 5-10 minutes ● Updates and Logistics, 5-10 minutes ● Communicating about scholars and families in need of support, 5-10 minutes ● Closure and Next Steps, 5 minutes 	<p>Participants:</p> <ul style="list-style-type: none"> ● All School Staff ● Additional network support team staff, as assigned to Home School <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● Daily, Monday-Friday 8:00-8:30am ● 30 minutes <p>Invitations:</p> <ul style="list-style-type: none"> ● Created by HoS
<p>Co-Teacher Check-In (K-8) Facilitators: Co-Teachers</p>	<p>As K-2 teachers work closely with their co-teachers to support a single homeroom of scholars, this meeting is to provide co-teachers the opportunity to check-in with one another, discuss updates from scholars/families from the previous day, and coordinate instructional supports for scholars. Special educators will join co-teacher check-ins once weekly to discuss scholars' progress on individualized education plan (IEP) goals and collaborate with general education teachers.</p> <p>Sample Agenda,</p> <ul style="list-style-type: none"> ● General Check-In, 5 minutes ● Updates from prior day check-ins with scholars/families, 10- 15 minutes ● Review of day's check-ins with scholars/families and coordination of instructional supports, 10-15 minutes <p>Sample Agenda, with Special Educator</p> <ul style="list-style-type: none"> ● General Check-In, 5 minutes ● Updates from check-ins with scholars/families receiving IEP services, 10- 15 minutes ● General Educator/Special Educator collaboration 10-15 minutes. 	<p>Participants:</p> <ul style="list-style-type: none"> ● K-8 Co-Teachers ● Special Educator, will join at least once weekly ● Additional School-based staff/leadership, as needed <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● K-4: At minimum 3x weekly, 8:30-9:00am ● 5-8 at minimum 2x weekly ● 30 minutes <p>Invitations:</p> <ul style="list-style-type: none"> ● Created by Deans
<p>Grade-Level Check-In (K-12)</p>	<p>As teachers in grades 5-8 work closely with their grade-teams to support scholars across a single grade, this meeting is to provide grade-level</p>	<p>Participants:</p> <ul style="list-style-type: none"> ● Grade-Chair

<p>Facilitator: Grade-Chair or Designee</p>	<p>teams the opportunity to check-in with one another, discuss updates from scholars/families from the previous day, and coordinate instructional supports for scholars. Special educators will join to discuss scholars' progress on individualized education plan (IEP) goals and collaborate with general education teachers. Teachers and staff supporting K-2 will hold grade-level check-ins at minimum twice weekly.</p> <p>Sample Agenda,</p> <ul style="list-style-type: none"> ● General Check-In, 5 minutes ● Updates from prior day check-ins with scholars/families, 5-10 minutes ● Review of day's check-ins with scholars/families and coordination of instructional supports, including collaboration between General Educators and Special Educators, 15-20 minutes 	<ul style="list-style-type: none"> ● Grade-Level Teachers and Staff ● School-based staff/leadership, as needed ● Additional network support team staff, as needed and/or requested <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● K-4 at minimum 2 times weekly, 8:30-9:00am ● Grades 5-8 at minimum 2x weekly, 8:15- 8:30am as a breakout from whole school huddle. ● Grades 9-12 as scheduled <p>Invitations:</p> <ul style="list-style-type: none"> ● Created by Grade chairs or HS Deans
<p>Scholar Support Team Meeting Facilitator: Head of School or Designee</p>	<p>This team will continue to meet weekly to monitor the progress of scholars' previously identified as needing additional academic and social-emotional support prior to school closures due to COVID-19. The specific agenda for these meetings will be developed at the school level, however, the scholar support team will review scholar/family contact trackers to ensure that contact with these scholars has been able to be maintained throughout the time period of distance learning. As scholars/family needs may change throughout school closures/the COVID-19 crisis, scholars may be referred to the scholar support team through daily school staff huddles.</p>	<p>Participants:</p> <ul style="list-style-type: none"> ● Head of School ● Deans ● School Social Worker ● School Psychologist ● Nurse ● Special Education Chair ● Teachers and Network Staff, when applicable <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● Weekly, TBD by school team ● 45-60 minutes <p>Invitations:</p> <ul style="list-style-type: none"> ● Created by HoS

In addition to the meetings outlined above, school teams will continue to hold school leadership team meetings at least weekly and content area CPT as needed. Heads of School are responsible for scheduling these meetings within the structure of the distance learning school day. Finally, IEP team meetings will be scheduled by Special Education Chairs on their usual team days, within the structure of the distance learning school day.

Blackstone Valley Prep Network Support Team and Leadership Meeting and Support Structures, Spring 2020

Meeting	Purpose	Logistics
<p style="text-align: center;">BVP Covid-19 Response Team (BCRT) Facilitator: Chief Executive Officer or Designee</p>	<p>This team has been created to meet the needs of the BVP community during this period of school closures due to the Covid-19 health crisis. Given the current uncertain nature of this developing health crisis, the BCRT will plan to meet virtually daily to plan, collaborate, and problem-solve as needed to meet the following identified goals:</p> <ul style="list-style-type: none"> ● GOAL 1: Ensure safety and health of our staff. ● GOAL 2: Ensure food security and technology access for our families. ● GOAL 3: Get smart on Distance Learning. ● GOAL 4: Submit BVP's Distance Learning plan to RIDE. ● GOAL 5: Deeply Clean Buildings. ● GOAL 6: Ensure Financial Stability of BVP 	<p>Participants:</p> <ul style="list-style-type: none"> ● Chief Executive Officer ● Chief Academic Officer ● Chief Financial Officer ● Chief Operations Officer ● Chief Schools Officer ● Director of Human Capital ● Director of Operations ● External Affairs Associate <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● Daily, Monday-Friday, 9:00am ● 60 minutes+, as needed
<p style="text-align: center;">Cabinet and HOS Team Facilitators: Chief Executive Officer or Designee</p>	<p>Members of the Cabinet team will meet daily with K-12 Heads of School and the External Affairs Associate. The primary purpose of these meetings will be to provide updates and to coordinate communication for the upcoming day (e.g. school team huddles, Head of School daily messages to K-12 scholars and families).</p>	<p>Participants:</p> <ul style="list-style-type: none"> ● Cabinet Team ● K-12 Heads of School ● External Affairs Associate ● Additional school-based or network staff, as communicated <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● Daily, 3:45-4:00pm ● 15 minutes
<p style="text-align: center;">Network Related Services Providers Facilitator: Director of Special Populations or Designee</p>	<p>Related Services and support providers including SLPs, School Psychologists, Occupational Therapists, and ELL Specialist will meet twice per week. The purpose of these meetings will be to provide updates and to coordinate services for scholars per</p>	<p>Participants:</p> <ul style="list-style-type: none"> ● Director of Special Populations ● ELL Specialist ● SLPs, School Psychs, OTs, APE, SSWs, PT

	<p>their IEPs and ELL plans.</p>	<ul style="list-style-type: none"> ● Special Populations Associate <p>Location:</p> <ul style="list-style-type: none"> ● Zoom or other communicated virtual meeting space <p>Time and Frequency:</p> <ul style="list-style-type: none"> ● Twice per week, 8:00-8:30 AM ● 30 minutes <p>Invitations:</p> <ul style="list-style-type: none"> ● Created by Director of Special Pops
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In addition to the meetings outlined above, the network support team will continue to hold regular meetings to support the strategic work also known as “big rocks” for the year (e.g. Compensation Working Group, DEI Steering Committee, Middle School Reconfiguration Working Group, Special Education Strategic Plan Working Group) as well as standing team meetings to minimize interruptions to short-term and long-term work streams.