

PFEC Beginning-Of-Year SWIP

August 17, 18, & 19, 2020

<i>Date/Time</i>	<i>Activity Checklist</i>	<i>Further Instructions</i>
<p>August 17, 18, & 19 Activities when not engaged in a meeting.</p>	<p>*Teachers/Staff List of Activities:</p> <ul style="list-style-type: none"> ✓ Watch Pre-Recorded District Institute Message ✓ Lesson Planning ✓ Room Prep, Set-Up, and Sanitizing ✓ Last minute removal or non-essential and personal items ✓ Explore Google and Apps ✓ Laminate, Die Cut, Copy, etc. ✓ Prep remote screening packets. ✓ Work on shared Google Docs, forms, Portfolio Items, GOLD, Sheets/Packets for Remote Learning, Assessments, etc. ✓ Home Visiting as needed (Note: Follow safety guidelines noted in PFEC guidelines) ✓ Contact Parents as needed for busing information and class lists. ✓ Bus Tags, Labels, etc. 	<p><i>*Use time you are not directly engaged in a meeting to work on the list of activities to the left or other activities related to your department or role in the building.</i></p> <p><i>*PI may have specific PD and/or tasks as provided by Neta Runyon, PI Supervisor. Neta will provide an agenda to Mrs. Kenny.</i></p>

***Masks must be worn at all times.**

PFEC Beginning-Of-Year SWIP

August 17, 18, & 19, 2020

August 17, 2020	Staff Group / Location	Activity
8:30-10:00	Certified Staff / FLC	PFEC / Dist Covid Reopening Plan & Certified Staff Evaluations
10:00 - 10:45	Paras / FLC	PFEC / Dist Covid Reopening Plan
10:45 - 11:30	All Family Educators / FLC	PFEC / Dist Covid Reopening Plan
11:30 - 12:30	All Staff / On Own	Lunch
12:30 - 3:30	All Staff / In Classroom & Offices	Virtual Video Creation w/ ScreenCastify or similar recording platform: <ul style="list-style-type: none"> - Individual Teachers & Paras - Group Video: PI Family Educators - Group Video: PFA Family Educators - Group Video: SLPs Upon completion, please share link w/ Karla on Google Doc provided. <u>Due by 3:00 on 8/18!!</u>

PFEC Beginning-Of-Year SWIP

August 17, 18, & 19, 2020

August 18, 2020	Staff Group / Location	Activity
8:30-9:30	Certified Staff / FLC	Health Clerk Training & PFEC Binder
9:30 - 10:30	Paras / FLC	Health Clerk Training & PFEC Binder
10:30 - 11:30	Family Educators / FLC	Health Clerk Training & PFEC Binder
11:30 - 12:30	All Staff / On Own	Lunch
12:30 - 2:00	All Teachers	Brainstorm and work on: <ul style="list-style-type: none">• Remote Learning Plan• Assessment / GOLD• Portfolio Items
2:00 - 3:30	All Staff / In Classrooms & Offices	Work on Checklist

PFEC Beginning-Of-Year SWIP

August 17, 18, & 19, 2020

August 19, 2020	Staff Group / Location	Activity
8:30-9:30	All Teachers / FLC	Brainstorm and work on: <ul style="list-style-type: none">• Remote Learning Plan• Assessment / GOLD• Portfolio Items
9:30 - 10:30	SLPs / FLC	Plan for Push-In Services, Walk-In, Materials Needed and Caseloads
10:30 - 11:30	PFA Family Educators / FLC	Remote Screening Plan - Timeline and Plan
11:30 - 12:30	All Staff / On Own	Lunch
12:30 - 3:30	All Staff / In Classrooms & Offices	Work on Checklist & Last Minute Preparations

Scott Altman Primary School

A clear *vision* is key for traveling
on the path of learning.

2020-2021

Monday, August 17, 2020

(Work Day 8:30–3:30)

<i>Activity</i>	<i>Time Block</i>	<i>Location</i>
Altman Retreat (All Staff)	8:30-11:30	Gym
Lunch	11:30-12:30	Gym Lunch provided by Altman
Video Creation	12:30-3:30	Classrooms

Tuesday, August 18, 2020

(Work Day 8:30–3:30)

<i>Activity</i>	<i>Time Block</i>	<i>Location</i>
Breakfast (optional)	8:00-8:30	Gym Breakfast provided by Altman
Altman Retreat (All Staff) (Health/Safety Training)	8:30-10:00 (8:30-9:30)	Gym (H/S with Dawn Rockhold)
Kindergarten and 1st Grade		
Break	10:00-10:15	
Grade Level Planning	10:15-11:30	Classrooms
Lunch	11:30-12:30	
Grade Level Planning	12:30-1:00	Classrooms
Into Math PD “Getting Started”	1:00-3:00	VIRTUAL Altman Classrooms
Grade Level Planning	3:00-3:30	Classrooms
2nd Grade and 3rd Grade		
Break	10:00-10:15	
Into Math PD “Getting Started”	10:15-12:15	VIRTUAL Altman Classrooms
Lunch	12:15-1:15	
Grade Level Planning	1:15-3:30	Altman classrooms

Wednesday, August 19, 2020

(Work Day 8:30–3:30)

<i>Activity</i>	<i>Time Block</i>	<i>Location</i>
Altman/District Retreat (Google Classroom PD)	8:30-11:30 (9:30-11:00)	Gym (Tech with Joanna Carroll)
Lunch	11:30-12:30	
Classroom Prep	12:30-3:30	Classrooms

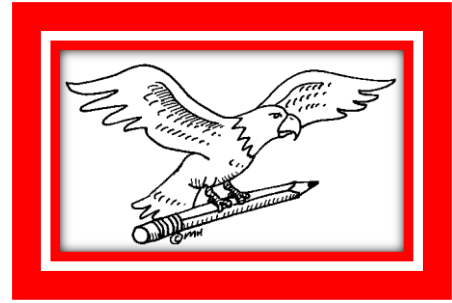
Thursday, August 20, 2020 – A Students
(Core Work Day 8:20–3:40, +25 minutes)

<i>Activity</i>	<i>Time Block</i>	<i>Location</i>
First Day of School	8:40-2:40	Altman classrooms
Stand up meeting	3:30	Gym

Friday, August 21, 2020 – B Students
(Core Work Day 8:20–3:40, +25 minutes)

<i>Activity</i>	<i>Time Block</i>	<i>Location</i>
Second Day of School	8:40-2:40	Altman classrooms
Stand up meeting	3:30	Gym

DIRKSEN



BACK TO SCHOOL INSTITUTE

Monday

**August 17,
2020**

8:30am – 11:30am



Monday

**August 17,
2020**

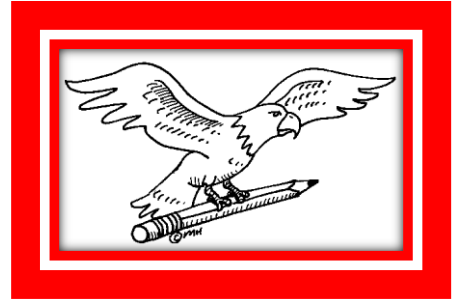
12:30 – 3:30pm

- Welcome Back!
- Priorities for 2020-21
- District Institute Video
- District Reopening Plan
- Building Reopening Plan
- Unity Point Health Presentation
- Operational Items
 - Dirksen's Google folder
 - Schedules
 - PGP

Lunch 11:30 – 12:30

- Creation of Videos for Virtual Meet the Teacher

DIRKSEN



BACK TO SCHOOL SWIP

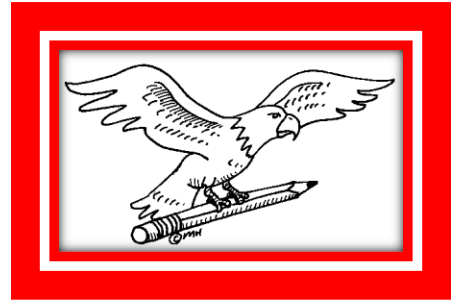
Tuesday

**August 18,
2020**

8:30 – 3:30pm

- Into Math Professional Development
 - Grades 2 and 3
 - 10:15am – 12:15pm
 - Grades K and 1
 - 1:00pm – 3:00pm
- Room Prep
 - AM for K/1
 - 8:30am – 11:30am
 - AM/PM for 2/3
 - 8:30am – 9:30am
 - 1:30pm – 2:30pm
- LUNCH
 - K/1: 11:30am – 12:30pm
 - 2/3: 12:15pm – 1:15pm
- Collect Feedback/Address questions
- *School plan and Virtual Meet the Teacher videos posted at 4pm*

DIRKSEN



BACK TO SCHOOL INSTITUTE

Wednesday

**August 19,
2020**

8:30am – 3:30pm

- Grade Level Planning
 - 8:30am – 11:30am
- LUNCH
 - 11:30am – 12:30pm
- Tech Time!
 - PD opportunities
 - Time to respond to parent questions after Virtual Meet the Teacher
- Collect Feedback/Address questions



**Dirksen
Primary School**



Jefferson Primary School

2020-21 Back-to-School Retreat



Meeting Information			
Meeting Called By:	D108	Meeting Location:	Various Locations
Type of Meeting:	Back-to-School Retreat	Please Bring:	Agenda / See Notes Below

Monday, August 17, 2020 (8:30 - 3:30)	
8:30 - 9:30	Return to School Plan (Kindergarten and 1st grade) - LC Classroom Preparation (2nd grade, 3rd Grade, SPED)
9:30 - 10:30	Return to School Plan (2nd grade and 3rd Grade) - LC Classroom Preparation (Kindergarten, 1st grade, and SPED)
10:30-11:30	Return to School Plan (SPED, Specialists, Paraprofessionals) - LC Classroom Preparation (Kindergarten-3rd grade)
11:30 - 12:30	Lunch
12:30 - 3:30	Virtual "Meet the Teacher" Video Preparation (All Classroom, All SPED, All Specialists)
Tuesday, August 18, 2020 (8:30 - 3:30)	
8:30 - 9:30	Unity Point Training - Group 1
9:30-10:30	Unity Point Training - Group 2
10:30-11:30	Unity Point Training - Group 3
10:15 - 12:15	Virtual New Math Training (2nd and 3rd grade) - Grade Level Classrooms Classroom Prep
12:00 - 1:00 12:30-1:30	Lunch (Kindergarten and 1st) Lunch (2nd and 3rd)
1:00 - 3:00	Virtual New Math Training (Kindergarten and 1st grade) - Grade Level Classrooms Classroom Prep
1:00-2:30	Tech Training with Joanna Carroll for 2nd and 3rd grade - LC

Jefferson Primary School

2020-21 Back-to-School Retreat



Wednesday, August 19, 2020 (8:30 - 3:30)

Wednesday, August 19, 2020 (8:30 - 3:30)	
8:30 - 9:00	Grade Level Planning - Begin Preparing (In-Person and Online) up to Labor Day
9:00 - 9:30	D108 Virtual Back-to-School Retreat Presentation - In Your Classroom
9:30 - 11:30	Grade Level Planning & Teachers available to respond to parents
11:30 - 12:30	Lunch
12:30 - 3:30	Grade Level Planning & Teachers available to respond to parents

**C.B. Smith Primary School
Beginning of the Year Meetings Agenda
August 17-19, 2020**



Date	8:30-11:30	12:30-3:30
Monday, August 17	Announcements Review of Reopening Plan	Work on “Meet Your Teacher” Video
Tuesday, August 18	Google Classroom Training 8:30-10:00 Note: 2nd & 3rd Grade <i>Into Math</i> Training (Virtual) 10:15-12:15 K-1st Grade <i>Into Math</i> Training (Virtual) 1:00-3:00	Teacher Work Time Grade Level Planning
Wednesday, August 19	Staff Trivia District Video Message 9:00 Grade Level Planning	Pandemic Safety Training 12:30-1:15 Reopening Q & A Grade Level Planning



Bill Link, Ed.D.

DISTRICT 108 BEGINNING OF YEAR INSTITUTE AND FIRST ATTENDANCE DAY SCHEDULING FORM

School:	L.E. Starke Primary	School Year:	2020-2021
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Think of the first 3 days of the school year as **6 3 hour** blocks of time. The workday schedule for Monday, August 17, Tuesday, August 18, and Wednesday, August 19 is 8:30 a.m. to 3:30 p.m. for all schools (8:30 a.m. – 11:30 /lunch/ 12:30 p.m. – 3:30 p.m.) **There are no scheduled evening activities this year.**

- **DAY ONE:** (Monday, August 17) (8:30 a.m. – 11:30 a.m.) and (12:30 p.m.-3:30 p.m.)
- **DAY TWO:** (Tuesday, August 18) (8:30 a.m. – 11:30 a.m.) and (12:30 p.m.-3:30 p.m.)
- **DAY THREE:** (Wednesday, August 19) (8:30 a.m. – 11:30 a.m.) and (12:30 p.m.-3:30 p.m.)

Each school has six three hour blocks of time available as per the schedule provided. Each school must provide **1 3 hour block** of time for teachers to prepare their back to school virtual message, and provide **1 3 hour block** of time for teachers’ individual work time and room preparation. Please remember that out of the **4 3 hour** blocks of time remaining, the following tasks need to be accomplished: *pandemic safety training, math PD, and tech training.*

Please complete your school schedule below

Block	Date	Time Block
SWIP, TECH TRAINING	Monday, August 17, 2020	8:30 a.m. – 11:30 a.m. (3 hrs)
BTS Virtual Message	Monday, August 17, 2020	12:30 p.m. – 3:30 p.m. (3 hrs)
Math PD (2/3) Teacher Work Time (K/1)	Tuesday, August 18, 2020	8:30 a.m. – 11:30 a.m. (3 hrs)
Math PD (K/1) Teacher Work Time (2/3)	Tuesday, August 18, 2020	12:30 p.m. – 3:30 p.m. (3 hrs)
District Institute Unity Point and Pandemic Safety Training	Wednesday, August 19, 2020	8:30 a.m. – 11:30 a.m. (3 hrs)
Team/Grade Level Planning	Wednesday, August 19, 2020	12:30 p.m. – 3:30 p.m. (3 hrs)



Willow Primary School

Victoria Armbrust ♦ Principal

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Fax: 309/477-4765 ♦ email: [HYPERLINK "mailto:vickie.armbrust@pekin.net"](mailto:vickie.armbrust@pekin.net)
vickie.armbrust@pekin.net

**WILLOW Retreat AGENDA
August 17-19, 2020**

<i>Date/Time</i> August 17, 2020	<i>Activity</i>	<i>Location/Presenter</i>
Activities: 8:30-11:30 (Please continue to use social distancing and wear a mask.) Lunch 11:30-12:30 12:30-3:30	Team Builders Review - D108 School Plan Review -Willow School Plan restroom break Review PGP schedule/powerpoint Discuss how to make a classroom video Tech Time with Christy from 10:30-11:30 (optional) _____ Teachers will have the afternoon to create a video introducing themselves and expectations for the year. Please send the link to Vickie when complete.	Gym at 8:30/Vickie
Tuesday, August 18, 2020		
8:30-11:30	Unity Point presentation 8:30-9:30 For all 9:30-Fill out school documentation/take a break	8:30-Gym 10:30-12:30 Classrooms 10:30-11:30 Classrooms

12:30-3:30	<p>10-10:30 Tech time with Christy</p> <p>10:30-12:30 Into Math training for Second and Third Grade</p> <p>10:30-11:30 Grade Level Planning for K/1 then 2:30-3:30 continued</p> <p>Lunch times will differ today:</p> <p>12:30-1:30 Second and Third Grade</p> <p>Lunch</p> <p>11:30-12:30 for K and First Grade</p> <p>Into Math Training for K and First Grade 12:30-2:30</p> <p>1:30-3:30 Second and Third Grade</p> <p>Grade Level Planning</p>	
Wednesday, August 19, 2020		
8:30-11:30	<p>Message from Central Office</p> <p>45 min.</p> <p>Team Time following Central Office Message</p> <p>Teachers also have time to answer any questions by parents during this time.</p> <p>Google Class time with Christy</p> <p>10:30-11:30 (optional)</p>	
12:30-3:30	Room Time	

Washington Intermediate School

2020 - 21 Back-to-School Retreat Agenda

Monday, August 17, 2020 (8:30 - 3:30)	Location	Facilitator
2020-21 Reopening Plan <ul style="list-style-type: none"> All Certified Staff (8:30 - 10:00) & All Support Staff (1:00 - 2:30) 	Auditorium	MF & JK
Classroom Preparation <ul style="list-style-type: none"> All Certified Staff (10:00 - 11:30) 	Classrooms	
Virtual "Meet the Teacher" Video Preparation <ul style="list-style-type: none"> All Classroom, All SPED, All Specialists, & Counselor (12:30 - 3:30) 	Classrooms	
Tuesday, August 18, 2020 (8:00 - 3:00)	Location	Facilitator
New Math Training <ul style="list-style-type: none"> 4th & 5th Grades (8:00 - 10:00) 6th Grade (8:00 - 10:00) 	Virtual	
Classroom Preparation <ul style="list-style-type: none"> All Certified Staff (10:00 - 11:30) 	Classrooms	
COVID Training <ul style="list-style-type: none"> Group 1 (12:30 - 1:30) & Group 2 (1:45 - 2:45) 	Auditorium	Unity Point
Grade Level Planning <ul style="list-style-type: none"> When not in COVID Training (12:30 - 3:00) 	Classrooms	
Wednesday, August 19, 2020 (8:30 - 3:30)	Location	Facilitator
Grade Level Planning (Prepare for In-Person and At-Home Learning) <ul style="list-style-type: none"> All Certified Staff (8:30 - 9:00 & 9:30 - 11:30 & 12:30 - 3:30) 	Classrooms	
D108 Virtual Back-to-School Retreat Presentation <ul style="list-style-type: none"> All Staff (9:00 - 9:30) 	Virtual	D108
Screencastify - Creating Engaging Videos for Instruction <ul style="list-style-type: none"> Group 1 (12:30 - 2:00) Group 2 (2:00 - 3:30) 	Auditorium	JC

Notes:

- Lunch each day will be from 11:30 - 12:30. Work Day for Monday & Wednesday is 8:30 - 3:30
- Wednesday - Staff is to be available throughout the day to respond to parents' questions
- Math Training - Each grade level is able to meet together provided they keep social distancing.

Washington Intermediate School

- Tuesday Work Day is 8:00 - 3:00 due to Math Training
- When meeting with a group, masks must be worn and social distancing must be kept

**Wilson Intermediate School
2020-21 Back-to-School Retreat**



Meeting Called By:	D108	Meeting Location:	Various Locations
Type of Meeting:	Back-to-School Retreat	Please Bring:	Agenda / See Notes Below

Monday, August 17, 2020 (8:30 - 3:30)

8:30 - 10:00	Reopening Plan (All Certified Staff) - Cafeteria Non Certified Staff will use Google Meets to Watch the Presentation
10:00 - 11:30	Classroom Preparation (All Certified)
11:30 - 12:30	Lunch
12:30 - 3:30	Virtual "Meet the Teacher" Video Preparation

Tuesday, August 18, 2020 (8:00 - 3:00)

Goals and Tasks to accomplish... Reopening Plan, Math Training, Pandemic Training, Tech Training

8:00 - 10:00	New Math Training - all classroom teachers and special education teachers
10:00 - 10:30	Break
10:30 - 12:00	Technology Training - Joanna Carol (All Certified Staff)
12:00 - 1:00	Lunch
1:00 - 2:00	Unity Point Training - Group 1 - Classroom Preparation (Group 2)
2:00 - 3:00	Unity Point Training - Group 2 - Classroom Preparation (Group 1)

Wednesday, August 19, 2020 (8:30 - 3:30)

Goals and Tasks to accomplish... Prepare classrooms, respond to parents, grade level planning

Wilson Intermediate School 2020-21 Back-to-School Retreat



8:30 - 9:00	Classroom Prep
9:00 - 9:30	D108 Virtual Back-to-School Retreat Presentation
9:30 - 11:30	Grade Level Planning & Teachers available to respond to parents
11:30 - 12:30	Lunch
12:30 - 3:30	Grade Level Planning & Teachers available to respond to parents
Thursday AND Friday, August 20-21, 2020	
7:45	Teachers take positions on PFEC Field (4th and 5th) or Back Field (6th)
7:50	Walkers / Car riders meet teacher in designated location
7:50	4th Grade busses unload and meet teacher in designated location
7:55	5th Grade busses unload and meet teacher in designated location
8:00	6th Grade busses unload and meet teacher in designated location
8:05	Enter building as a whole class and grab breakfast as needed to eat in the classroom
8:10	Announcements
8:35	4th grade lunch orientation (Yellow/Weghorst)= drop off @playground Red/Debruyne= drop off @ cafeteria)
9:10	5th grade lunch orientation (Yellow/Blue= drop off @playground Green/Red= drop off @ cafeteria)
9:55	6th grade lunch orientation (Yellow/Blue= drop off @playground Green/Red= drop off @ cafeteria)
10:45-11:30	4th grade lunch (Yellow/Weghorst= recess first / Red/Debruyne=lunch first)
11:35-12:20	5th grade lunch (Yellow/Blue= recess first / Green/Red=lunch first)
12:25-1:10	6th grade lunch (Yellow/Blue= recess first / Green/Red=lunch first)



Wilson Intermediate School 2020-21 Back-to-School Retreat



1:45	5th grade drop off bus riders at bus line
1:50	6th grade drop off bus riders at bus line
1:45	4th grade drop off bus riders (4th is last due to their specials being late in the day)
1:45-2:10	Walkers/Pick up escorted by a teacher to circle drive to walk or wait for a ride
2:10-3:10	Teachers available for communication with families / remote learners

Group 1 - 4th Grade and 5th grade (paraprofessionals will report with the teacher they are stationed in)

Group 2 - 6th grade and Specialists (paraprofessionals will report with the teacher they are stationed in)

Resource teachers please pick the group you would like to attend.

It's a GREAT day to be a BRUIN!



Masks are required in the building. I will give you more guidance on face coverings when we meet. Please bring your Chromebook. We will project everything, but it may be difficult for you to see.

Broadmoor Retreat Day 1

Monday, August 17, 2020

8:30 - 11:30 Meet in the Green Gym

1. Welcome Back / Introductions of new staff.
 - a. Michael Doucette CBI
 - b. Kaytlin Holliday LC
2. Celebrations
 - a. School
 - Spring
 - Help/Planning
3. District Reopening Plan Resolution No. 21 890 (See additional attachment)
4. Broadmoor Jr. High Return to school plan. Review/Changes
5. [Schedule](#)
 - a. Rational behind changes.
 - b. Advisory/Study Hall Mr. Stickling / Ms. Green
 - c. Exploratory
 - d. Remote Teachers
6. [Teachers Handbook](#)
7. Video Information

11:30 - 12:30 Break for Lunch

12:30 - 3:30 Work on Videos

It's a GREAT day to be a BRUIN!



Broadmoor Retreat Day 2

Tuesday, August 18, 2020

8:00 - 11:00 Morning session and 12:00 - 3:00 Department Meetings

11:00 - 12:00 Lunch

1. Math Training for all math teachers. Both Regular and Special Ed.
8:00 - 10:00
2. Department Meetings In Computer Lab
8:00 - 9:00 Exploratory Teachers
9:00 - 10:00 Science with Mr. Ross / Remote teachers with Mr. Goss (RM 23)
10:00 - 11:00 Social Studies
12:00 - 1:00 Special Education
1:00 - 2:00 Math
2:00 - 3:00 Language Arts

Broadmoor Retreat Day 3

Wednesday, August 19, 2020

8:30 - 11:30 Session

8:30 UnityPoint Health and Safety Training

9:30 Google Sites and Google Keeps Training

Discussion: What will it look like when we go to online learning?

11:30 - 12:30 Lunch

12:30 - 3:30 Classroom work time.

It's a GREAT day to be a BRUIN!





Meeting Agenda and Minutes			
Group:	Whole Staff	Location:	EJHS Main gym
Date:	August 17, 18, & 19	Time:	8:00 - 11:00 & 12:00 - 3:00

Group Leader: Bill		Recorder:		
Group members in attendance:		All staff		
Guests in attendance:				
MONDAY, AUGUST 17		8:30 - 3:30		
Agenda Item	Facilitator / SME	Location	Desired Outcome	Notes
Arrival/Welcome	Bill	Gym	Celebrations	
Return to School Plan	Kevin and Bill	Gym	Information	
Covid Training	Bill	Gym	Understanding	

We will prepare all students socially, emotionally, and academically to become independent learners and cooperative problem solvers.

Video Creation	Teams	Rooms	Video for Kids and Parents	
Closing	Bill and Kevin	Gym	Information/ Understanding	
Tuesday, August 18th 8:00 - 3:00				
Agenda Item	Facilitator / SME	Location	Desired Outcome	Notes
Math PD	HMH	Location	Professional Learning	
Department Planning	Departments	Classrooms	Prepare and Plan	
Central Office Video	Central Office	Classrooms	Information	
Q and A	Kevin and Bill	Gym	Understanding	
Responsive Classroom Adjustments	Traci and Bill	Teams	Plan	
Wednesday, August 19th 8:30 - 3:30				
Q and A and Updates	Kevin and Bill	Gym	Identify/ Address Issues	
Team Tech Time	Teams	Classrooms	Share and plan for Remote Learning	

We will prepare all students socially, emotionally, and academically to become independent learners and cooperative problem solvers.

Room Prep	Teachers	Classrooms	Work in classrooms	
Q and A	Kevin and Bill	Gym	Address needs	

We will prepare all students socially, emotionally, and academically to become independent learners and cooperative problem solvers.