



Kalei`opu`u Elementary School  
**Faculty Meeting Agenda**  
**Admin Day 1**

**Date:** Wednesday, July 29, 2020  
**Time:** 8:00 AM-2:45 PM  
**Location:** Cafeteria

**Agenda:**

Time	Agenda Item	Facilitator	Discussion Notes	To Do/ Follow Up
7:45	Please come to the Cafeteria to... <ul style="list-style-type: none"> <li>- Sign in</li> <li>- Pick-up BOY Packet</li> <li>- Pick-up Ready Math Learners Notebook</li> </ul>			
8:00	Welcome <ul style="list-style-type: none"> <li>- Grade levels</li> </ul>	Alika	<ul style="list-style-type: none"> <li>• Introduced new teachers/staff</li> <li>• DL student count as of 07/28 = 232</li> <li>• Will affect whole school operations; trickle down effect</li> </ul>	
8:30	<u><a href="#">MUNICIPAL SEPARATE STORM SEWERS SYSTEMS (MS4)</a></u>	Martin		
8:35	DOE Opening Packet <ul style="list-style-type: none"> <li>- <u><a href="#">OSYP PPT</a></u></li> </ul>	Martin, Denise Mike	You <b><u>MUST</u></b> fill out/input Acknowledgment Forms in: <u><a href="https://bit.ly/PCWosypSY20-21Ack">https://bit.ly/PCWosypSY20-21Ack</a></u>  Change in form (slide 4) Make sure you are on your DOE	<b>Due by Aug. 14 to Mike:</b> <ul style="list-style-type: none"> <li>- Confidentiality Form (purple)</li> </ul>

			<p>account - Leeward District At end, there is an electronic signature that goes to the district office</p> <p><a href="#">(CERTIFICATED) OSYP Acknowledgment Form [SY 20-21]</a></p> <p><a href="#">(CLASSIFIED) Acknowledgment Form [SY 20-21]</a></p> <p>Print, Sign, and Submit <i>Acknowledgment of General Confidentiality Expectations Form</i> <a href="https://bit.ly/DOE-AoGCE">https://bit.ly/DOE-AoGCE</a></p> <p>FERPA 101: For Local Education Agencies training. Provide a hard copy of the "Certificate of Completion" to your supervisor. <a href="https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies">https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies</a></p> <ul style="list-style-type: none"> <li>- Need to register to take course</li> </ul> <p>Videos (p. 69):</p> <p><a href="#">OSYP Questionnaire</a> (group activity) Class Code</p> <p>Revised bell schedule will be distributed</p>	<ul style="list-style-type: none"> <li>- Pink BOY Checklist</li> <li>- FERPA 101 print or email certificate</li> </ul> <p><b>Due to Office:</b></p> <ul style="list-style-type: none"> <li>- Prep Info (light pink)</li> <li>- No Show Report (blue half sheet)- do first 10 days</li> <li>- Emergency Contact (Orange half sheet)</li> </ul> <p>Laminated posters to be posted in classrooms</p>
	<p>Staff Handbook</p> <p>Social Distancing Waiting Areas</p> <ul style="list-style-type: none"> <li>- Drop Off and Pick Up</li> <li>- Breakfast</li> <li>- Classroom</li> </ul>	<p>Mike, Denise</p>	<p><a href="#">Staff Handbook 20-21</a></p> <ul style="list-style-type: none"> <li>• Breakfast time differ from Parent Handbook</li> </ul> <p>Cafeteria:</p> <ul style="list-style-type: none"> <li>- Entrance by the doors at the parking lot</li> <li>- Students will get meals at</li> </ul>	<p>Amendment to breakfast times will be made in PH</p>

	Waiting - Recess - Lunch		the door Drive through meals: - Breakfast (8-8:30) and lunch (10-10:45) - Lower side of the parking lunch - Student has to be present with ID  Any questions regarding the Staff Handbook can be directed to VPs	
9:55	Ready Math Intro	Cherise	- Login to Clever - Ready Classroom Mathematics Flyer	
10:00	Break			
10:15	Ready Math Training - K-2 Group * Google Meets Link:  Meeting ID:  - 3-6 Group * Google Meets Link:  Meeting ID:	Ready Math Trainer K-2: Laurie 3-6: Kristen	** Training was discontinued due to no internet. Training will be rescheduled for another date	
11:15	Lunch			
12:00	Ready Math Training Cont.		** Since training had to be rescheduled due to internet issues, grade levels were asked to (via email from Cherise and GLC WhatsApp): Per Marty's presentation, the Grade Levels could work on the following: - <u>Procedures:</u> - Bathroom (i.e. a schedule of who will	

			<p>go to the restroom)</p> <ul style="list-style-type: none"> <li>- Line-up (i.e. designate before school waiting areas)</li> <li>- Recess (to and from flow of traffic)</li> </ul> <p>- <u>Other things that you can do are:</u>  Take a look at Lesson 0 in Ready Classroom Mathematics</p>	
2:30	Closing	Alika	Closing postponed to 7/30/20	