

Browning Elementary
Board Report for April 14, 2020

Attendance for March	
students % of whole school	77.66%
students % by grade level	2nd- 77.05% 3rd- 78.27%
Class with best attendance	2nd Grade- Mrs. E. Kennedy 3rd Grade- Ms. Woolf
Classified attendance %	92%
Certified attendance %	93%
Staff attendance as a whole	92.5%
Perfect attendance students	2nd Grade- 4 students 3rd Grade- 2 students
Perfect attendance classified staff	Malana Grant 🙌
Perfect attendance certified staff	Arlene Wippert, Carina Stoves, Dana Bremner, Elsie Ground, Jimi Champ, Marsha Switzer, Melissa Henderson, Radium Woolf, Shawnee Momberg and Sheila Hall 🙌
Dropped students	0
Home visits	11
Referrals	15
OSS's	3
Bully incidents	1 investigation
Solutions/Parent Meetings	0

Covid-19 School Closure

On March 15th the governor of Montana ordered that all schools in Montana be closed until March 24th. For these ten days, essential service was to continue serving breakfast and lunch to students of Browning Public Schools. Volunteers were asked to come in to assist with getting food ready and deliver to the students in the community.

During this 10-day school closure, the staff of Browning Elementary gave their input and ideas for teaching remotely. Questions we collaborated on together were:

- 1) How would we conduct school from home?
- 2) What packets/units do we send home for students (who don't have the internet)?
- 3) If we were to conduct learning online what we would use?
- 4) What do we need in preparation in case we do close?

Staff responded quickly to give their input on the school closure plan and to look for resources to share with families. Their input on the school closure plan was helpful in creating a school plan that was submitted to the Governor of Montana.

Virtual Meetings:

On March 23rd, Everett Holm showed administrators how to use Google Meets to host virtual meetings with staff. We were shown how to set up a meeting, how to navigate the tools, how to send invites, and how to access the virtual meeting. This professional development has been instrumental in staying connected with staff to remotely connect from their computers at home.

We use the virtual meetings once a week every Monday morning to connect with all staff in one meeting. This time has been used to show staff how to use Google Meets, connect with each other, share ideas, to check in, share technology resources, how to set up a Google Classroom and the progress of connecting with families.

On March 24th we held our first virtual meeting with BES staff to show them how to use Google Meets, to check in how they're doing and to discuss the first paper packet that would be sent home to students. Based on the age of students and to ensure equity we decided to send home paper packets to students.

On March 24th the governor of Montana extended the school closure to continue to April 19th due to the "Stay at Home" directive he issued. Since then we have also used virtual meetings for grade level teachers to meet with each to plan for the next packet should school be closed beyond April 10th. At grade level meetings grade level teachers, the instructional coach, administrators and the reading consultant have been collaboratively working on what will be sent home for the next packet. The focus of the packets is to have students work on new reading, writing and math content with clear directions for families.

Paper Packets for BES

On March 24 - 25, paper packets were put together for distribution curbside on March 26th and 27th. Three different pick-up points were used at BES for second grade, third grade and students from Belcourt and Tailfeather's class. Families pulled up curbside in their vehicle and were greeted by BES staff who asked for their child's name to mark off on classroom rosters to track who picked up packets. In second grade 91% of packets were picked up curbside and in third grade 97% of packets were picked up curbside. Remaining packets that were not picked up or delivered were mailed out to families.

The three-week paper packet gave students to work on daily assignments for March 30 - April 17th.

Week 1: March 30 - April 3

Week 2: April 6 - 10

Week 3: April 13 - 17th in case we are still closed

For the health of everyone we are not asking for the paper packets from families to be returned weekly at BES following Governor Bullock's shelter in place. Instead, families will turn in the 3-week paper packet on April 14th (since there is no school on April 13th) if we return to school as planned by the Governor. We added an extra third week just in case of further school closure.

If the governor extends the school closure then students will continue to work on week 3 of the packet and drop it off on Thursday April 16th curbside. At that time families/students will pick up their next packet if we continue to be closed.

Staff schedule during school closure:

Staff are expected to be available during regular school hours to administrators, to their grade level team, the BES team, and to the students and parents. Staff regularly check

email throughout the day, attend virtual meetings, respond to emails in a timely manner during the hours of 8-4, prep materials, update Google Classroom, and call students/families daily to check in with them to offer support.

To add some structure during the school closure, staff have a daily remote schedule:

8:00 - 9:00 Check email and respond to emails or send emails

9:00 - 11:00 Personally communicate with 3-4 students/parents a day (be sure to connect with everyone), one video or online lesson a week, answer emails and messages as needed

11:00 - 12:00 Lunch

12:00 - 3:00 Personally communicate with 3-4 students/parents a day (be sure to connect with everyone), one video or online lesson a week, answer emails and messages as needed

3:00 - 4:00 Plan and Prep

Staff are making calls to families and documenting their calls, emails, and messages on their classroom documentation sheet. Families are happy to hear from BES staff when they call and share their concerns or questions they may have.

Google Classroom

Teachers have created a Google Classroom to connect with students and families in supporting them in helping their child learn remotely from home. The Google Classroom is being used to support the student in connecting with the teacher, completing the paper packet, directions, and technology resources.

We know that not all families have Internet access or a device, however many parents have Smart Phones. So, the Google Classroom is being used to enhance the paper packet and connection for families that can access Google Classroom.

The barrier for the teachers was getting students logged into Google Classroom. Through collaboration with parents and amongst the team they were able to figure out how to get students connected. Each day we are seeing more students logging in to their Google

Classroom. Not only is Google Classroom new for staff, but is also new for students as well to learn.

Instructional Coach

Teachers had to learn quickly in a Virtual Meeting what is a Google Classroom, how to set it up, how to invite students and parents, and navigate the tools in Google Classroom. The instructional coach Kylie Black has supported teachers in developing their Google Classroom by giving professional development in a virtual meeting and creating a Corners Corner Google Classroom for resources to support them.

She is supporting teachers in pulling digital resources, creating training materials for platforms, researching activities for digital engagement, hosting virtual planning meetings, and providing technology/instructional support.

She is also working with the reading consultant from Denver in virtual coaching meetings to plan for the next paper packet to support reading instruction using the district Wonders curriculum. The reading consultant Misti Woltz is still working virtually to support BES during the school closure to plan for future instruction in reading.

Counselors Report

During the closing of the schools during the COVID-19 closure the school counselor helped hand out student packets at curbside pick-up. She also delivered packets to homes of students who had not picked up their packets on March 27th.

The week of March 30-April 2 she called some homes and spoke with parents/guardians and/or students. She has received emails from staff for students of concern who they haven't been able to connect with since school was closed. She has worked with Mrs. Wippert to either contact the families, assisting with resources for food or listening to their concerns.

The counselor has researched and read two ASCA webinars about ethical considerations with virtual counseling. Another on what virtual counseling looks like and participated in a webinar through MSCA. She will continue contacting families by phone and assisting teachers by email during the school closure.

School Nurse

The school nurse Kim Desroiser has been working to keep staff informed about proper handwashing, advice for staff in taking care of themselves, ensuring we had masks and gloves during the packet distribution and how to properly hand paper packets. For handling paper packets, she recommended we follow the proper procedure:

These considerations are adapted from the resource linked below and from local advice. For students receiving hard-copy packets, please follow these steps:

Packet Send-Out

1. No packets are to be compiled by staff with illness symptoms (a cough or a temp >100.0).
2. When printing, sorting, and compiling packets keep hands frequently washed and consider wearing gloves (though gloves are not required at this point in time).
3. Use paper products for packets whenever possible. Laminated or plastic products require a 72-hour time of being untouched instead of just 24 hours for paper or cardboard products.
4. If using envelopes, do not moisten them to close them. Either leave them unsealed, use press-and-seal tabs, or use packaging tape.
5. So far, the evidence shows that no COVID-19 has been acquired / transmitted via postal service distribution.
6. If not using the postal service, completed packets should sit untouched for 24 hours before distribution.
7. Distribution of packets should occur outside unless weather doesn't permit it (then a foyer or other limited area can be used).
8. Do not allow persons distributing nor persons collecting packets to stand closer than 6 feet apart.
9. If using bins to distribute packets, only staff with gloves should manage the bins.
10. Do not allow persons collecting packets to touch (e.g., riffle through) other packets to find their student's packet.

Packet Returns

1. If not using a postal service (where no wait time is necessary), establish a specific return time to help in estimating safe times to sort returned packets.
2. Paper or cardboard packets should be returned to a common bin (that's changed out each day) that sits untouched for 24 hours following drop-off. Note: Laminate or plastic products must be untouched for 72 hours.
3. Packet return bins should be made available by school or by grade, whichever works best for the facility.
4. When sorting the returned packets, keep hands frequently washed and consider wearing gloves. Be sure to wash hands when sorting is complete.

Primary reference:

[Logistics for Paper-Based Packets \(Texas\)](#)

Custodians

The custodians deep cleaned the building when the school closure first began. Since then they have worked to keep the kitchen/cafeteria area clean daily after breakfast and lunch. They clean areas of the building in the afternoon after the secretary leaves for the day, the library, entrances and in classrooms where teachers have gone in to get essential materials to work remotely from home.

The library has been designated as the central location for staff to use if they need to use the Internet. Clorox wipes and hand sanitizer have been provided for staff to use if they come into the library to use the Internet or get packets ready.

Assistant Principal (by Arlene Wippert)

- ☐ Attended Virtual Meeting for BES 3/24/2020
- ☐ Attended Board Meeting by phone 3/18/2020 concerning school closure
- ☐ Fix Packets - book, notebook, pencils 3/25/2020
- ☐ Hand out packets 3/26/2020 & 3/27/2020
- ☐ Search Internet for resources daily
- ☐ Helped work on plan for BES Elementary School Closure Plan
- ☐ Attended Board Meeting (employee) 3/19/2020
- ☐ In contact with Principal and BES staff by phone, email, virtual
- ☐ Worked on Check and Connect document for April for Specials teachers and Tas

Barriers

Nationally and locally we are navigating in uncharted water that is stressful enough to be traumatic to many during this time. Staff are learning to adjust how to teach remotely from their computers by setting up virtual meetings, calling families daily and setting up Google Classroom for their new virtual classroom to support students in completing the paper packets. As a result, staff have found it difficult to contact some families as they don't have updated phone numbers on the Infinite Campus database. They have had to make phone calls to other family members to try to contact these families. However, they have worked diligently in finding many ways to support families during the school closure and have adjusted to learning how to virtually work from their computer.



