



# Montana Learn 2020 Task Force

## Agenda Meeting 2

Thursday, May 28, 2020 from 1:00-3:00 p.m.

**Zoom Meeting:** <https://mt-gov.zoom.us/j/92656862179>

Dial by Telephone: 1 646 558 8656

Meeting ID: 926 5686 2179

### Agenda:

- Meeting Purpose and Outcomes
- Break out group work time:
  - Academic Programming
  - Physical & Structural Environment
  - Social, Emotional and Behavioral
- Group share out of area of focus and next steps

### Pre-work:

- Please complete this [optional feedback form](#).
- Please email [marisa.graybill@mt.gov](mailto:marisa.graybill@mt.gov) if you would like to join a different group.
  - Academic Programming
  - Physical & Structural Environment
  - Social, Emotional and Behavioral

### Next Meeting Dates:

Thursday, June 4, 2020 - 1:00 to 3:00 p.m.

Thursday, June 11, 2020 - 1:00 to 3:00 p.m.



## Task Force Meeting Norms:

- If it's what is best for kids; the answer is yes!
- Respectful discourse; aware of airtime.
- Be present.
- Speak from your own knowledge or place of understanding.
- Don't leave any ideas unsaid because of fear of judgement. We don't have time to be shy, we need to be real.
- Avoid gossip with colleagues who are not on the task force: if it's frustrating or challenging, try to share with fellow members.
- Seek to understand knowledge from everyone. What everyone offers is valued and contributes to group success.
- Assume best intentions.
- Enjoy the time together.



## Break Out Group Agenda:

- Introductions + Review Group Norms
- Group roles: Digital note taker, time keeper, spokesperson, taskmaster, other...
- Discussion and worktime using the [Meeting 2 Work Template](#).

## Meeting 2 Work Template

1. Create a copy of the Meeting 2 Work Template. Include the name of your group in the title.
  - a. If using google: share with members of your team who have google doc access (hit "share" and add in email addresses. Make sure you have it set to "can edit")
  - b. If your group does not want to use google: download the template into word doc format (File, Download, Microsoft Word (.docx)). Notetaker, be sure to email out your draft at the end of the meeting to your team.
2. Spend *15 minutes max* talking about the questions below. *You do not need to get to all questions or areas.*
  - What do parents need?
    - Before school starts
    - During school year
    - End of school year
  - What do students need?
    - Before school starts
    - During school year
    - End of school year
  - What do teachers need?
    - Before school starts
    - During school year
    - End of school year
  - What do administrators need?
    - Before school starts
    - During school year
    - End of school year
3. Now select your area of Focus. (You may want to reference your notes from last week.)
  - a. Note: If you group is split on what topic to choose- we can divide you into two.
4. Begin completing the template below (Names, Topic Area...)



- When there is ~10 min left create a plan for next steps. What needs to get done between now and next time we meet? Who is in charge of what?
- Spokesperson: Prepare a ~5 min presentation of your topic area, and what your group discussed to share with the whole group.

Names:	Topic Area:
Research referenced:	

Recommendations:

Remote	Blended	In person

What does this look like for:

Teachers	Students	Families

Supplies needed:
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Check list/planning rubric:( <i>what questions should we ask ourselves? What do we need to do to accomplish this?</i> )
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Other important considerations: