PO Box 202501 Helena, MT 59620-2501 406.444.5643 In-State Toll-free: 1.888.231.9393 TTY Users: 406.444.0235 opi.mt.gov

### OFFICE OF PUBLIC INSTRUCTION STATE OF MONTANA



# 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 <u>optional feedback form</u>.
- Please email marisa.graybill@mt.gov if you would like to join a different group.
  - o Academic Programming
  - Physical & Structural Environment
  - Social, Emotional and Behavioral

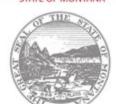
### **Next Meeting Dates:**

Thursday, June 4, 2020 - 1:00 to 3:00 p.m. Thursday, June 11, 2020 - 1:00 to 3:00 p.m.



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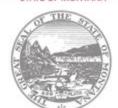
# Putting Montana Students First

### 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.

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# Putting Montana Students First 4

## Break Out Group Agenda:

- Introductions + Review Group Norms
- Group roles: Digital note taker, time keeper, spokesperson, taskmaster, other...
- Discussion and worktime using the <u>Meeting 2 Work Template</u>.

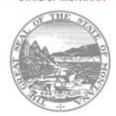
# Meeting 2 Work Template

- 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.
  - O What do parents need?
    - Before school starts
    - During school year
    - End of school year
  - O 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...)

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- 5. 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?
- 6. 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:			
Check list/planning rubric:(what questions should we ask ourselves? What do we need to do to accomplish this?)			
r /			

Other important considerations: