Outline for Teacher Leader Meetings – Monday

Using the **Overarching Statements for Distance Learning:**

1. Discuss each Roman Number I-V
	1. Emphasize relationships
	2. Simplicity
	3. Not creating pressure or frustrating situations at home for teachers, for working moms and dads, for grandparents or older guardians. Be considerate.
2. Office Hours
	1. Purpose: We want parents to know a guaranteed time teachers are available to take phone calls (through phone app via laptop) or email
	2. Clarify and answer questions as teachers have them
3. Lesson Plan Template
	1. Purpose: We want to be family friendly. Navigating one template is more considerate than navigating several.
	2. Department Heads and Teacher Leaders submitting one team lesson plan:
		1. Purpose: We have one webmaster who can upload these to our websites. We must keep it simple.
	3. Submitting Lesson Plans to Principals:
		1. Purpose: We want to effectively communicate with parents. If a parent did not access the website, social media page, we want to be service-oriented and allow principals easy access to just email what the parent needs.
		2. If a student says, “Mom there is nothing there.” (when there really is) and parent calls principal, we want to be able to produce it immediately without subsequent emails between parent and teacher or principal and teacher.
4. Access to Buildings
	1. We are following the guidelines set out from the Tulsa County Health Department, Supt. Hoffmeister, Governor Stitt. We are working on plans, but they have yet to be determined. We ask for your patience. Please work with the materials you have for now.
5. Address all other questions or clarifications.

 \*\*\*This same outline may be used for Tuesday and Wednesday meeting as well\*\*\*

 \*\*\*It’s not a script – just an anchoring document for us all.\*\*\*