

Principal and Staff Meetings

Key Decisions	Actions Undertaken	Date	Outcomes
Phase One from the Ministry of Education	Information posted for parents on the TCDSB website related to Phase One was discussed with principals.	March 24, 2020	Principals shared with their staff the details associated with the Ministry Phase One approach.
Learn at Home Resources	Discussion related to the Ministry created Learn at Home student resources for Phase One.	March 24, 2020	Information about the Learn at Home resources was shared centrally and principals shared the information with their staff.
Discussion about Phase Two and the Implementation of Distance Learning	General discussion with administrators about the components of Phase Two and the preliminary steps to implement distance learning.	March 24, 2020	Gathered input from administrators about issues related to implementing distance learning.
Check and Connect Strategy for Students	Discussion about the expectations on staff to implement the check and connect strategy with families of the TCDSB.	March 24, 2020	All families should be contacted by the end of the week as part of the check and connect strategy. Issue of incorrect parent contact information was discussed as well.
Check and Connect Strategy with Staff	Process for reaching out to staff members and checking in to ensure that administrators offer support to staff that may be having challenges.	March 24, 2020	Administrators will check in with staff in any appropriate manner. They will guide individuals facing challenges to seek appropriate support. To remind staff about the

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			Employee Family Assistance Program.
Vulnerable Family Check In	Administrators were reminded to check in with any vulnerable family as soon as possible. They were to note any immediate concerns and share the information with their area Superintendent.	March 24, 2020	Administrators would conduct a check in with vulnerable families and let the area Superintendent know of any immediate issues.
Cancellation of April Events	Shared information with administrators that all TCDSB events would be cancelled for April.	March 24, 2020	All TCDSB events for April are cancelled.
Self Care for Administrators	Reminder of the EFAP program applies to all administrators and their families as well.	March 24, 2020	Sharing information of support for administrators.
Zoom Meetings	Discussed the potential for licensing of Zoom software to conduct Principal meetings and also use of Zoom as a platform for staff meetings.	March 24, 2020	Zoom platform licensed for all staff for staff communication.
State of Readiness for Phase Two and Distance Learning	Discussion of essential components of a distance learning plan – needs of staff, information related to professional learning, barriers to implementation, addressing the barriers through creative problem solving, motivation of staff, communication to staff, monitoring the	March 30-April 3, 2020	Collected information and challenges from administrators related to the implementation of distance learning.

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	learning of the students and resources available to teachers and support staff.		
Principal Professional Development	Discussion of supports for administrators in implementing distance learning with staff.	March 30-April 3, 2020	Sharing of Google site for administrators that highlights use of D2L and Google Classroom to implement distance learning.
Role of Support Staff	Expectations for specialty teachers and support staff during phase two.	March 30-April 3, 2020	Discussions related to expectations for support staff and providing modifications and accommodations for distance learning.
Parent Survey related to Technological Needs	Discussed the parent survey that will provide details of those families that require devices and access to the internet.	March 30-April 3, 2020	Discussed details and gathered input from administrators related to the parent survey.
Privacy and Copyright	Outlined the expectations related to privacy and copyright concerns when providing distance learning lessons.	March 30-April 3, 2020	Central staff will be providing Zoom sessions and links on the TCDSB intranet outlining expectations for privacy and copyright.
TCDSB Daily Activities and Supports for Student Learning	Discussed the plan for the posting of daily activities for students for Phase One.	March 30-April 3, 2020	Central lessons were created and posted on the TCDSB public site to support the activities posted through the Ministry Learn at Home site.

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Staffing Process	Discussed the staffing timelines as per the collective agreements. Process for acquiring a long term occasional was also discussed.	March 30-April 3, 2020	More information to come related to this item.
Staff Meetings using Zoom	Process for utilizing the Zoom licensing to conduct staff meetings.	March 30-April 3, 2020	Confirmation of the licensing of the Zoom platform was confirmed to allow for staff meetings to be held virtually.
Access to Schools	Confirmation of a second opportunity for principals to gather items for distribution to teachers via the protocol established centrally.	April 6-8, 2020	Opportunity to access learning materials was provided using the established protocol. Special Education Assistive Technology (SEA) were also part of the protocol so students with special needs could obtain necessary devices and equipment. Secretaries were also able to obtain necessary devices to conduct work from home.
Distance Learning Implementation Plan	Discussion around items that were included in the document.	April 6-8, 2020.	Issues related to support staff, assessment, graduating students, guidelines for student work hours, professional learning opportunities and access to technology were all discussed as part of the plan.

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Equity Funding	Discussion of how administrators can utilize their equity funds to support vulnerable families. Also, the protocol for the distribution of grocery funds for families in need was also discussed.	April 6-8, 2020.	Finalized details to support the nutrition needs of vulnerable families through school equity funds and superintendents' equity reserve fund.
Translation Services	Process for accessing translators for check and connect were shared. Information related to translating parent letters was also shared.	April 6-8, 2020	All administrators became aware of the translation services available during distance learning.
Cancellation of all TCDSB May Events	Principals were informed that all TCDSB events and excursions for May would be cancelled.	April 6-8, 2020	All TCDSB events and excursions were now cancelled.