

Brookline (PSB) Remote Learning Expert Advisory
Panel 3:
Remote Learning Capacity Building
June 18, 2020

PUBLIC SCHOOLS of
BROOKLINE

Goal:

To be a source of ideas, research, recommendations, guidance, and expert thinking around remote learning capacity building to present to the school committee to consider

To answer questions from staff working groups

Expectations:

Attend weekly Zoom Meeting

Come prepared to add to the conversation with documents, research, ideas

Attend with an open mind and a positive outlook on how to help our teachers succeed

Meeting Roles:

Timekeeper - use smartphone to keep track of time allotted to each speaker to keep the meeting moving and on time

Scribe - write notes in Google Docs of what is said and presented at meeting - if presenter sends link to chat or via email, include in notes

Processor - keep

Presentation of Findings:

Co-chairs expect to present findings on weekly basis thru email to school committee

Findings will be compiled from scribe's notes of meeting and will include links

Findings will be in Google Drive

Open Meeting Rules

This body is a public body that has been appointed by the School Committee. As such, we are required to comply with Open Meeting Law

- **Minutes taken each meeting (different from scribe who will take notes of meeting)**