

MINNEOTA ELEMENTARY DISTANCE LEARNING PLAN

504 North Monroe Street · (507) 872-6122

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DEAR MINNEOTA ELEMENTARY FAMILIES,

The elementary staff who serve the Minneota community have worked tirelessly to prepare lessons in grades PreK-6 for distance learning. We are grateful for the incredible response to the device and materials pick-up day. This will allow us to deliver an education that is equitable to everyone.

Should you have any issues with internet connections or the school-issued device, please contact the technology department: Devann Shultz - devann.shultz@minneotaschools.org (Monday-Friday), Lois Dero - lois.dero@minneotaschools.org (Tuesday-Thursday), or call the school at (507) 872-6175.

I will address the following in the Minneota Elementary Distance Learning Plan:

- Child Care for School Staff and Health Care Emergency/Essential Workers
- Nutrition – Food Service for the Lunch and Breakfast Program
- Distance Learning – an Overview (Available Hours and Contact Information)
- Attendance
- Parent Involvement
- Distance Learning – by Grade
- Specialists
- Video Tutorials – to assist with troubleshooting
- Staff Directory

Every effort has been made to ensure that ALL elementary students will have equal access to their learning while MN schools are closed. Our main concern is that we continue to provide an engaging education by watching prepared lessons through their school-issued device and with dependable wireless internet. If we can assist in any way, please do not hesitate to contact us. This challenge has provided us the opportunity to expand our skill set and connect with students in new ways. We are excited to begin this adventure with you!

Sincerely,

Jen Mahan-Deitte

Jen Mahan-Deitte, Elementary Principal/Curriculum Director

CHILD CARE

Under the Governor’s Executive Order 20-19 (Distance Learning Period), school districts are “to provide care, at a minimum, to district enrolled students age 12 and under who are eligible children”. The care for children of these workers, as well as children of ‘essential’ workers, is intended for extreme circumstances in which no parent or guardian is available to care for a child due to employment as a critical worker.

NUTRITION

Minneota Public Schools will be offering FREE meals to any child in our community between the ages of 1 and 18 from March 30 through May 4, 2020.

Meals will include a lunch as well as breakfast items for the following day. To help us plan numbers, please reach out to Cari Pohlen with your request.

cari.pohlen@minneotaschools.org

Families can pick up meals at our main entrance on Monroe Street between 10-11 AM. Deliveries are scheduled with families that have no means of transportation to pick up the meals.

DISTANCE LEARNING – AN OVERVIEW

Governor Tim Walz announced that schools will close and distance learning will be in place from March 30 through May 4 to help slow the spread of the COVID-19 virus. Minneota Elementary staff have prepared for distance learning over the past two weeks. We are ready and hope that the roadblocks we will encounter will be manageable and easily solved.

Our staff used the following principles to guide our planning:

- We will focus on the most critical learning targets to ensure academic success is manageable and attainable for everyone
- We will not require students to be working on academics for the same duration of time as a face-to-face school day
- We will establish routines and structures that support students/families
- We will provide instruction that meets the needs of all learners to the best extent possible
- We will make use of digital tools that students have already used (as well as new ones if needed) as part of their regular instruction

Staff Availability

Teachers and other licensed professionals will be available by email from **9 to 11 AM and from 1 to 3 PM** Monday through Friday. The list of staff emails is on the final page of this plan. Although these are pre-determined daytime slots, teachers are aware that questions may be posed during evening hours as well. They will do their best to respond within a reasonable amount of time at night.

Daily Time Commitments & Routines

The guideline for student time commitments are as follows:

Grades PreK-2: Approximately 1-2 hours per day

Grades 3-6: Approximately 2-3 hours per day; this includes homework

ATTENDANCE

According to state guidelines, attendance will be taken each day. Attendance will be tracked through task completion and communication between the student and teacher. Your child's teacher or principal will contact you directly if there are concerns about your child's engagement/attendance.

If your student becomes ill and is unable to participate in the day's lessons, normal attendance procedures should be followed. Please call or email Cindy Novotny to indicate that your child is sick. (507) 872-6122 cindy.novotny@minneotaschools.org Students will still be expected to complete the given work for the day once they are able to return to distance learning.

PARENT INVOLVEMENT

Parents, it is probable that more will be asked of you over the next 4 weeks. Distance learning will look and feel different. It is not what we're used to. Please be thoughtful and patient with teachers and support staff as we find new ways to teach your children. Concerns and questions should be directed to your teacher or to me. We will do everything possible to accommodate the problems that may arise with this new approach to learning.

At home, there are things that you can do to improve the odds that this will work. Please consider the following as we begin distance learning:

- Establish routines and expectations for your child with regard to assignments and lessons
- Designate a physical space for your child to study
- Monitor the communication between your child and your child's teacher(s)
- Establish times for quiet work
- Encourage physical activity and/or exercise
- Communicate with us your child's stress or worry if it becomes problematic
- Monitor your child's online activity
- Set rules around your child's social media

It is abundantly clear, that this will not be successful without you. We will need your support and help. Thank you – we appreciate all that you will be doing!

DISTANCE LEARNING – BY GRADE

Preschool 3's and 4's	3's T & Th 4's M, W, Fr	4's M, T, Th, Fr
	Mrs. Sonnenburg	Mrs. Stiklestad
Communication with Students	Seesaw	
Formal Lessons	Weekly Book Reads & Planned Activities	
Work Time	Approximately 30 minutes per Day	
Assessments	Review Work Sent through Seesaw	
Communication with Parents	Email, Text, and Seesaw	
Grading	NA	

Kindergarten	Mrs. Hart	Mrs. Hart
Communication with Students	Seesaw and Facetime	
Formal Lessons	M-Th – R, M, Phonics, and Phonemic Awareness Friday – Science, STEM, Social Studies, and Read Aloud	
Work Time	Under 2 Hours	
Assessments	Work Submitted through Seesaw	
Communication with Parents	Seesaw, Text, and Remind	
Grading	Business as Usual	

Grade 1	Mrs. Crowley	Ms. Gades
Communication with Students	YouTube, Zoom, and Seesaw	
Formal Lessons	All Subjects Everyday (Reading, Math, Science, and Social Studies)	
Work Time	Approximately 1-2 Hours	
Assessments	Collected through Seesaw	
Communication with Parents	Seesaw, Cell Phone, and Email	
Grading	Business as Usual	

Grade 2	Mrs. Buysse	Ms. Schumacher
Communication with Students	Seesaw	
Formal Lessons	Math, Reading, and Social Studies/Science (4-5 times per week)	
Work Time	Approximately 1-2 Hours per Day	
Assessments	Seesaw and Hard Copy	
Communication with Parents	Seesaw and Email	
Grading	Business as Usual	

Grade 3	Mrs. Stassen	Mrs. Webskowski
Communication with Students	Seesaw	
Formal Lessons	Math & Reading Everyday (Social Studies & Science Every Other Day)	
Work Time	Approximately 2-3 Hours	
Assessments	Quizzizz, Kahoot, Neapord, Pic Collage, Study Island, IXL, and Book Creator	
Communication with Parents	Seesaw and Email	
Grading	Business as Usual	

Grade 4	Mrs. Gillingham	Mrs. Schultze
Communication with Students	Zoom and Seesaw	
Formal Lessons	Math & Reading – every other day; Science & Social Periodically	
Work Time	Approximately 2 hours	
Assessments	Assessments will be delivered through various platforms.	
Communication with Parents	Seesaw, Email, and Zoom	
Grading	Business as Usual	

Grades 5-6	Grade 5 Teachers		Grade 6 Teachers	
	Mr. Larson Science	Mrs. Anderson Social Studies	Mrs. Buysse Math	Mrs. Dilley Reading
Communication with Students	Google Classroom (google meet and google chat) and Email			
Formal Lessons	Mon/Fri	Tues/Thurs	Tues/Thurs	Mon/Fri
Work Time	Approximately 2-3 Hours			
Assessments	IXL, Study Island, and Projects	Google Classroom and Nearpod	Quizzizz	Google Classroom and Socrative
Communication with Parents	Email			
Grading	Business as Usual			

SPECIALISTS – PE, MUSIC, ART, SPECIAL EDUCATION, ESL, AND TITLE 1

Every Minneota Elementary teacher has prepared lessons for their students. This includes special education teachers, the school social worker, Title 1, PE, and Music.

The PE and Music (as well as special education) teachers have been added to each classroom’s Seesaw or Google Classroom account. They will connect with students using whichever platform the grade has chosen. You can expect that your child will connect with their specialists, at a minimum, weekly... sometimes daily, depending on the services your child receives.

Special Education teachers have written Individualized Distance Learning Plans for each student they service. If your child hasn’t already connected with his/her special education teacher, he/she will soon. Parents will be asked to agree to the DLP by providing your signature and/or verbal agreement.

VIDEO TUTORIALS

If your child has trouble with any google platform (used by many teachers), tutorials have been created to support him/her. Thank you, David Moriarty, for preparing these for our students and families!

How to Access Zoom

<https://drive.google.com/file/d/1oo881-lRjPi7kd7l32ajKvtKeMxKmZil/view?usp=sharing>

How to Fix a Flipped Screen

https://drive.google.com/file/d/1ToWhyLIgqORUaiGY6Vv2D8mgn7JA9s_S/view?usp=sharing

How to use Gmail

<https://drive.google.com/file/d/1lCbptrTtZXwzLQ2KH9zLyTwoEpLqOgMS/view?usp=sharing>

How to Write a Paper in Google Docs

<https://drive.google.com/file/d/1NBcN4nQx8jmplnGQiVND13fojV75nwnVR/view?usp=sharing>

How to Submit Your Work/Docs in Google Classroom

<https://drive.google.com/file/d/1t49ldvWM4CLp2FxE6oVB222KAR22X9jD/view>

How to Make Google Slides

<https://drive.google.com/open?id=1ljXrt3-peGDq-6tBIOWUKWbLdPMB4dxn>

Thank you, Minneota Elementary Families, for supporting your child's education in this unique way! We will come out of this better prepared for future E-Learning days, and we will stay connected with our students – which is what we want most!!

-Jen Mahan-Deitte, Elementary Principal

STAFF DIRECTORY

Principal/Curriculum Director

Jen Mahan-Deitte, (507) 626-0158
jen.mahandeitte@minneotaschools.org

School Nurse

Robyn Minnehan, robyn.minnehan@minneotaschools.org

Nutrition Coordinator

Cari Pohlen, cari.pohlen@minneotaschools.org

Child Care Coordinator

Nicolle Johnston, nicolle.johnston@minneotaschools.org

Administrative Assistant

Cindy Novotny (507) 872-6122, cindy.novotny@minneotaschools.org

School Social Worker

Amber Rodas, amber.rodas@minneotaschools.org

Special Education

Hollie Thompson, hollie.thompson@minneotaschools.org

Cindy VanKeulen, cindy.vankeulen@minneotaschools.org

Kristy Peterson, kristy.peterson@minneotaschools.org

Early Childhood

Melinda Stiklestad, melinda.stiklestad@minneotaschools.org

Caitlyn Sonnenburg, caitlyn.sonnenburg@minneotaschools.org

Kindergarten

Lisa Hart – also available by text , lisa.hart@minneotaschools.org

Karen Dalager – also available by text, karen.dalager@minneotaschools.org

First Grade

Kim Gades, kim.gades@minneotaschools.org

Amanda Crowley, amanda.crowley@minneotaschools.org

Second Grade

Sue Buysse, sue.buysse@minneotaschools.org

Kristy Schumacher, kristy.schumacher@minneotaschools.org

Third Grade

Sarah Stassen, sarah.stassen@minneotaschools.org

Heather Webskowski, heather.webskowski@minneotaschools.org

Fourth Grade

Diane Gillingham, diane.gillingham@minneotaschools.org

Sherri Schultze, sherri.schultze@minneotaschools.org

Fifth Grade

Bree Anderson, bree.anderson@minneotaschools.org

Keven Larson, keven.larson@minneotaschools.org

Sixth Grade

Kaley Buysse, kaley.buysse@minneotaschools.org

Nancy Dilley (long-term sub for Samantha Pies) nancy.dilley@minneotaschools.org

Music

Mary Kaye Rabaey, mary.rabaey@minneotaschools.org

Physical Education

Joel Skillings, joel.skillings@minneotaschools.org

Title 1

Nancy Nordquist, nancy.nordquist@minneotaschools.org

Rena Hanson +Tech, renae.hanson@minneotaschools.org

Art

Scott Hanson, scott.hanson@minneotaschools.org