

Administrative team planning notes

September 24, 2020 - 11:00 AM

Agenda:

1. Brief review of reopening plans
2. Communication of plan and contingencies (what happens if we need to move back to remote?) Use Skyward and Apptegy (thrillshare) exclusively -no longer use skylert.
3. Review Q and A from RGS and SGE staff -
https://docs.google.com/document/d/1Zu7o7-p6fR_9ztf5Hrs83gAvphhRUCgP7sBTqJOc7xM/edit
4. Sanitation Team (Rick, Chris, Denise, Principals, and Pat) - meet on Friday, September 25 (waiting on a time) - ????
 - a. Ensure that Rick and Chris have reordered any and all cleaning supplies.
 - b. Increase sanitization and prepare to share plan
5. Timeline for Remote Teachers (elementary) -
https://docs.google.com/document/d/1WLO7sZQMVR6ywZbN7toB6Oe4S_rwAP_HdecZwOrLZfl/edit
6. D157 survey results - Mike will be added as a contributor (as of now 270 responses - 86.7% in person, 13.3% remote)
7. D2 survey - shared - **will go out Tuesday, September 29** with Board approved plan
8. Signage in the building - principals will order for their schools
9. COVID-19 Training for staff - GCN has mandated modules - these are basic - handwashing, wearing mask, social distancing - October 9
10. Substitutes and training

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Assigned to Chris Pittman

Next steps:

Wait for results of the D2 BOE meeting

September 22 - 1:00 PM

Agenda:

Review plans for D2 and D157

Length of day

Attendance days

Gradual start dates

Review action steps from last week - reopening school questions/general for staff

Timing of parent survey for D2 and D157

Walk through the questions at the end of this doc.

Review D2 teacher ideas and questions - assign tasks for administration

Union plan and documentation under the Cares Act

Action Steps:

Next meeting Thursday, September 24 at 11 AM

Option 1: 9 - 11:45

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 to 11:45	A-L	M-Z	ALL REMOTE	A-L	M-Z
12:15 to 2	Specials in all Remote	Specials in all Remote		Specials in all Remote	Specials in all Remote

- One identified remote teacher for each grade the current hour
- Student may change their teacher

Option 2 - All Day

9 - 2:25

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 to 2:25	A-L	M-Z	ALL REMOTE	A-L	M-Z
9 to 11:30	M-Z and all Remote	A-L and all Remote		M-Z and all Remote	A-L and all Remote

- One identified remote teacher for each grade the current hour
- Students may change their teacher
- Lunches - sack lunch

Option 3: 9 - 11:45 Afternoon is remote. Afternoon Students will receive the morning instruction on a virtual platform (Google classroom and Zoom meetings).

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 to 11:45	A-L - In person; M - Z and all Remote Specials	M-Z - In person; A - L and all Remote Specials	ALL REMOTE	A-L - In person; M - Z and all Remote Specials	M-Z - In person; A - L and all Remote Specials
12:30 to 3:15	M-Z and all Remote students	A-L and all Remote students		M-Z and all Remote students	A-L and all Remote students

- One identified remote teacher for each grade the current hour or students stay with their teacher, but remote students receive instruction from 12:30 to 3:15
- Curriculum is delivered with fidelity to all students
- If we need to go back to a full remote, the schedule does not change.

Re-start school as outlined in the hybrid plans for each school

Length of day:

R-B - 8:00 am to 1:45 - Approved by Board

NMS - 7:45 to 1:25

RGS and SGE - 9:00 to 11:45 or 2:25 (If 11:45 afternoon is remote instruction for specials) If 2:25 must have plan for remote at home students and deal with lunch and recess challenges)

Attendance:

A - L attend Monday and Thursday

M- Z attend Tuesday and Friday

Wednesday - deep clean (full remote)

Gradual starts:

Kindergarten - October 13 (**Transition Week**) A-L; October 15 N-Z; October 16 - Remote

K - 2 - October 19 to 23 - A-L (Monday and Thursday) and M-Z (Tuesday and Friday)

K - 5 - October 26 - A-L (Monday and Thursday) and M-Z (Tuesday and Friday)

6th - October 19 to 23 - A - L(**Transition Week**) (Monday and Thursday) and M-Z (Tuesday and Friday)

9th - October 19 to 23 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

6th - 8th - October 26 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

9th - 12th - October 26 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

Next steps

Review data from parent survey - **shared**

What does the instructional piece look like?

Busing schedule and drivers - **The bus schedule works. Kim will contact drivers once everything is finalized.**

Meeting with staff to gain feedback - **Sept 18 at Noon**

Staff expectations when they are sick/quarantine - See

https://docs.google.com/document/d/19jv_mfmbht507SVGm6YA28Y3Tv4U41qKJTqUZNU_zNU/edit?usp=sharing

Protocol for students who have signs of COVID - See above link

Food service expectations (NMS only)

R-B parent survey by September 22: open for 5 days Include the principals video with the survey for easy reference

What we need to ensure:

1. Screeners - use the paper copy (parents can sign each morning and bring to school) OR use an electronic form (text, but not email) - Mike Baird is working on this
2. What do we do with students who stay at home - NMS and R-B - teachers will be the in-person and remote instructor; RGS and SGE - need to have teachers that are in person and remote.
3. Specials - keep the way it is (can be pre-recorded) and may need a specials teacher for other classes.

Next Steps:

Finish the hybrid plan: Done by Thursday AM (17th)

Share highlights of the hybrid plan with union reps

Meet with union reps to discuss what the learning environments will look like - Pat will work with principals on a date (Thursday or Friday) - Done - they will get feedback from RGS and SGE staff - reconvene with them on Thursday, September 24 via zoom.

Doc from elementary teachers - In progress (Ms. Kuhl, Mr. Pittman and Dr. Lind have access)

Create a video for parents to review R-B Sept 22 - DONE and shared with parents; D2 Sept 29

Create a one question remote survey - DONE

Screen slips

Protocols on what to do when a staff member is exposed : Enright will complete within 24 hours - Shared

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Assigned to Michael Baird

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Assigned to Michael Baird

Plan to have in-person and fully remote teachers

Change the length of the school day - End at 1:00???

Action steps:

Principals review the different options and add thoughts

Busses - identify the needed bus drivers (starting October 8 or 12)

Teachers back in the building every day prior to the start

Share with BOE's

What we need to know/already know and plan for:

- Who will be the fully remote teachers?
- Who will be the in-person teachers?

- How do we plan for multiple teachers opting to stay remote and fewer teachers remaining in-person? **This is the second biggest threat to our plan next to the virus itself. Can we get enough teachers and how do we deal with it when they are out?**
- What impact would a 5 day or 4 day week with Friday being a catch-up/planning day alternating schedule have on students, parents, teachers?
 - On-line teachers can teach the same curriculum during those weeks
 - In-depth consistency for one week
 - **The four day week with Friday for planning will not get us the min. Hour needed.**
- How do we address if a student is suspected of having COVID-19?
- How do we address teaching students if a teacher(s) are isolated for 10 days
- K-5 - If a teacher takes the 10 weeks, will we need to find a new teacher (use all possible specials teachers) **How do we address the union push back when we do this. Is it a change of working conditions?**
- K-5 - Specials teachers may get reassigned to another school **Agree we need to do this but contractually were past our reassignment deadline. How do we work to get this to happen? Union will have right to file grievance. Let them....we must move forward FOR THE STUDENTS AND COMMUNITY>**
- Bus drivers will need to be brought back based on the chosen plan (with consideration that half of the students will not be at school; some students will choose to be completely remote; some parents will drive their students). **We will need to recall the drivers. ALL DRIVERS WILL BE FULLY BACK ON OCTOBER 8. They will begin running routes after all safety training.**
- Will paraprofessionals who were laid off or had reduced hours be brought back when the hybrid begins? **Depends on the job they were doing. We need to discuss.**
- Each Principal needs to prepare for checking students and staff in during the morning. How will that look? What type of capacity will we be able to handle? What and who do we need to make this happen? Have all mitigation protocols in place.
- **DO we need any floor markings? Where to stand, 6 feet apart, ect...? -SPORTS Decal has a special on this right now.**
- Principals, do you have a plan for drop off and pick up. We can not have students in the halls. Lockers? Will our plan work as the weather gets colder?
- Daily screener and self certification

[Skyward Health Screener](#)