

**BARRE UNIFIED UNION SCHOOL DISTRICT
COVID-19 PLANNING COMMITTEE MEETING
On-line Meeting via Google Meet
June 10, 2020 – 2:00 p.m.**

MINUTES

PRESENT:

Luke Aither, SHS Assistant Principal
Emmanuel Ajanma, Director of Technology
Josh Allen, Communications Specialist
Stacy Anderson, Director of Special Services
Jessica Barewicz, Director of Curriculum, Instruction, and Assessment
Erin Carter, Association Representative
Hayden Coon, BCEMS Principal
Jason Derner, Alternative Education Administrator
Jamie Evans, Facilities Director
Allyson Healey, Association Representative
Chelsea Hoyt, Certified Athletic Trainer
Jen Lyon, Lead Nurse
Carol Marold, Director of Human Resources
Lauren May, Director of Early Education
Jennifer Nye, BTMES Principal
Erica Pearson, BTMES Principal
Lisa Perreault, Business Manager
Natalie Soffen, SHS Athletic Director
Rachael Van Vliet, Association Representative
Brenda Waterhouse, SHS Principal
David Wells, Incoming Superintendent
Bus Contractor Representative
Monica Tolman, Food Service Representative
Tammy Cochran, Food Service Representative

Two links to documents were included in the Agenda e-mail:

A document from the AOE titled 'Update on Planning to Reopen Vermont Schools for Fall 2020' – Issued 06/04/20

A document titled 'Essex Westford School District – COVID-19 Program and Exposure Control Plan

Documents were to be reviewed by Committee Members prior to the meeting.

1. Planning Updates

Mr. Wells provided an overview of the Guiding Principles listed on the Agenda, and advised Committee Members of the agenda links to “chat” sessions that would be held later in the meeting. Mr. Wells reiterated that the BUUSD will follow guidance from the AOE, and that he expects another update soon. Mr. Wells reported that Education Secretary French has advised that supervisory unions should receive more concrete guidance this week or next. Preliminary information relating to the re-opening defines five categories, which will be expanded upon in the future. The categories are; Safe and Healthy Environments, Leadership, Policy and Funding, Maintaining Operations, Continuity of Learning, and Social and Emotional Health. A document listing the categories and expanded definitions was distributed as part of the agenda packet. Brief discussion was held regarding the start of low-contact athletics.

Mrs. Barewicz advised that she is receiving requests from staff to join the Planning Committee. Mr. Wells requests that staff members be patient as the Committee performs its work, and shares a draft plan. Brief discussion was held regarding what should be shared with staff, and consideration was given to creating an internal web page for use as a communication tool. It was noted that logistical difficulties could arise if one individual needs to be on multiple sub-committees.

2. Sub-Committee Work on AOE Categories

Mr. Wells reiterated that two groups were defined last week (Protections for Students and Staff and Teaching and Learning).

The agenda includes links to three Google Meet sessions. Mr. Wells requested that individuals in the defined groups join the appropriate meeting group for a 30 minute work session. Individuals not assigned to one of those groups were asked to join the third group (others not assigned). Participants were asked to use the shared planning document and populate

it in the AOE format. Each group should discuss and document items/issues in three categories; what is being done already, what we plan to do, and questions.

Ms. Pearson and Mr. Evans will co-chair the Protections for Students and Staff sub-committee. Mrs. Barewicz will co-chair the Teaching and Learning sub-committee with a teacher (not yet assigned). Mrs. Nye advised that teaching staff have many questions regarding plans for re-opening schools, as well as the work of the Planning Committee. Mr. Wells has crafted a document that will be sent out to staff. The document advises regarding what is being done at this time, provides a general overview of what is in progress, and stresses the need to be patient and flexible and follow the guidance set forth by the AOE. Individuals left the main meeting to join the sub-committees meetings, where they will work for thirty minutes documenting items in the three categories defined by Mr. Wells. Mr. Wells will be 'visiting' each of the meeting groups.

The following is a re-cap of ideas/issues/questions submitted by each group:

a. Protections for Students and Staff

Based on guidance developed in cooperation with the Department of Health, the AOE, school nurses and the other educational organizations;

General Questions: how we will take daily temps for so many people, can we get sanitizer for all point of entry, are these practices sustainable, who will be doing the multiple cleaning of bathrooms and high traffic areas during the day, how do we keep on track for timing on busses if students need temp checks and health questionnaires before getting on a bus.

Plan to Do: Mask mandatory for staff, masks voluntary for students, identify what we truly need to re-open, cleaning high touch surfaces throughout the day during the school day, expand classroom jobs for cleaning, (ie Arrival, dismissal, transitions, food services, common spaces - Nurse, offices, gym, halls, bathrooms, etc,

Already Doing: Mask regulations have already made public, hand sanitizer at all entry points, sign in stations at most buildings, "classroom jobs" to teach hygiene and classroom cleaning (desks and tables)

b. Teaching and Learning

General Questions:

- A survey is being generated about what the needs are related to this
- How will we assess all students in the fall? We have math and literacy assessments but not necessarily SEL.
- What will we do about students who need support and move them between the tiers? Tier three normed criteria may no longer be valid.

Plan to Do:

- Move from Zoom as an online meeting platform to Google Meet
 - Tutorials on specific features: How to see all students at once on Google Meet
- Identify what platforms and online tools we want to continue using
 - Remote learning surveys asked some questions about this; who will determine what tools get purchased/used
 - Where will funds come from for remote learning tools
- What options do we have to provide devices to all students (elementary iPads or Chromebooks)
- All students need email addresses to use Chromebooks and access online learning

Already Doing:

- A survey is coming out to ask role-specific questions about remote learning and in-person learning
- Lindy and Venus sent out surveys to staff? Separate from remote learning surveys?
- Assessment plan already in place to some extent for math and literacy K-8 and at the course level for 9-12.

c. Others Not Assigned (Discussed Maintaining Operations)

- Maybe a meeting between both groups since in-person instruction will need to happen within confines of facility/safety needs

General Questions:

- If the teachers move between rooms instead of the students, what does that mean for allied arts teachers?
- Supplies issues: if students can't share supplies, what do we do about having enough supplies?
- Can parents hold students home and children can just Zoom into in-person instruction?
- Can we do a video before school starts to help students understand what will be in place/what to expect? Different video for different grade spans?

- Training for students on technology tools is needed
- How do we not lose best practices of instruction while keeping students safe?
- Categorize questions?
- Teaching language and articulation requires seeing faces (SLPs especially); having face coverings hinders communication with students in many ways. (how will masks/shields be obtained for teachers/preferences based on role)
- VOSHA training required in what way? As part of mandatory training? [Annual Mandatory Training](#)

Plan to Do:

- What can we do for our neediest students to bring them back to schools earlier before all students?
- Decide about New Teacher Orientation in-person, remote, etc.
- Provide much PD time in August for teachers to plan for future remote learning
- Drop off/pick up procedures need revision
- Identify PD needs for remote learning tools, platforms, etc.
- Training on using common tool for communicating with families
- Google Meet
- Google Classroom

Already Doing:

- An additional survey is coming out to ask role-specific questions about remote learning and in-person learning
- Remote learning surveys to get input from students, families, and faculty/staff

3. Reconvene to Discuss Next Steps

Committee Members reconvened, and were thanked for their work in the sub-committees. Mr. Wells requested that each sub-committee share any 'big take-aways' and/or pressing questions", the summary of which follows:

Protections for Students and Staff:

Issue: Regularity of cleaning/sanitizing and who is responsible throughout the day; staff, students (student age considerations)?

Mr. Wells advised that custodial shifts may need to be reviewed.

Item: Busing and the check-in process. Will the check-in process occur twice (once prior to loading on buses and again prior to entering the school?) What will the check-in process look like?

Item: Supplies – How do we stock? Budget limitations. Limits to what is provided, soap vs hand sanitizer?

A question pertaining to all sub-committees: Will there be a format and guiding structure for sub-committees to operate under, e.g. use of a facilitator and/or rules?

Teaching and Learning:

This group reported that they need much more time for discussion.

Item: Instruction related items that will require much discussion

- How to arrange desks?
- Supplies
- Remote Learning
- How Professional Development will match needs. There will be a need for lots of Professional Development at the beginning of the year.
- Tools and platforms.

Item: How to teach students a different way to interact with other students and staff, noting this will differ by age group.

Others Not Assigned group:

Communication related items:

Weekly bulletins for teachers/staff and the best way to document and classify comments/questions. Possibilities include addition of a new COVID tab, use of e-mail, Facebook, and other means of electronic communication.

Have the Chair of each sub-committee send sub-committee notes to Mrs. Poulin for inclusion in Minutes.

Consider sending a survey to all teachers and staff requesting that for their role within the district, what do they feel the Committee needs to be considering.

Teachers/Staff want to ask many questions and receive answers quickly.

Define how best to communicate with all staff and form a communication plan. Mr. Wells advised that the Committee has only met twice, and that the BUUSD is still waiting for guidance from the State. A draft plan will be shared. Mr. Wells stressed the need for staff to use patience, as the Committee waits for guidance from the State. Mr. Wells suggested that one option would be for building representatives to hold Zoom meetings once a month, sharing out the draft plan, and documenting questions and concerns.

It was suggested that all information be included in one folder. Mr. Wells advised that there is a COVID Planning Committee folder that was shared. He will send the link out again.

Mr. Aither queried regarding any work that administrators should perform prior to the next meeting. Should a template be created for sub-committees to document information? Mr. Wells advised that he expects to put out additional information over the weekend.

Mr. Wells is currently waiting to receive more guidance from the State. Mr. Wells would like to find some additional resources for planning/information prior to creating next week's agenda.

Next Meeting Date

The next meeting is Wednesday, June 17, 2020 at 2:00 p.m. via Google Meet

Respectfully submitted,
Andrea Poulin