

**Return to School Planning Team 2020 - Meeting Minutes  
GREENWICH PUBLIC SCHOOLS**

**DATE:** 6-30-2020

**LOCATION:** Virtual - Zoom

**ATTENDANCE:** ***Return to School Planning Team 2020 Members***

Dr. Toni Jones, Superintendent

Ms. Karen Hirsh, Board of Education

Ms. Mary Keller, GPS Head of Nursing, State of CT Task Force Member

Dr. Katherine Noble, GPS Medical Doctor Consultant (Joined at 10:05am)

***Cabinet***

Dr. Ann Carabillo, Deputy Superintendent

Mr. Sean O'Keefe, Chief Operating Officer

Ms. Mary Forde, Chief Pupil Personnel Services Officer

Ms. Shamain Johnson, Chief Human Resources Officer

Mr. Michael Ting, Chief Technology Officer

Mr. Marc D'Amico, Director K-8 Curriculum

Ms. Sasha Houlihan, Director of Communications

**1. Meeting Opening/Call to Order**

Call to Order - Dr. Jones called the meeting to order at 10:02am.

**2. Share Focus Group Work**

*Overview:*

Dr. Jones reshared the organizational structure of the Core Planning Team and the specialty subgroups.

*New Information from CSDE:*

Dr. Jones shared an overview of the new information shared by the CSDE, including the focus to have all students returning to full-time in-school instruction with an emphasis on cohorting and the need to prepare a plan for remote learning as well. The document includes both requirements and guidance.

*Curriculum and Professional Development:*

Dr. Jones shared the new guidance in regards to mandatory staff training, and noted that District planning was already aligned for this and will now add any additional mandatory training for staff.

*Transportation:*

Dr. Jones shared changes between previous CDC transportation guidance and the newly released guidance from CSDE. CSDE guidance shares three different levels of status (low, medium and high risk) to be used based on current health guidance.

*Food Service:*

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Dr. Jones shared that there were no changes to previously shared guidance except for the addition of cohort considerations when eating lunch.

*Facilities Cleaning & Disinfecting:*

Dr. Jones shared that the District is in a good spot with our disinfecting and with our updates to facilities (for example: paper towel dispensers). Dr. Jones noted the changes from previous guidance, including a requirement for masks to be worn by all staff and students when inside the school building, with some exceptions. Temperature stations are no longer required at the entrance of schools.

*Safety & Security:*

Dr. Jones shared that, as she previously mentioned, the District is ordering floor adhesives for social distancing, and that the new guidance shared by the State, added information on Containment Planning and the requirement to identify Isolation Rooms; which will be trialed during Summer School.

*Human Resources & Staffing:*

Dr. Jones shared that there were no changes here, but that the District will be evaluating the adequate number of staff members to support social distancing. We will also be evaluating this based on the number staff members who choose not to return.

*GPS Communications:*

Dr. Jones shared that family and staff surveys will launch this week to get an idea of the level of comfort to return to school and how that will relate to our plans for social distancing.

*Special Education and Unique Learners:*

Dr. Jones shared that there were no significant changes in this new document as it relates to Special Education. The District will make sure to have a process for PPTs and assessing the rate of learning; there is already a system ready to go for K-8.

*School Scheduling:*

Dr. Jones shared that this team is still working on scheduling plans for three different models: full return, hybrid approach and full distance/remote learning; and must simultaneously plan for families who choose not to come back to school. The District needs to understand if distance learning will require a waiver from the State or be a decision with the Board of Education. A plan for reopening must be submitted to the State by July 24, 2020.

*Commitment to Communications:*

Dr. Jones shared that communications will be transparent and timely and encouraged everyone to look to GPS Channels for accurate information and updates to avoid misinformation.

*Task Force Meeting & Focus Group Input Dates:*

Dr. Jones shared the dates for upcoming Planning meetings and for the upcoming Focus Group meetings for teachers and parents.

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*Questions and Discussion:*

*Social Distancing & Masks:* Ms. Mary Keller shared that it is still unclear what the social distancing requirements will be, based on the CDSE document. The guidance now says social distancing should be done to the best of the school's ability, and if 6-feet cannot be maintained then masks should be worn. The Core Team also discussed concerns about masks being worn all day inside by students and staff, including the practical and safe handling of masks. Dr. Jones shared that we may need more guidance on masks and what the exact requirements and/or exceptions would be. Ms. Karen Hirsh asked about the use of plexiglass and face shields for those classrooms with students who cannot wear masks. Dr. Jones noted that video tutorials will be shared with families ahead of returning to school to teach students about proper mask procedures, in addition to other relevant procedural information they may need.

*Classroom Live Streaming:* Ms. Hirsh asked if there had been any discussion on the possibility to live stream classes as a potential for students who cannot return to school and, if so, what waivers might be required to address privacy concerns. Dr. Jones shared that there are numerous logistical and privacy concerns with live streaming from the classroom.

*Preschool:* Ms. Hirsh brought up the importance of discussing deadline dates for confirming program participation once guidance and requirements are fully set.

*Cohorting:* Dr. Noble shared concerns about feasibility of cohorting in-school and out of school. Dr. Jones shared that the District will focus on cohorting within our school buildings and will look to get more clarity on the suggested numbers within each cohort; currently the suggested indoor number for cohorting is up to 50 people.

*Funding & Finance:* Ms. Hirsh brought up the importance of keeping the BET and RTM informed of the requirements so that they understand the costs and funding that may be needed for our schools to reopen.

*Next meeting:* Dr. Jones hopes that the next meeting will bring additional clarity on this guidance document and she would like to discuss school scheduling.

**3. Adjournment**

Dr. Jones adjourned the meeting at 10:53am.