

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

**DATE:** 7-7-2020

**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

***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**

The meeting was called to order at 10:03am.

**2. Share Focus Group Work**

Dr. Jones shared a power point presentation with the planning team members. She commented on key areas including task force membership and responsibilities, the return to school survey which has been shared with parents and staff members and back to school scheduling.

Dr. Jones noted that return to school guidance has been received from the State of CT and the Commissioner of Education. She advised that the administration is working closely with numerous Greenwich Public School departments as well as Town of Greenwich departments to collect data and obtain feedback.

Dr. Jones provided a detailed update on the current responses to the back to school survey. She advised that reminders have been sent out to those staff members and families who have not yet responded.

The planning team discussed guidance from different state agencies and at what phase the guidance could be expected.

The planning team discussed school scheduling and different models of returning to school in the fall. Class size guidelines, cohort guidelines and building / space utilization were discussed.

The importance of hand sanitizing and mask usage were discussed. Dr. Jones advised there will be hand sanitizer in each room. The specific challenges for returning to school at each level: elementary, middle and high school were discussed. Sound projection and teacher zones in the classrooms were discussed.

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The planning team discussed in detail the wearing of masks and asked if the administration would be able to send information out to families well in advance of the beginning of the school year so that students will be prepared. Dr. Jones advised that the administration is in almost daily contact with the Governor's office and legal counsel to confirm that GPS is in current compliance. Planning team members advised they have viewed videos and received links to CDC guidance which they believe will be of value and they will share with Ms. Houlihan.

Existing and pending health documents and return to school health protocols were discussed. Dr. Jones advised that the State has instructed that guidance will be at the district level. Ms. Keller advised she is working on updating existing documentation.

The next meeting of the Return to School Planning Team 2020 will be on July 9, 2020 at 10am.

**3. Adjournment**

The meeting was adjourned at 11:06am.

Respectfully submitted,

E. Ann Carabillo  
Deputy Superintendent