



**School Board Special Emergency Meeting
Monday, August 24, 2020, 5:00 PM
Virtual Meeting**

I. Determination of Quorum and Call to Order

II. Approval of Agenda

III. Discussion

2020-2021 School Year Planning

Description: Planning for the 2020-2021 school year is a very fluid process that has required patience and novel decision making as we staff and meet the expectations of our students to have an engaging school year. This emergency meeting was scheduled as a placeholder to ask the Board for additional staffing for the hybrid or Edina Virtual Academy (EVA). We wanted to be able to hire new staff as soon as possible. New jobs often have to be posted for a period of time, sometimes up to 2 weeks, before the district can hire. This requires that the Board approve additional funds be allocated for staffing as soon as possible.

On Saturday August 23, the administration was concerned that additional staff may be needed to offer the hybrid and EVA models. As staffing continues, the need for additional staffing has been managed. However, it should be noted that we are staffing as efficiently as we always do. It may be that we will need to return to the Board in the future for additional allocation. Although district leaders have been planning for this since June, Edina Public Schools has never implemented hybrid schooling, and we are learning about this model as it is being built. Edina teachers and professional staff have been willing problem solvers, helpful, collaborative, and committed to the education of Edina kids.

This item also proposes a Memorandum of Agreement (MOA) that forms a committee to review all aspects, operationally, of implementing both models. In this report we will also give an update to the staffing process, and the work being completed in preparing for the hybrid and EVA, and how the school year will open.

Presenter(s): District Leadership

IV. Action

Memorandum of Agreement

Description: This Memorandum of Agreement (MOA) forms a committee to review all aspects, operationally, of implementing both the hybrid and EVA learning models.

Presenter(s): District Leadership

Recommendation: Approve the Memorandum of Agreement contained in the report.

V. Leadership Updates



Board Meeting Date: 8/24/2020 Emergency Meeting

TITLE: Planning for the 2020-2021 School Year

TYPE: Action

PRESENTER(S): John W. Schultz Ph. D., Superintendent

BACKGROUND:

Planning for the 2020-2021 school year is a very fluid process and has required patience and novel decision making as we staff and meet the expectations of our students to have an engaging school year. This emergency meeting was scheduled as a placeholder to ask the Board for additional staffing for the hybrid or Edina Virtual Academy (EVA). We wanted to be able to hire new staff as soon as possible. New jobs often have to be posted for a period of time, sometimes up to 2 weeks, before the district can hire. This requires that the Board approve additional funds be allocated for staffing as soon as possible.

On Saturday August 23, the administration was concerned that additional staff may be needed to offer the hybrid and EVA models. As staffing continues, the need for additional staffing has been managed. However, it should be noted that we are staffing as efficiently as we always do. It may be that we will need to return to the Board in the future for additional allocation. Although district leaders have been planning for this since June, Edina Public Schools has never implemented hybrid schooling, and we are learning about this model as it is being built. Edina teachers and professional staff have been willing problem solvers, helpful, collaborative, and committed to the education of Edina kids.

This item will also propose a Memorandum of Understanding (MOU) that forms a committee to review all aspects, operationally, of implementing both models. In this report we will also give an update to the staffing process, and the work being completed in preparing for the hybrid and EVA, and how the school year will open.

RECOMMENDATION: That the Board approve the Memorandum of Understanding contained in this report.

PRIMARY ISSUE(S) TO CONSIDER: Planning for the 2020-2021 School Year and Memorandum of Understanding

ATTACHMENTS:

1. Report (next page)

BACKGROUND:

Planning for the 2020-2021 school year is a very fluid process and has required patience and novel decision making as we staff and meet the expectations of our students to have an engaging school year. This emergency meeting was scheduled as a placeholder to ask the Board for additional staffing for the hybrid or Edina Virtual Academy (EVA). We wanted to be able to hire new staff as soon as possible. New jobs often have to be posted for a period of time, sometimes up to 2 weeks, before the district can hire. This required that the Board approve additional funds be allocated for staffing as soon as possible.

On Saturday August 23, the administration was concerned that additional staff may be needed to offer the hybrid and EVA models. As staffing continues, the need for additional staffing has been managed. However, it should be noted that we are staffing as efficiently as we always do. It may be that we will need to return to the Board in the future for additional allocation. Although district leaders have been planning for this since June, Edina Public Schools has never implemented hybrid schooling, we continue to learn about this model as it is being built. It needs to be stressed that Edina teachers and professional staff have been willing problem solvers, helpful, collaborative, and committed to the education of Edina kids.

This item will also propose a Memorandum of Understanding (MOU) that forms a committee to review all aspects, operationally, of implementing both models. In this report we will also give an update to the staffing process, and the work being completed in preparing for the hybrid and EVA, and how the school year will open.

Memorandum of Understanding: School Operations in Edina Virtual Academy and Hybrid

Keeping students and staff safe during school with COVID-19 is a priority and requires that we rethink how students walk through the halls, interact in classrooms, social distance in all school spaces, sing safely, participate in athletics, and eat lunch. The Minnesota Department of Health and Education have given us clear protocols and guidelines to follow for these everyday school activities. However, these protocols are new, and as the staff and students learn and implement protocols, we are keeping in mind that these protocols will impact the operations of classrooms and schools.

It will be important that we give as much grace and space for staff and students as they implement protocols and begin learning in the COVID environment. As the professional staff implements protocols and begins educating Edina kids, we are recommending that the leaders from labor groups meet biweekly with the Superintendent and administration to problem solve and address concerns from employee groups. ***(MOU will be provided on Monday, August 24, 2020)***

Update on Staffing Process

Since the district provided teachers with their placement last Wednesday, our Human Resources department has been working with teachers regarding possible accommodations or modifications as they teach our students in the hybrid model. We have begun any needed interactive process or modification discussion with all teachers. Next, we will begin working with our other employees who have requested accommodations or modifications to work with our students.

Update on Edina Virtual Academy

Edina Virtual Academy is committed to providing a rigorous learning environment, in addition to strong relationships and connections. At the Elementary level there are currently 30 sections of

EVA with five at each grade level. This Elementary EVA team will participate in building workshop activities on Monday in connection with their homeschools. On Tuesday there will be an Elementary EVA teacher meeting. The purpose of this meeting will be to start to form relationships with each other beginning our teaming process and articulating the design of EVA Elementary. On Wednesday afternoon Elementary EVA teachers will be participating in professional development with Hybrid teachers on the Elementary Instructional Framework. For the remainder of the week our Teaching and Learning and Technology teams will be ensuring that our Elementary EVA teachers have all the resources and support they need to ensure our goals of creating a rigorous learning environment with strong relationships and connections.

Resources and support will include a process for connecting staff, students, and families to both their home schools and EVA and responding to individual students' academic needs with extensions and/or interventions. Currently our Elementary Assistant Principal at Concord and our Dean in all other buildings will be the team of contact for connecting and our Teaching and Learning Department and Elementary Personal and Learning Digital Specialists will be the team of contact for academic needs.

Edina Virtual Academy at the secondary level has been created to maintain student choice, class sizes, and a schedule that is most consistent to a typical school year. A student in EVA will have a combination of teachers that are virtual and hybrid. This means that EVA students will follow a scheduled school day as if they were in school but do so virtually from home.

The instruction all students receive will maintain the Edina planned curriculum. Learning will continue to emphasize interaction, inquiry, response, practice and creativity. These activities will involve both technology and materials readily available at home. Edina Virtual Academy secondary students will participate in 30 to 40% of their learning day synchronously. Synchronous activities can include morning meeting introductions and overview of learning targets and expectations, partner work with hybrid students, small group sessions, teacher office hours both before and after school hours.

To ensure a rigorous learning environment, in addition to strong relationships and connections for our secondary students, Edina Virtual Academy at the secondary level will be supported by the Building Administration, Instructional Coaching Staff, our Teaching and Learning Department and our Secondary Personal and Learning Digital Specialist.

A focus area of support at all levels will be on instruction that extends beyond the spring distance learning experience. A number of EVA instructors participated in a summer course created by our Personal and Learning Digital Specialists. The course focus was online design, delivery, and feedback. This course will be offered for all EVA teachers as we enter into the 2020-2021 school year and it will be adjusted and expanded upon for those who have already participated.

Update on Edina Hybrid Model

The hybrid model will look different at both the elementary and secondary levels. At the secondary level we have maintained course requests and teacher assignments. Whether someone is full time EVA, or in hybrid, they will remain in the same course with the same teachers and will be connected to the curriculum and classroom either physically or virtually. Each course will be built from an online learning framework. Live connections with students should occur at least twice each week. The remaining time will consist of asynchronous learning activities.

Teaching strategies to keep all learners connected will require a balance of synchronous and asynchronous activities. Some of the synchronous strategies may include:

- A morning meeting introduction for all
- Hybrid and online partners working on something simultaneously
- Splitting the class into two parts; teacher works with hybrid students for the first half and EVA students for the second half
- Office hours, before/after and evening
- Here is a simplified example:
 - Class starts at 8am
 - Teacher opens a google meet link, computer facing teacher, teacher facing class
 - Students in school are in the room, physically present. Students at home are logged into the Google Meet, virtually present.
 - Teacher gives some instruction on the lesson for the day,
 - Teachers asks what questions students have, both from in the classroom and from those at home.
 - Students read an article, then join a google breakout group to discuss the article. Breakout groups could include students at school partnered with students at school and students at home partnered virtually, or maybe they could mix if not too much sound interference in the room.
 - All learners come back together.
 - Teacher asks for questions, both from in class and from learners at home. Teacher does the summary, wraps up the lesson and ends the google meet for the class session.
- Second Example
 - Teacher opens a google meet link and begins class.
 - Teachers shares screen virtually, and presents physically in the classroom.
 - Teacher reviews two problems in math that students struggled with on the formative assessment.
 - Teacher mutes mic, student in class presents his work to the whole group on the google meet, while talking in the class and shares how he solved the problem.
 - Math teachers may have a document camera in their classroom to illustrate the problem being worked on. (Note: all EPS classrooms will be equipped with document cameras this fall, many are in place currently.
 - All students watch a flipped instruction lesson in schoology, then work on additional problems in small groups. Student pairings can be mixed.
 - Teacher circulates in the room to help students and checks online google meet link chat box for questions that are being posted.
 - Teacher brings the lesson to a close and ends the Google Meet session.
- Synchronous learning activities may include a full class, small groups, or 1 on 1 conversations both student to teacher and peer to peer. Many teachers had begun to use these strategies last spring and we will continue to expand upon them as a system.
- Keeping students connected to the teacher and curriculum whether they are physically or virtually present will be challenging. This challenge will require a lot of support and grace for our teachers.

Start of the School Year

Weeks of 8/24 and 8/31

All staff will complete online training for Health and Safety Protocols. The four modules will include safe learning spaces-building and classroom, COVID 19 monitoring and potential exposures. In addition teachers will receive training on social emotional learning and racial

equity to ensure all learners are successful. Staff will also have time to prepare the curriculum for the hybrid and virtual learning models. Once school starts up, Wednesdays will provide time for staff to collaborate with their peers, share ideas and strategies and prepare for the next week.

Orientation Week 9/8 (Ramp up to Hybrid and Virtual Learning)

The orientation week is designed to prepare students, staff and families for the hybrid and virtual learning models. Students will receive materials needed for academics and training on how to keep our schools safe for learning. The orientation week will involve less students in the building compared to the full hybrid model.

- **Elementary**

- Week activities will include meeting teachers, building relationships, open house/conferences, assessments of learners, distribution of technology, and training of students and families on the two models.
- EVA families will meet with their teachers virtually the first week. Teachers will be scheduling these time slots.
- Time will be scheduled with families for materials distribution. Your site principals will be communicating these times with families.
- EVA materials pickup will be scheduled on the off times of Hybrid so EVA families can come into the building for materials distribution in order to minimize contact with hybrid families.
- Fall assessment processes are being planned so that teachers have appropriate and current learning data on their students.
- Teachers will be planning time slots on the week of September 8th for a baseline conference with each family. Approximate schedules for all elementary school family conference times are listed below with the exception of Normandale Elementary which will be 30 minutes later.

Tuesday, Sept. 8

- 7:30-11:30 for Hybrid Students
- 1:00-3:30 for EVA Students

Wednesday, Sept. 9

- 7:30-10:30 for EVA Students
- 11:30-3:30 for Hybrid Students

Thursday, Sept. 10

- 7:30-11:30 for Hybrid Students
- 1:00-3:30 for EVA Students

Friday, Sept. 11

- Teacher planning and preparation for launching the hybrid and virtual learning models the week of 9/14

- **Middle School**

- Orientation week will include slightly less than $\frac{1}{3}$ of ms students at the school each day
- Tues. Sept. 8th
 - One half of 6th grade students (A-K) will be in person and one half of 7th grade students (A-K) will be in person. Remaining 6th, 7th & 8th grade students will be completing learner profile information and asynchronous learning activities, etc.
- Weds. Sept. 9th
 - The other half of 6th grade students (L-Z) will be in person and the other half of 7th grade students (L-Z) will be in person. Remaining 6th, 7th & 8th grade students will be completing learner profile information and asynchronous learning activities, etc.
- Thurs. Sept. 10th
 - One half of 6th grade students (A-K) will be in person and one half of 8th grade students (A-K) will be in person. 6th, 7th & remaining 8th grade students will be completing asynchronous learning activities, etc.
- Fri. Sept. 11th
 - The other half of 6th grade students (L-Z) will be in person and The other half of 8th grade students (L-Z) will be in person. 6th, 7th & remaining 8th grade students will be completing asynchronous learning activities, etc.
- Lunch will be provided each day for ms.

- **High School**

- Orientation week will bring slightly less than $\frac{1}{4}$ of the hs students into the school at one time.
- Day 1(9/8) and 3 (9/10):
 - Morning: All students A-E
 - Afternoon: All students F-K
- Day 2 (9/9) and 4 (9/11):
 - All students L-Q
 - All students R-Z
- No lunch provided at the HS this week since students are attending for $\frac{1}{2}$ days.

Week Two (Sept. 14th)

- At all levels, K-12 will be split into two groups A-K (attending school on Monday and Tuesday) and L-Z (attending school on Thursday and Friday).

Week Three (Sept. 21st)

- Kindergarten will begin attending four days per week, M,T and Th, Fri.

LETTER TO COMMUNITY SPORTS ASSOCIATIONS

Dear XXXX

Edina Public Schools wants to bring students and teachers together again, in classrooms, where relationships thrive and learning grows. We cannot do this alone.

As we all know, the spread of COVID-19 knows no boundaries. We have been working hard over the summer to establish protocols throughout the schools that will create safe learning spaces for students and safe working spaces for staff. But students are only with us a few hours a day. We have appealed to parents to practice health safety guidelines in their homes, and to consider the greater picture when making decisions about attending gatherings and travel. And now, we want to appeal to you for help.

We ask that your organization commit to following the Minnesota Department of Health's [COVID-19 Sports Guidance for Youth and Adults](#) in support of efforts to keep Edina schools open, and our students and staff safe. We know that now more than ever, the time our students spend together outside of school in physical activity is so important to their wellbeing. And we also know that enforcing MDH guidelines adds complexity to your activity -- we completely understand this as we configure classrooms, lunchrooms, buses and all areas of school operations to follow similar guidelines! But consistency throughout the community in adherence to these guidelines, we believe, the key to keeping schools open for in-person learning.

By working together to stop the spread of COVID-19, we can ensure that Edina kids can stay in schools and on the playing fields. We all want to give them as much "normal" as we can in this completely un-normal time. We appreciate all that you do for the youth of Edina in providing them with safe and engaging opportunities for physical activity, team play and social interaction. We are all in this together for the kids. Thank you for your partnership.

Sincerely,

John W. Schultz, Superintendent

COMMUNICATION TO COMMUNITY: NEED FOR COMMITMENT TO SAFETY

Special safety edition of e-newsletters

- Follow up with Social Media campaign

Key messages:

- Will take effort of the whole community to keep schools open
- Layering of safety measures, no one thing is the answer
- Promote Dashboard as source of information, updates

CONTENT

- **Opening message to introduce Hornet Health Pledge and request to commit**
 - Create designed PDF to print as posters for schools and home
 - Add to website banners
 - Enlist principals to share in family messages

Hornet Health Pledge

Together we *want* to stop the spread.
Together we *can* stay safer.
Together we *will* protect one another.

I pledge to keep myself, my family,
my friends, my school and my community safe by:

- Self-screening every day
- Observing safe distancing
- Wearing a face covering
- Washing my hands often

We Are Better Together

- Promote Dashboard as source of information; call out key information, help create image of what school day will look like
 - [COVID self screen - printable PDF](#)
 - Masking policy
 - Social distancing at school: hallways, not congregating, staggered arrival/dismissal, EHS door assignments
 - Handwashing, 20 seconds
- EVERY DAY - [COVID Screening](#) and What to Bring to School (posted on 2 dashboard pages and [BTS Family Handbook](#))
 - Filled water bottle
 - Wear a face covering, bring an extra
 - Lunch (if not having school lunch)
 - *Be sure to label all of the above with your name!*

- No visitors - buzz in to Main Office from vestibule
- Links to Bus and Nutrition services safety pages

Outside of School

[Lower Your Risk of COVID-19](#)

[Protect Yourself & Others](#)

We all play an important role in keeping schools open throughout the coming year. What we do and where we go outside of the school day can have an impact not only on your own health, but on the health and safety of other students and staff, *and on our ability to keep schools open*. Please review the Minnesota Department of Health's guidance on how to [Protect Yourself and Others from COVID-19](#).



It is agreed to by and between the Edina Administrative Council (“EAC”); Edina Professional Association of Support Staff (“EPASS”); Education Minnesota/Edina (“EM/E”); Health Services Association (“HSA”); Minnesota School Employees Association (“MSEA”); Service Employees International Union (“SEIU”) and Independent School District No. 273, Edina Public Schools (“District”) as follows:

1. EAC, EPASS, EM/E, HSA, MSEA, SEIU will create a joint Labor Management Committee (“LMC”). The LMC will include, but not be limited to: 1 EAC appointee; 1 EPASS appointee; 4 EM/E appointees; 1 HSA appointee; 2 MSEA appointees; 2 SEIU appointees; 1 unaffiliated district employee; 1 unaffiliated CES employee; Assistant Superintendent; and Director of Human Resources and Administrative Services.
2. The LMC’s purpose is to partner to build an ongoing avenue to discuss issues and share information pertaining to COVID, employees, and the implementation of the learning model as adopted by the School Board.
3. Although the members of the LMC will determine the frequency and duration of the LMC, the meetings will begin on a biweekly basis with a duration of 1 hour and 30 minutes.
4. The LMC will be in existence the duration of the 2020-21 school year.

FOR: Edina Administrative Council

Employee Representative

DATE: _____

FOR: Edina Professional Association of Support Staff

Employee Representative

DATE: _____

FOR: Education Minnesota/Edina

Employee Representative

DATE: _____

FOR: Health Service Association

Employee Representative

DATE: _____

FOR: Minnesota School Employees Association

Employee Representative

DATE: _____

FOR: Service Employees Union International

Employee Representative

DATE: _____

FOR: Independent School District No. 273, Edina Public Schools

Director of Human Resources
and Administrative Services

DATE: _____