

GRAPEVIEW SCHOOL DISTRICT #54

822 E Mason Benson Rd

Grapeview, WA 98546

**BOARD OF DIRECTORS
REGULAR MEETING
April 28th, 2020
Virtual Zoom Meeting Only
Due to COVID-19**

- I. **Study Session:** None
- II. **Regular Meeting Call to Order:** Board Chair, Tom Anderson called the Zoom meeting to order at 5:00 pm.
- III. **Pledge:** Board Chair, Tom Anderson led the Pledge of Allegiance.
- IV. **Roll Call: Present:** Tom Anderson, Wes Martin, Pamela Berger, Michael Dekker, and Les Okonek.
Staff Members Present: Kurt Hilyard, Superintendent; Nick Schultek, Principal; Tracy Arkin-McGuire, Business Manager, and Shari Magera recording minutes.
- V. **Agenda:** Wes Martin moved; seconded by Michael Dekker to approve the agenda. Motion carried by unanimous vote.
- VI. **Public Comment and Recognition of Visitors:**
 - a. No visitors present
 - b. No Public Comment
- VII. **Student Recognition:** No student recognition – Postponed due to COVID-19
- VIII. **Announcements/Recognition:**
 - a. May 26th – Next School Board Meeting
- IX. **Consent Agenda:** Wes Martin moved; seconded by Michael Dekker to approve the Consent Agenda. Motion carried by unanimous vote.
 - a. Approve Regular Meeting Minutes – March 24, 2020
 - b. Voucher Approval

General Fund Accts Payable Vouchers	120037372-120037400	\$ 47,098.46
General Fund Payroll	900004301- 4335/120037401- 37420	\$ 213,376.19
Capital Projects AP	847-847	\$ 12,152.00
ASB Fund Accounts Payable Vouchers	n/a	\$ 0.00
 - c. Approval to Perform State Audit
- X. **Staff Presentation**
 - a. None
- XI. **Principal and Superintendent Reports**
 - a. Principal – Nick Schultek: This Item was moved to “New Business” Item a.
 - b. Superintendent, Kurt Hilyard provided the Board with a copy of his “Talking Points” and asked that they reach out to him if they have any questions. Talking points included the following:
 - Book Study
 - SEBB
 - State Budget Shortfall
 - Memorandum of Understanding with PSE

XII. Operational Services:

- a. Budget/Operational Status Report: Business Manager, Tracy Arkin-McGuire, presented the Budget/Operation Status Report and shared information on the Financial Audit, highlighting that there were no findings or exceptions. Board members were invited to join the Skype Exit Review with the auditor on May 19th.

XIII. New Business and/or Action Items:

- a. **COVID 19- Update** – Principal, Nick Schultek shared the District response to learning during the COVID-19 school closure. ***Please see attached document as an official addition to Board Minutes.**
- b. Discuss Superintendent's Final Evaluation/Process: Board Chair, Tom Anderson asked that each Board member take the time to complete the evaluation and return to him by May 15th. He will then consolidate all information into one evaluation.

XIV. Old Business and/or Action Items:

- a. Front Foyer Safety Updates – Window film will be installed on May 5th & 6th.

XVII. Policy: The Board approved the following policy:

- a. Approve- Policy 6700 – Nutrition, Health & Physical Education: Wes Martin moved; seconded by Pamela Berger to approve Policy 6700. Motion carried my unanimous vote.

XVIII. Future Agenda Items:

- a. May Board Meeting
 - School Calendar Extension to June 19, 2020
- b. Future Board Meetings
 - Transitional Kindergarten

XIX. Superintendent's Task List:

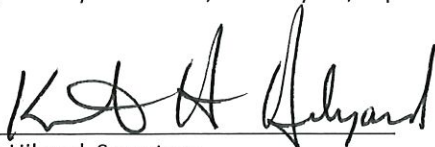
- a. None

XX. Board/Superintendent Reflections/Comments: The Board shared their sentiments and appreciation, for the dedication and work being done by all staff to keep our students learning during the COVID-19 closure. They also felt the first virtual Zoom meeting went considerably well and that they demonstrated good Boardsmanship.

XXI. Executive Session: None

XXII. Adjournment: Tom Anderson adjourned the meeting at 6:18 pm

Respectfully submitted; Kurt Hilyard, Superintendent and Secretary to the Board.


Kurt Hilyard, Secretary


Thomas Anderson, Board Chair

* Please see attached document "Grapeview School District Response to School Closure due to COVID-19"
This document is part of the official Board minutes for the April 28th, 2020 meeting.

***Grapeview School District Response to School Closure due to COVID-19**

In late February/early March the Learning Leadership Team began discussing the ongoing concerns with COVID-19 and the impact it could have on schools. It was decided that each staff member should begin compiling enough learning experiences for students to fill approximately two weeks should there be a temporary shutdown. During this process staff members:

- Compiled packets, workbooks, and learning resources that mirrored classroom activities.
- Created and implemented Google Classrooms with their students, especially at grades 3-8. Students learned how to sign on and access these classrooms.
- Staff began to utilize Google Docs as a format to communicate with students.
- Administration began looking at communication tools, availability of technology, and logistics related to a short-term closure.
- Custodial and Maintenance increased the frequency and intensity of cleaning, as well as providing staff with resources that fit guidelines to conduct additional sanitation activities.

After the closure was announced, administration met with staff and had them implement their plans. Original plans allowed staff to utilize the building as long as they followed social distancing protocols. During this time, the school district also implemented the Grab and Go Meal Program with leadership by Traci Arkin and Shari Magera. When the Stay at Home order was implemented by Governor Inslee, staff were no longer allowed to come to the building until we received further guidance, and limitations were placed on the number of people working with the Grab and Go Meal Program. Educational opportunities continued for students, with online activities, as well as paper/pencil activities that had been provided previously. At this time, staff were instructed to:

- Keep a log of all family contacts for record.
- Keep a log of their work with students for record.
- Look to expand their educational offerings in the event that we did not return to school on the original date planned.
- Look at other ways to communicate with students and families (Zoom, Google Meets).
- Administration instructed staff that academic work during this time should be expected, but was not required, nor should it be graded or counted for or against a student based on OSPI guidance.
- Students with specific needs were identified and names were given to the Principal and the Student Services Coordinator to follow up with. Each family was contacted to discuss educational needs and opportunities.
- Contingency plans were discussed for students with IEP's, including how to conduct annual IEP meetings through distance means.

On April 6, 2020, it was announced that we would not return to school for face to face classes for the remainder of the school year. At that point, the following steps were taken:

- Modifications continued to the Grab and Go Meal Program to ensure safety.
- Staff was informed that learning and academic work was now an expectation for students for the remainder of the year.
- Each teacher was to submit a weekly plan of academics (teaching and learning) to the Principal by Monday morning at 9:00 AM.
- Each staff member needed to provide a paper and pencil equivalent to any online learning.
- Chromebooks were distributed to parents as needed.
- Teachers were allowed to access the building on an as needed basis but were required to space out their arrivals to limit personnel in the building, and practice appropriate social distancing.

- Drop boxes were created and placed outside the school building from 7:30 AM-3:30 PM, daily, for students to pick up academic resources, assignments, books, art projects, or supplies, as well as a second drop box where they could return items for feedback.
 - Some educational materials are distributed to students through the Grab and Go Meal Program if students are available.
 - In some cases, staff members deliver educational materials directly to student's homes while still practicing social distancing.
- Teaching staff developed a system unique to their classroom or department to take attendance daily (check ins on Google Classroom, docs, Bloomz, or email).
- Fine Arts offerings continued with Laurie Shanin as an optional activity for students, and Physical Education activities were provided by Mr. Mork.
- Teaching staff provided names to Administration and Student Services of students who were not responding to learning tasks. All but a few have been reached and are now engaged.
 - Paraeducators are being utilized to reach out to specific families and provide tutoring and resources for them. This guidance is provided by Hannah Nelsen.
 - Paraeducators are also filling other roles within the school district including assisting with the Grab and Go Meals and completing online training modules related to topics that will increase their knowledge of working with students. This guidance is provided by Tracy Arkin.
- Continuous Learning Plans are being developed and implemented for students with IEP's. Meetings via Zoom take place with Shelton School District.
- Administration posts information for families in Bloomz related to OSPI direction.
- Weekly PLC meetings take place on Monday's via Google Meets with teams and administration to discuss student needs, teacher concerns, and OSPI guidance.
- A system for reporting out student academic progress for the remainder of the school year is in process by the Learning Leadership Team.
- LLT meets every Thursday via Google Meets, outside of the contracted school day to discuss grading, schedules for next year, closing out the school year, and other academic/building related topics.
- ASB Coordinator Heather Post continues to work through her ASB duties, finishing the yearbook, and beginning plans for an 8th grade celebration.
- Athletic Coordinator Andy Mork continues to prepare the school for next year's athletic seasons, as well as closing out any remaining items from the 2019-20 school year.
- Jenifer Burkett, Shari Magera, and Michelle Six are currently looking for ways to have parents register for next school year utilizing an online format.
- Principal Nick Schultek started the Running for Reading Challenge with students. For each minute Principal Schultek runs, the students must read. Student names will be drawn for prizes if they participate.

While this document looks exhaustive, this is not necessarily a complete list of all activities taking place at the Grapeview School District as it relates to our COVID-19 response.