

Hempstead Union Free School District Plans to Re-Open Following COVID-19 Closures



James Clark
Assistant Superintendent
June 1, 2020

(Revised 6/23/20)

This guide is written in conjunction with the Capital
Region BOCES Interim Guidance on Re-Opening Schools
Following COVID-19 Closures
Updated May 1, 2020

Please refer to the page number (in parentheses) to the
right of each item to refer to BOCES Guide

The ZOOM time is listed under each topic

Team Leaders need to set up their own ZOOM meeting

Each meeting will be one hour or less

At the start of each meeting, please assign someone to
take the minutes and submit them to James Clark by the
next day

All questions during the meeting should be entered in
the “chat box” on the right of the screen

Each group should focus on the given topic ONLY!

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Team Leader(s)

- 1. Preparing District Stakeholders for Return to School**
Regina Armstrong, James Clark, Allan Wakefield
- 2. Health Education and Communication**
Peter LaDuca
- 3. Talking Points for School Leaders as School Opens**
Regina Armstrong, James Clark, Allan Wakefield
- 4. Building Procedures**
Allan Wakefield
- 5. Arrival and Dismissal Procedures**
Regina Armstrong
- 6. Instructional Program Considerations**
Felicia Prince, Sonia Hood, Janet Lovett
- 7. Staffing Considerations**
Rodney Gilmore
- 8. Personal Protective Equipment**
Robert Hodge
- 9. Cleaning/Disinfecting Protocols**
Allan Wakefield
- 10. Training Topics for Staff**
Bridgett Burroughs, John Robinson
- 11. Mental Health**
Djuana Wilson, James Clark
- 12. Ventilation and HVAC Considerations**
Allan Wakefield
- 13. Transmission of COVID-19 Between Humans and Animals**
Peter LaDuca
- 14. Risk Factor Considerations for School Operations**
Regina Armstrong, James Clark, Allan Wakefield
- 15. School Operations and Activities Risk**
Djuana Wilson, James Clark, Reina Jovin
- 16. Implementation Controls to the Risk of COVID-19 Infection Spread**
Regina Armstrong, James Clark, Allan Wakefield
- 17. Supplies and Materials**
Robert Hodge

Task Force Members

Ahunna Akoma – Assistant Superintendent Technology
Yohana Arevalo – Food Service Manager
Rochelle Argroe - Parent
Regina Armstrong – Interim Superintendent of Schools
Carmen Ayala – Board of Education Vice President
Madeline Baez – Assistant Principal
Lorna Barnes – Teaching Assistant
Beverly Barr - SEPTA
Nicole Brown – Union President
Richard Brown – Principal, Jackson Main
Winsome Brown-Cooke – Teacher
Sheena Burke – Principal/Union President
Bridgett Burroughs – District Nurse
Lisa Byrd Watkins - Teacher
Arlise Carson – Principal, Front Street
James Clark – Assistant Superintendent Special Programs
Community Agencies
Community Engagement Team (CET) Representatives
Rowena Costa – Assistant Principal
Edward Count – Union President
Heather Cuccia – Community Health Specialist – Health First
Andrew Cuomo – Governor of New York State
Curriculum Team
Custodians
Erica Deans – Nassau Probation/Juvenile Detention Center
Juanita Diaz – Principal, Marshall
Carole Eason – Principal, Prospect
Regina Edgeworth - Social Worker
Nicole Epstein – Gotham – Public Relations
Kelly Fairclough – Principal, Barack Obama
Rozella Fibleuil – Assistant Principal
Jane Fisher – Employment Manager
Ira Gerald – My Brother’s Keeper
Rodney Gilmore – Associate Superintendent Personnel
Cheryl Goodridge – Resident and Retired Teacher
Carey Gray – Principal, ABGS
Pamela Green - Teacher

Hempstead Preventive Coalition (HPC)
Johnetta Hill – Athletic Director
Robert Hodge – Supervisor of School Facilities & Operations
Sonia Hood – International Baccalaureate MYP Coordinator
Ishoken Irowa – Community Engagement Team
U. Lucky Irowa – PTSA President
LaMont Johnson – Board of Education Trustee
Reina Jovin – Implementation Manager
Maria Junior – Social Worker
Keesha Keller – Assistant Principal
April Keys – PTSA President
Robert Kurtz – District Director of Humanities
Peter LaDuca - Executive Manager, BOCES
Janet Lovett – Coordinator of Bilingual Education
Anisha Massey – Teaching Assistant
Desiree Maurice - HCTA Representative
Suzette McMillan – My Brother’s Keeper
Patricia McNeill – Community Engagement Team
Cynthia Moore-Drayton - Assistant Principal, ABGS
Lisaura Moreno – Assistant Principal
Thurston O’Neal – Hempstead Preventive Coalition
Pamela Parsley – Union President
Angel Perez – Director of Fine Arts
Diane Petito – HHS Health Coordinator
Barbara Powell – Empire After School Program
Mary Powell – Typist/Clerk
Bridget Pratt – Empire After School Program
Felicia Prince – International Baccalaureate PYP District Coordinator
Parent Teacher Association (PTA) Representatives
Sandra Powell – Principal, Joseph McNeil
Professional Council
Lyndell Ray - Parent
Donna Raphael – Family and Children’s Services
Anita Reynolds – Union President
John Robinson – Director of Security
Gary Rush – Principal. David Paterson
Don Ryan – Mayor of Hempstead
School Resource Officers (SROs)
Jamal Scott – Assistant Superintendent – Business Office
Dorian Segure - Teacher

Jasmin Sowell – Community Schools Director
Special Education PTA (SEPTA) Representatives
Patricia Spleen – Board of Education Trustee
Tashana Stanley – Daring Hearts, Inc.
Randy Stith - Board of Education Trustee
Stephen Strachan – Principal, HHS
Team Center
Donna Teichner – Assistant VP – Prevention and Family Support/FCA
Susan Thompson – Director of Adult Education
Florine Toliver – Teaching Assistant
Union Presidents
Desiree Uzell - Teacher
Joy Vanhook – Dean of Students, ABGS
Donette Williams – Teacher
Tracey Williams – Teaching Assistant
Patricia Wright – District Clerk
Allan Wakefield – Interim Director of Facilities
Lieutenant Derek Warner – HPD
Lisa Byrd Watkins - Teacher
Djuana Wilson – Assistant Superintendent Special Ed

1. Preparing District Stakeholders for Return to School (2)

Team Leader(s): Regina Armstrong, James Clark, Allan Wakefield

1. Regina Armstrong
2. Allan Wakefield
3. Peter LaDuca
4. Rodney Gilmore
5. Ahunna Akoma
6. Bridgett Burroughs
7. Jamal Scott
8. Jasmin Sowell
9. John Robinson
10. James Clark
11. Janet Lovett
12. Djuana Wilson
13. Carole Eason
14. Arlise Carson
15. Winsome Brown-Cooke
16. Robert Hodge
17. Nicole Brown
18. Anita Reynolds
19. Pamela Parsley
20. Sheena Burke
21. Edward Count
22. Thurston O'Neal
23. Yohana Arevalo
24. Rozella Fibleuil
25. Lorna Barnes
26. Florene Toliver
27. Desiree Uzell

Minute Taker: Mary Powell

ZOOM Time: Monday, June 8, 2020 at 11:00 a.m.

2. Health Education and Communication (2)

Team Leader(s): Peter LaDuca

1. Peter LaDuca
2. Bridgett Burroughs
3. James Clark
4. Allan Wakefield
5. Robert Hodge
6. Thurston O'Neal
7. Donna Raphael
8. Erica Dean
9. Desiree Uzell

Minute Taker: Mary Powell

ZOOM Meeting: Tuesday, June 9, 2020 at 2:00 p.m.

3. Talking Points for School Leaders as School Opens (2)

Team Leader(s): Regina Armstrong, James Clark, Allan Wakefield

1. Regina Armstrong
2. Nicole Epstein
3. Carmen Ayala
4. Randy Stith
5. Peter LaDuca
6. Allan Wakefield
7. Robert Hodge
8. Carmen Ayala
9. Randy Stith
10. LaMont Johnson
11. Patricia Spleen
12. Desiree Uzell

Minute Taker: Patricia Wright

ZOOM Meeting: Wednesday, June 10, 2020 at 2:30 p.m.

4. Building Procedures (3)

Team Leader(s): Allan Wakefield

1. Allan Wakefield
2. John Robinson
3. Stephen Strachan
4. Carey Gray
5. Kelly Fairclough
6. Sheena Burke
7. Gary Rush
8. Richard Brown
9. Arlise Carson
10. Juanita Diaz
11. Sandra Powell
12. Carole Eason
13. Robert Hodge
14. Building Custodians
15. Bridgett Burroughs
16. Carmen Ayala
17. Cynthia Moore-Drayton
18. Desiree Maurice
19. Rozella Fibleuil
20. Rowena Costa
21. Madeline Baez
22. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Thursday, June 11, 2020 at 1:30 p.m.

5. Arrival and Dismissal Procedures (4)

Team Leader(s): Regina Armstrong

1. Regina Armstrong
2. Stephen Strachan
3. Carey Gray
4. Kelly Fairclough
5. Sheena Burke
6. Gary Rush
7. Richard Brown
8. Arlise Carson
9. Juanita Diaz
10. Sandra Powell
11. Carole Eason
12. Nicole Brown
13. Anita Reynolds
14. Pamela Parsley
15. Sheena Burke
16. Edward Count
17. Djuana Wilson
18. John Robinson
19. James Clark
20. Joy Vanhook
21. Dorian Segure
22. Susan Thompson
23. Yohana Arevalo
24. Bridgett Burroughs
25. Rosella Fibleuil
26. Rowena Costa
27. Allan Wakefield
28. Sonia Hood
29. Lorna Barnes
30. Desiree Maurice
31. Florene Toliver
32. Winsome Brown-Cooke
33. Madeline Baez
34. Keesha Keller
35. Desiree Uzell

Minute Taker: Mary Powell

ZOOM Meeting: Monday, June 8, 2020 at 2:00 p.m.

6. Instructional Program Considerations (4)

Team Leader(s): Felicia Prince, Sonia Hood, Janet Lovett

1. Felicia Prince
2. Sonia Hood
3. Stephen Strachan
4. Carey Gray
5. Kelly Fairclough
6. Sheena Burke
7. Gary Rush
8. Richard Brown
9. Arlise Carson
10. Juanita Diaz
11. Sandra Powell
12. Carole Eason
13. Janet Lovett
14. Ahunna Akoma
15. Djuana Wilson
16. James Clark
17. Angel Perez
18. Robert Kurtz
19. Nicole Brown
20. Anita Reynolds
21. Pamela Parsley
22. Edward Count
23. Regina Armstrong
24. Rodney Gilmore
25. Bridgett Burroughs
26. Professional Council
27. Pamela Green
28. Rozella Fibleuil
29. Lorna Barnes
30. Lisa Byrd Watkins
31. Rowena Costa
32. Cynthia Moore Drayton
33. Lisaura Moreno
34. Anisha Massay
35. Tracey Williams
36. Desiree Uzell
37. Cheryl Goodridge

Minute Taker: _____

ZOOM Meeting: Tuesday, June 9, 2020 at 11:30 a.m.

7. Staffing Considerations (5)

Team Leader(s): Rodney Gilmore

1. Rodney Gilmore
2. Peter LaDuca
3. Regina Armstrong
4. Allan Wakefield
5. Nicole Brown
6. Anita Reynolds
7. Pamela Parsley
8. Sheena Burke
9. Edward Count
10. Bridgett Burroughs
11. John Robinson
12. Robert Hodge
13. Allan Wakefield
14. Ahunna Akoma
15. Yohana Arevalo
16. Jamal Scott
17. Jane Fisher
18. Desiree Uzell

Minute Taker: Ana Lovasz

ZOOM Meeting: Wednesday, June 10, 2020 at 1:00 p.m.

8. Personal Protective Equipment (PPE) (6)

Team Leader(s): Robert Hodge

1. Peter LaDuca
2. Bridgett Burroughs
3. James Clark
4. Allan Wakefield
5. Jamal Scott
6. Robert Hodge
7. Yohana Arevalo
8. Joy Vanhook
9. Winsome Brown-Cooke
10. Randy Stith
11. John Robinson
12. Nicole Brown
13. Anita Reynolds
14. Pamela Parsley
15. Sheena Burke
16. Edward Count
17. Rozella Fibleuil
18. Madeline Baez
19. Desiree Uzell

Minute Taker: Mary Powell

ZOOM Meeting: Thursday, June 11, 2020 at 2:30 p.m.

9. Cleaning/Disinfecting Protocols (7)

Team Leader(s): Allan Wakefield

1. Allan Wakefield
2. Robert Hodge
3. Yohana Arevalo
4. Bridgett Burroughs
5. Ahunna Akoma
6. Nicole Brown
7. Anita Reynolds
8. Pamela Parsley
9. Sheena Burke
10. Edward Count
11. John Robinson
12. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Thursday, June 11, 2020 at 3:30 p.m.

10. Training Topics for Staff (8)

Team Leader(s): Bridgett Burroughs, John Robinson

1. Peter LaDuca
2. Allan Wakefield
3. Bridgett Burroughs
4. Ahunna Akoma
5. Sonia Hood
6. Felicia Prince
7. John Robinson
8. School Resource Officers (SRO)
9. Lt. Derek Warner - HPD
10. Florine Toliver
11. Robert Hodge
12. Yohana Arevalo
13. Susan Thompson
14. Jamal Scott
15. Rozella Fibleuil
16. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Thursday, June 18, 2020 at 9:00 a.m.

11. Mental Health (8)

Team Leader(s): Djuana Wilson, James Clark

1. Djuana Wilson
2. James Clark
3. Rodney Gilmore
4. Nicole Brown
5. Anita Reynolds
6. Pamela Parsley
7. Sheena Burke
8. Edward Count
9. Community Agencies
10. Jasmin Sowell
11. Peter LaDuca
12. Regina Edgeworth
13. Keesha Keller
14. Thurston O'Neal
15. Donna Raphael
16. Erica Deans
17. Heather Cuccia
18. Madeline Baez
19. Maria Junior
20. Donette Williams
21. Diane Petito
22. Lyndell Ray
23. Rochelle Argroe
24. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Thursday, June 18, 2020 at 12:30 p.m.

12. Ventilation and HVAC Considerations (9)

Team Leader(s): Allan Wakefield

1. Allan Wakefield
2. Robert Hodge
3. Custodians
4. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Monday, June 8, 2020 at 9:00 a.m.

13. Transmission of COVID-19 Between Humans and Animals (9)

Team Leader(s): Peter LaDuca

1. Peter LaDuca
2. James Clark
3. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Monday, June 8, 2020 at 9:00 a.m.

14. Risk Factor Considerations for School Operations (9)

Team Leader(s): Regina Armstrong, James Clark, Allan Wakefield

1. Regina Armstrong
2. Allan Wakefield
3. Peter LaDuca
4. Rodney Gilmore
5. Ahunna Akoma
6. Bridgett Burroughs
7. Jamal Scott
8. Jasmin Sowell
9. John Robinson
10. James Clark
11. Janet Lovett
12. Djuana Wilson
13. Nicole Brown
14. Anita Reynolds
15. Pamela Parsley
16. Sheena Burke
17. Edward Count
18. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: Thursday, June 18, 2020 at 2:30 p.m.

15. School Operations and Activities Risk Considerations (10-13)

Team Leader(s): Djuana Wilson, James Clark, Reina Jovin

1. James Clark
2. Community Agencies
3. Sandra Powell
4. Reina Jovin
5. Stephen Strachan
6. Carey Gray
7. Kelly Fairclough
8. Sheena Burke
9. Gary Rush
10. Richard Brown
11. Arlise Carson
12. Juanita Diaz
13. Sandra Powell
14. Carole Eason
15. Jasmin Sowell
- 16.. Johnetta Hill
- 17.. Susan Thompson
18. Carmen Ayala
19. Regina Armstrong
20. Peter LaDuca
21. Djuana Wilson
22. Ahunna Akoma
23. Jamal Scott
24. Allan Wakefield
25. Bridgett Burroughs
26. John Robinson
27. Robert Hodge
28. Barbara Powell
29. Bridget Pratt
30. Ira Gerald
31. Suzette McMillan
32. Thurston O'Neal
33. Heather Cuccia
34. Donna Raphael
35. Erica Deans
36. Rowena Costa
37. Tashana Stanley
38. Desiree Uzell
39. Donna Teichner

Minute Taker: _____

ZOOM Meeting: Monday, June 15, 2020 at 11:00 a.m.

16. Implementing Controls to the Risk of COVID-19 Infection Spread (14-15)

Team Leader(s): Regina Armstrong, James Clark, Allan Wakefield

1. James Clark
2. Community Agency
3. Reina Jovin
4. Stephen Strachan
5. Carey Gray
6. Kelly Fairclough
7. Sheena Burke
8. Gary Rush
9. Richard Brown
10. Arlise Carson
11. Juanita Diaz
12. Sandra Powell
13. Carole Eason
14. Jasmin Sowell
15. Johnetta Hill
16. Susan Thompson
17. Yohana Arevalo
18. Regina Armstrong
19. Peter LaDuca
20. Djuana Wilson
21. Ahunna Akoma
22. Jamal Scott
23. Allan Wakefield
24. Bridgett Burroughs
25. John Robinson
26. U. Lucky Irowa
27. April Keys
28. Guidance Counselors
29. Winsome Brown-Cooke
30. Patricia McNeill
31. Isoken Irowa
32. Beverly Barr
33. Rowena Costa
34. Desiree Uzell

Minute Taker: _____

ZOOM Meeting: TBD

17. Supplies and Materials

Team Leader(s): Robert Hodge

1. Allan Wakefield
2. Robert Hodge
3. Yohana Arevalo
4. Bridgett Burroughs
5. Ahunna Akoma
6. Peter LaDuca
7. Rodney Gilmore
8. Djuana Wilson
9. James Clark
10. Jamal Scott
11. Regina Armstrong
12. Cynthia Moore-Drayton
13. John Robinson
14. Desiree Uzell

Minute Taker: Cynthia Moore Drayton

ZOOM Meeting: Wednesday, June 17, 2020 at 2:30 p.m.