

# 1. Preparing District Stakeholders for Return to School

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

**Task Force Members: Peter LaDuca, Rodney Gilmore, Ahunna Akoma, Bridgett Burroughs, Jamal Scott, Jasmin Sowell, John Robinson, Janet Lovett, Djuana Wilson, Union Presidents, Carole Eason, Arlise Carson, Winsome Brown-Cooke**

Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
<p>Consider district audiences (e.g., staff, families, students, vendors) and the needs of each audience. Develop communications materials and/or trainings accordingly.</p>		
<p>Communicate prior to opening to these different audiences through established communication channels. Communications should include:</p> <ul style="list-style-type: none"> <li>-What has been done to clean/disinfect the school consistently? – Any chemicals used, frequency of cleaning.</li> <li>Changes from March to “Now” (“New Normal”)               <ul style="list-style-type: none"> <li>- Implementing social distancing in classrooms, cafeteria, hallways, etc.</li> <li>- Instructional practices/academic expectations including updated attendance policy</li> <li>- Breakfast and lunch changes</li> <li>- Transportation</li> <li>- Arrival/Dismissal procedures</li> </ul> </li> </ul>		
<p>Which after-school activities have been postponed or cancelled?</p>		
<p>Reminder for students and staff to stay home if they feel sick.</p>		
<p>What supports will be in place for students and staff who need social-emotional support when returning to school?</p>		
<p>How will the district bridge the equity gap between students who carried on with schoolwork and students who were unable to participate in online, remote learning? What academic support is in place for students?</p>		



## **Meeting Minutes**

### **1. Preparing District Stakeholders for Return to School**

**June 8, 2020 11:00 a.m.**

**Attendees: Regina Armstrong, James Clark, Allan Wakefield, Peter LaDuca Rodney Gilmore, Ahunna Akoma, Bridgett Burroughs, Jasmin Sowell, John Robinson, Janet Lovett, Carole Eason, Arlise, Carson, Winsome Brown-Cooke, Robert Hodge, Nicole Brown, Sheena Burke, Thurston O'Neal, Yohana Arevalo, Lorna Barnes, Florene Toliver**

**James Clark opened the meeting with the topic of discussion on how to communicate more effectively with staff, families, students and vendors. Several forms of communication are already in place including US mail, email, robo-calls and video streaming**

**RA: Suggested a District Facebook or Instagram page to get more information out to the families. She emphasized that US Mail is still very effective. Also suggested a District App that people could put on their phones with links to other media/websites**

**NB: Agreed that a Facebook and Twitter page would be effective. Most mailings are sent via email and not everyone has access to it**

**SB: We are already using Schoology. We need to use it to its full capacity and push the parents to use it**

**AA: Get parents enrolled in Schoology as quickly as possible. It can be linked to other media/websites. Other pieces can be connected as well.**

**SB: Her teachers are reaching out now to all parents to get updated phone and email information**

**CE: Asked if they can use their personal email on Schoology or just the district email that they are given**

**AA: Since the school email is attached to PowerSchool, Clever, etc. that they should be using that one (students and staff)**

**CE: Parents should use students Hempstead email. More practical**

**JC asked JL: How will you translate to other languages?**

**JL: Our district is mainly Spanish, Haitian Creole and English. It can be easily translated by her staff and can use Propio (translation service) for any other translations. Each building has their own translators as well**

**JC: Parents must have a valid email if we have to shut down mid-year**

**RA: Plan 2 should be a totally remote learning plan. Put a PD plan in place, not only for staff, but for parents as well**

**JC: Is blended and remote feasible?**

**PL: School is daycare for parents so they can return to work. Online learning has to improve tremendously so we can use it successfully at the HS and MS. We will become an elementary district**

**SB: We need to educate the parent on the importance of home learning. Students must be there at the time scheduled. It must be taken seriously.**

**RA: Hold everyone fully accountable to get the work done**

**JS: Suggested an increased use of all the schools' websites. Put all platforms on the website**

**RA: Also district app, more user friendly than website**

**JC asked AW: How do you get the message out to parents regarding cleaning of schools?**

**AW: We have protocols in place for cleaning/disinfecting. We will be expanding that as more people come into the building. Can provide disinfectant/microfiber cloth to staff members**

**PL: No cleaning agents can be brought in from home**

**RA: Can't leave cleaning products in classroom. Hazard for children. Doesn't want staff responsible for cleaning**

**AW: Doesn't want teachers to bring their own cleaners. We will supply. Asked if students had access to hand sanitizers. Is it alcohol based? He recommends a non-alcohol-based hand sanitizer that is effective. Alcohol based is flammable and cannot be put out in large quantities, in the classroom or hallways. Alcohol based sanitizers are still allowed but not in large quantities. He is looking into a BIO based sanitizer that is effective against COVID-19**

**SB: Hand sanitizer is part of the children's supply list. What will be readily available for use in the classroom? Is the bio based available to the public, in supermarkets, etc.?**

**AW: Yes, but it would be supplied for us.**

**PL: Hand Sanitizer with more than 60% alcohol requires a prescription. It must be used under supervision. We need to address this more**

**NB: Teachers need to teach students how to properly use them**

**WBC: We must emphasize hand washing and the proper procedure to do so**

**PL: Put up signage to encourage hand washing**

**AW: Is looking into more hand washing stations throughout the buildings**

**JC asked YA: Do you find that the parents receive communications?**

**YA: We need to update emails. Many parents say they have not been notified. No access to internet or even phone sometimes**

**RA: Parents must be responsible for children's learning. The village is working on Village internet access**

**AC: Parent info is not updated. Many have moved and are not even in Hempstead anymore**

**BB: Should we start parent groups in schools to better inform them?**

**RA: The PTA is doing weekly ZOOM meetings now and getting good turnout**

**CE: We have parent meeting three times a week. More likely to reach out in a small group. Sometimes we send way too much info. We have been successful sending out a recording and having them call the school if they require additional information.**

**SB: We send out a Google Voice every two weeks, wish there were more parents on**

**AC: We use Class Dojo. 95% of the parents signed up. It works very well**

**JS: It helps when community agencies are involved in communications. They work with many members of the community. They can get word out to the families**

**RG: Getting back to what PL said earlier - We can utilize the MS and HS for social distancing if we become an elementary district. That means an increase in staff which presents a challenge.**

**RA: All Superintendents would need to double or triple our staffs to do the above. And how do you keep Kindergartners and their teachers to social distance or not sharing supplies?**

**CE: We would need double staff if we return. Two teachers to every socially distanced classroom. If we do remote learning, we can send the students home with a "Toolbox" – supplies that we currently have in the classroom – materials, cubbies, whiteboard, calendars, etc. so they feel like they are in school.**

**JC: Another option might be outdoor classes, weather permitting in the fall**

**YA: Needs info from each school as to next years plan. Only then, can she plan what she needs to do**

**JC: Thank you all for coming. It sounds like we need a solid means of communications with all the families in our district whether we return to school or not. We will address the other items at the next meeting**