

## 7. Staffing Considerations

**Team Leader(s): Rodney Gilmore**

**Task Force Members: Regina Armstrong, Peter LaDuca, Allan Wakefield, Robert Hodge, Union Representatives, Building Principals, Bridgett Burroughs, John Robinson**

Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
Create a plan to insure there is sufficient staff to carry out school operations. Is additional staff required?		
Review and update attendance policy for staff members. Communicate expectations among leadership and staff.		
Ensure that mental health resources are easily accessible and available. Are you offering additional support? If yes, make sure you communicate this information.		
Develop a plan to protect the safety and well-being of all staff, including those who are considered vulnerable. Will these staff members be able to conduct their job responsibilities from home?		
Prepare communication messaging and materials for staff		
Ensure staff receiving necessary training on updated protocols, policies and guidelines		
Ensure staff has access to PPE and have received training on expectations of use and proper disposal		
Develop and review a return-to-work protocol after quarantine. Share protocol with staff. Adjust as necessary in accordance with federal, state and local guidance.		
Engage and communicate expectations to the union groups		

**Meeting Minutes**  
**7. Staffing Considerations**  
**June 10, 2020 1:00 p.m.**

**Attendees: James Clark, Rodney Gilmore, Allan Wakefield, Robert Hodge, Nicole Brown, Anita Reynolds, Pamela Parsley, Sheena Burke, Bridgett Burroughs, John Robinson, Ahunna Akoma, Yohana Arevalo, Lorna Barnes, Sandra Powell, Juanita Diaz, Richard Brown, Carole Eason, Gary Rush, Florene Toliver, Kelly Fairclough, Djuana Wilson**

**James Clark opened the meeting saying that based on a discussion in Cabinet, some of these tasks will be broken down into sub-groups. We need to address these issues for the district first, and then for the individual schools. If you know of anyone that would like to be added to the group, please email me**

**NB: According to an SED mandate, bargaining units should be on the committees. Union presidents should be in the loop on this. When someone asks to join, please let us know so we can ensure that they have the proper training. Many have received training from Cornell University so they can be a productive member of the team**

**SB: On behalf of HSAA, building principals will pick who is on the committee. I will also be reaching out to the directors, who are not assigned a building, directly.**

**NB: HCTA can send links to Webinars and the like so everyone is up to speed**

**JC: Staffing is one of the most important aspects of our reopening. Union reps need to be involved. Gov. Cuomo takes precedent over everything we do, as well as the SED and CDC. We will follow suit, but assume we have control over this when planning. Obviously, we need more money. We need more nurses, custodians. If we go remote, we will need more technical staff. We will have an additional list of resources that we need in September.**

**SB: Our devices are being taken care of now, but, when a laptop stops working what is protocol? We can speculate on staff requirements when we know the plan for the fall**

**LB: We need assistance with tech issues as well**

**SB: Some buildings don't even have full time nurses**

**AW: We don't know what the fall will bring. If kids are eating in the classrooms, we have freed up the cafeteria staff. They can be re-utilized to other areas. We may not need to hire extra staff**

**RB: The hours of the nurses may need to be reestablished. More substitute teachers may be needed. Additional medical staff**

**LB: Wouldn't they have to go to classrooms to clean up?**

**AW: Not sure. Children can put their garbage in a bag and put outside. Custodians cannot come in and clean while students are in classroom**

**SB: Most of my students eat in the classroom. We put the garbage bag outside and it is picked up. If something spills, custodian is called. They do not come in to clean**

**LB: This is a different time. Desks need to be cleaned before and after. Placemats, perhaps?**

**SB: We have wipes and paper towels and we clean. Children wash their hands before and after**

**YA: Every school works a little bit differently as far as eating in the classroom. Half our district eats in the classroom. Will we be allowed hot food next year? Employees must come in with an open mind in September. They have to be adaptable to this new environment. And this has to come from the top down. It is too early to tell how food will work best for each building**

**JC: We need to communicate a clear message as far as all the post-COVID tasks go. We need to have a plan.**

**NB: Have any schedules been made for the MS and HS? Do we know enrollment? JA has no permanent nurse. Nassau Medical Center is a training**

hospital. Can we utilize students from there to help our staff? Or other medical students in the area?

RB: What about the Hofstra Med students to help with the nursing shortage?

DW: We have a hard time attracting nurses because of the low salary

JC: Nassau med students have helped us give out lunch during the pandemic

JC: Have the unions/principals thought about attendance methods for staff?

SB: If you are in the building you have to enter with your card key. Sign ins, punch ins, etc.

NB: Needs to be negotiated with teacher's union. We don't want to touch anything. In the process now. Card keys should work

JC: I'd like to address Mental Health. We have many partnerships in the area that can help us with this. Health First has been working with us. Social Workers. We need to update our website

DW: Social Workers have put together a newsletter/page for the district website to show what resources are available. They did one for the district and will be doing one for each school

JR: Use ID's to scan in. They can be utilized for staff. I want to emphasize that if you are ill you should stay home, but not abuse attendance

AA: Before COVID, we engaged TimePiece to do check in for our staff. We are testing to see if staff can use their badge to sign in. HS students use Scholarship to sign in

JC: We need to protect our most vulnerable staff members. Can they work remotely?

NB: Very sensitive topic. We have been looking closely at that. We are taking into consideration while respecting their medical conditions

**JC: Need input from the government on this**

**NB: Hofstra, NCC, Molloy – maybe we can utilize them. No cost to the district and it is a good opportunity for the students. This is an issue in ALL districts**

**JC: Let's talk about training. We are leaning towards the summer. We may need to do it early while our staff is still here**

**BB: Most of the nurses have already been trained on COVID. Still waiting for a clearer picture of what we will be doing in the fall. What are we doing for charts/immunizations? That is a huge part of our responsibilities**

**JC: What training do we need?**

**BB: Does everyone know that there is COVID training for all staff through BOCES? It is online. And if the staff has any questions they can contact the building nurse**

**JR: Can we get the link?**

**JC: We will reach out to Peter LaDuca. It is not mandatory at this time**

**BB: Dr. Gilmore would have to open it up. It is administered in the same way as the sexual harassment training. Self-based training**

**CE: Has the district considered online medical forms?**

**BB: We have been doing that since last year. We scan them in. No paper. They are scanned at PPS**

**RB: CDC provides a training on YouTube that supports school stakeholders with updated guidance as well. [www.cdc.gov](http://www.cdc.gov) – Considerations for Schools**

**SB: What happens to all the old files in the nurse's office?**

**BB: All forms are now on PowerSchool**

**SB: We didn't have a nurse. Doubt they are online**

**BB: I believe they have been moved to PowerSchool. On the Health screen**

**CE: What happens to the medical files that have to be sent to the elementary schools?**

**BB: DW and I need to talk about transferring files**

**JC: We need to create a back to work protocol is someone is quarantined. Probably need a subgroup for that. We need if for after school staff, guest speakers, outside agencies as well. Many have plans in place already. How will be notified if someone has a case? We also need a longer list of subs as staff will be out 14 days if they test positive. They must be cleared by doctor to return**

**JR: Is it feasible to ask that they see the district doctor to be cleared, so we know its legitimate?**

**NB: I don't know of any doctor that would forge a note. We have something called "913". This enables district doctor to treat. It has to be approved by the board and is very costly to the district. Our employees should also not have sick days held against them by requiring them to wait to see our doctor**

**RB: This may be a violation of EEOC**

**JC: We will have to get more guidance on this**

**RG: Sorry I was late. There is something called the NY Forward Template that is used for many businesses. Very good. It gives a good sense of guidance for returning. It is not fair to ask the school district to put a plan in place without proper guidance**

**(There was an article in Newsday on this yesterday)**

**AR: Can meetings be recorded?**

**JC: Do we want to break this topic up into sub-groups?**

**SB: All these tasks forces overlap. We should put everything together and break it down into sub-categories. To JC; I can help you out with that**

**NB: I have not seen any childcare related issues. What about our staff that has young children if we go on a blended schedule and their child is on the opposite? There may be issues.**

**JC: That has to come from the governor or SED. Schools are childcare for working parents**

**NB: There is something called the Heroes Bill which is giving money to schools and colleges. Put pressure on your representatives to pass this bill**

**JC: Thank you all for coming today and providing valuable input**