

## 10. Training Topics for Staff

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Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
COVID-19 disease symptoms		
COVID-19 transmission		
Maintaining strong immune systems		
Basic safety practices, hand hygiene, respiratory etiquette, social distancing		
Self-monitoring, employee health checks		
Employer responsibilities		
Employee responsibilities		
Transfer of hand sanitizer to smaller containers		
Use of face masks (donning/doffing) (cloth masks vs. disposable vs. N-95 respirators)		
PPE - Employer/employee OSHA requirements - Reuse (sanitizing, cleaning)		
Respirator protection		
Cleaning and disinfecting		
Signage and labelling		
Altered work practices during COVID-19 pandemic		
Pre-return to work trainings:		



## **Meeting Minutes**

### **10. Training Topics for Staff (Round 2)**

**June 29, 2020 2:00 p.m.**

**Attendees: James Clark, Allan Wakefield, Robert Hodge, Bridgett Burroughs, Ahunna Akoma, Sonia Hood, Felicia Prince, John Robinson, Yohana Arevalo, Susan Thompson, Rozella Fibleuil, Desiree Uzzell, Barbara Intrieri, Rhonda Chung, Desiree Maurice, Joelle Day, Maria Cady, Mrs. Bermudez-Castillo, S. Turner, Winsome Brown-Cooke, Charlene Supriano, 1-917-251-8809, Nicole Brown**

**James Clark opened the meeting by saying that the states that opened early are now seeing rises in the number of COVID cases and will have to quarantine again. Broadway announced today that they will not be having performances until January. The governor said that Special Ed students could come back to school for summer services. HHS has about 30 students that will be coming in for class. It will be a blended model with distancing.**

**The purpose of this meeting is to determine what kind of training/workshops we will need for the various groups and the timeframe for them to happen. Will they be online or in person? Or a blended model with small groups meeting in person? The groups that come to mind that need training are the nurses, facilities, security, teachers, food services, admin, clerical, and the bargaining units. Most will need training in handwashing techniques, use of masks and social distancing.**

**What kind of training will we need to reopen and how will it be administered?**

**PL: All staff will need general training. Global Compliance (which you already have) has just added three training modules regarding COVID. It should be good for all staff. Do you have it?**

**AA: Yes, we have it. GNC already sent it. All we have to do is select the modules and have the staff login to it. Dr. Gilmore administers it and sends out to staff. We are in the process of adding new user-ids to the system. You can search your emails for GNC.com and take them. You will have to sift through**

many online courses to find it. (This is where we take the sexual harassment education)

PL: There is an 8-minute video that I think would be most appropriate for all staff

JC to PL: When should this training happen?

PL: I would have said September, but now we have summer school. All summer staff should take it now

JC: We will get all the names and get it up and running

PL: You pay an annual fee? Did they send the COVID modules?

AA: Yes, they did. They auto send but it has to be administered.

JC to YA: Any special training for food service?

YA: We are mandated by the state to do trainings every year before we start school. It is part of our audit procedure. We have 5-6 trainings we must do. We have not received any new updates regarding COVID

JC to AW and RH: Training for Facilities?

RH: We are doing the online training now. Academic, classroom and office cleaning. Everyone gets a certificate when complete

JC: Is it mandatory? Is it regular cleaning or COVID?

RH: Yes, it is mandatory. And it is specifically COVID cleaning, in addition to what we already do

JC: That is important for the public/community to know

RH: There are about 6 classes. I took a couple myself to see what they were about

**JC to SH: What kind of training do we need for our teachers?**

**SH: We already started. We are working with AA to get updated on technology. Microsoft Teams and Schoology. We are also doing a Summer Learning Institute. We are renewing subscriptions for materials and resources. All will be in a digital format (as well as regular). There will be additional training in August. We can't mandate that they come to work but we encourage them to do it Peditogy?**

**BI: The PE department uses TEAMS and STREAM and FORMS. We found that we got a lot more from our students than we usually did. Instead of getting 20-30 assignments, we are getting about 130 now. FORMS formats to their phone. FORMS and STREAM are easier for the students especially if they don't have access to a computer. We started training teachers on that**

**SH: Teachers are not fully using these resources. It would be good to have training on it. We are using FORMS for summer attendance. We also need devices for all our students. The plan was for each student to get a device for their home use**

**AA: We have already given out all the devices. We have to wait till July 1<sup>st</sup>, the new budget, to order more**

**JD: What sort of compensation will be offered to teachers who do PD or the Summer Learning Institute over the summer?**

**SH: Either CTLE credits or payment. We are looking into it**

**FP: It will be either CTLE or payment – not both**

**JC to JR: Training for Security?**

**JR: We will be having the regular state required training sessions. We are also adding a training to deal with difficult people (parents and staff) who don't follow protocol to get into the building. We are looking into other trainings**

from the CDC and BOCES. We have also inquired about Rockville Centre's training program

JC: Signage is very important. We need to look into that

JC to AA: What about training on Schoology?

FP: All teachers have received training on Schoology. Some have even had a second set (more in depth)

JC to NB: What is the feedback from the teachers?

NB: Training was not enough. It is a very in-depth topic. Need more intense training. What is the plan going forward with Schoology? Is this the system we will be using? The training is very fast paced, hard to keep up with

JC to FP: Will Schoology be part of the Learning Institute?

SH: We are putting it together now. They liked the platform but need more training. There is self-paced training that they can do. Some need additional hands on, in person support. Learning Institute is optional. We may have to continue this throughout the year. Students will need training as well

JC: So, we need ongoing training throughout the year, maybe over breaks. And have something they can refer back to

ST: Adult Ed had to opt out of Schoology training. We use TEAMS. Will there be training for that?

FP: Email me and AA and request training. You must have a district email to access it. (Copy JC on it too)

NB: Students and parents will need training as well

JC: FYI: We have 56 school districts in Nassau County. Most are using Schoology. And we will all need to see the 8-minute video PL mentioned

**FP: Are we reaching out to parents as well for training? We should have Parent Universities. Short videos or webinars on the district website so parents can learn the technology. We are looking to put on with AA**

**MC: Are we no longer using TEAMS or in conjunction?**

**FP: In conjunction**

**FP: I have a question about people entering the building. Many places have questionnaires and are taking temperatures. Will we be doing this as well?**

**JC: There will be questions when students return to building. Masks must be worn. In addition to asking what countries they have visited; they will be asked if they have visited any other states recently. Have you been exposed to anyone, etc. There will be about 6 basic questions. We also need to educate workers not to come to work if they are feeling ill. We need better attendance policies in place**

**FP: We are reporting to work tomorrow. What policies will be in place now?**

**JC: We need to move quickly on this. We will have something in place tomorrow**

**NB: Will there be training for all staff if we reopen in September? What if a student gets sick, or a teacher? We need an overview of COVID training. Where are we now with this?**

**JC: Yes, there will be training. We spoke earlier about this**

**FP: Are we considering staff with children? If we have a blended setting, what about staff who have no childcare and can't come to the building?**

**JC: That is a different topic. But we will look into it. Is there any other training that you feel is important?**

**RF: Training regarding COVID. In September we have Superintendent Conference Days. We need to adapt to a new way of operating. We should**

have staff trained before students enter the building so it's like second nature to us when the kids get back

FP: I agree with RF and NB. However we open, there is still the teacher evaluation process. How will that be done?

NB: With our current APPR, observations can only be done in person. That will not be permitted. We need to negotiate with Ms. Armstrong

DW: We need updated training regarding COVID throughout the year as things change with the virus

JC to ST: Is there any other training required for your staff in Adult Ed?

ST: We need the same training as the day staff. We are planning to come back as a blended program. We will follow protocol. Testing has to be face-to-face. We will be doing it at a community site. Please keep us in mind when you give the staff training

JC: You have all adults and childcare at night?

ST: We will not be doing childcare until we see what is in place

RC: Are they addressing social-emotional learning?

NB: We need to address the effect isolation has on children. We will need training in that. Daycares need training in drop-off and pick-up protocol procedures

JC: Community Agencies are doing checks on all people entering buildings. We are all adopting well to ZOOM conferences and should continue. What will parent teacher conferences look like?

DM: We need training for early educators. How to deal with students entering school for the first time (Pre-K and K). How do you engage them in a remote environment? Subs will need to be fully trained as well

**BI: (in chat) We need more notice for these meetings**

**AW: What about emergency lockdown/out, evacuations, etc.? Do we need training for that? Will it change the way we do things now?**

**PL: All districts are asking this. Lockdown procedures must change. We don't know what it will be yet. Instead of huddling in a corner they may have to stay at their desk. We don't know yet. Same for evacuation and fire drills**

**BI: (in chat) COVID trainings are 8 and 10 minutes**

**JC to BB: What training is needed for the nurses?**

**BB: We already did the COVID training. We are already practicing this**

**JC: What about the agencies we work with?**

**BB: They will go through the same training**

**JC: When is the best time to do this? We will send out the grid so they know they have access.**

**BB: We already had a meeting with DW. We are using one of our PD days for this**

**RC: (in chat) When can we get the notes from this meeting?**

**SH: Social-Emotional Learning. RAMAPO and Derner Clinic already in Middle School. They are doing it remotely with students this summer**

**JC: Make sure we have a list of all the trainings so everyone is aware**

**CS: Can we get more advanced notice on these meetings?**