

MINUTES OF THE BOARD OF EDUCATION WORKSHOP VIDEO CONFERENCE MEETING OF JULY 21, 2020

A WORKSHOP MEETING of the Board of Education of the West Babylon Union Free School District, Town of Babylon, Suffolk County, New York, was held on Tuesday, July 21, 2020 through Zoom.com-Meeting ID# 999 6092 6703.

Board of Education Members present

Trustees: Lucy Campasano, Cathy Gismervik, Matthew Amore, Raymond Downey, John Evola, Diane Klein, Christopher Paolillo, and Jennifer Wandasiewicz. Board 2nd Vice President Peter Scarlatos was not present.

Also present

Dr. Yiendhy Farrelly, Superintendent of Schools; Mr. Shawn Hanley, Assistant Superintendent for Human Resources; Mrs. Michele Psarakis, CPA, Assistant Superintendent for Finance & Operations; Mr. Scott Payne, Assistant Superintendent for Curriculum & Instruction; William C. Morrell, Esq., School Attorney, and Ms. Barbara A. Burrows, District Clerk. There were 33 people logged into the meeting.

1. OPENING OF WORKSHOP MEETING - 6:00 PM

Procedural: A. Pledge of Allegiance to the Flag

Procedural: B. Call to Order by Presiding Officer

Procedural: C. No Executive Session

2. WORKSHOP SESSION-6:03 PM

Discussion: A. Discussion: School Reopening Plans and Procedures-Dr. Yiendhy Farrelly, Superintendent of Schools

Dr. Farrelly thanked everyone for joining the meeting and observing the conversation. She proceeded to introduce her PowerPoint presentation titled "Reopening West Babylon Schools" and review each slide. She explained that after each "topic" slide there would be a pause and the Board of Education would have the opportunity to provide input. The presentation is posted to the website. The following is a general overview of the presentation and the evening's discussion:

- 1. NYS's Position on school reopening - At this time, no decision has been made. A decision is scheduled to be made during the first week of August 2020.**
- 2. Reopening Task Force Committees/Meetings/Discussions:**
 - Superintendent Long Island, Town of Babylon, Suffolk County and Dept. of Health Meetings - facilitated by Nassau-Suffolk Counties School Superintendents Association**
 - Human Resources, Athletics, Health & Safety - facilitated by Mr. Shawn Hanley, Assistant Superintendent for Human Resources**
 - Teaching and Learning Meetings - facilitated by Mr. Scott Payne, Assistant Superintendent for Curriculum & Instruction and the District Principals**

- **Facilities, Lunch & Transportation - facilitated by Mrs. Michele Psarakis, CPA, Assistant Superintendent for Finance & Operations, Mr. Bryan Velez, School Transportation Supervisor & Mrs. Jeannette Frabizio, School Lunch Manager**
 - **Parent and Faculty Meetings - facilitated by District Principals**
 - **WBTA/PTA President/Council Meetings - facilitated with Dr. Yiendhy Farrelly, Superintendent of Schools and the Central Administration Team**
 - **Small Group Trustee/Superintendent Meetings**
 - **Special Board of Education Meetings held on July 21st and July 28th**
- 3. Our Guiding Principles**
- **Health and safety of students, staff and faculty**
 - **Addressing mental health needs**
 - **Implement teaching and learning best practices for hybrid and remote instruction models**
 - **Ensure our access and equity**
- 4. Reopening Resources Guiding Our Discussion**
- **NY Department of Health**
 - **NY State Education Department**
 - **Center for Disease Control and Prevention**
 - **American Association of Pediatrics**
 - **Various State Reopening Plans**

(All posted to district website...www.wbschools.org... Reopening Quick Link on the left side of website)

- 5. Expert Guidance - American Academy of Pediatrics**
- 6. Governmental Guidance - NYS Education Department/NYS Dept. of Health**
- 7. Temperature Taking & Daily Health Assurances**

Student/staff with > 100.0 temp and/or symptoms of possible COVID-19 virus infection should not be present in school (fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea).

Those with signs with no other explanation for them should be further assessed by nurse.

Daily health screenings (questionnaire and temperature check) are required.

- **Encouraged prior to arrival by parent at home (school bus)**
- **Schools are prohibited from keeping records of temperature (pass/fail is ok)**
- **Screening**
 - **Have you been in close contact with a COVID-positive or symptomatic person?**
 - **Have you tested positive through a diagnostic test for COVID?**
 - **Have you experienced any symptoms of COVID, including a > 100.0 temp in past 14 days?**
 - **Have you traveled internationally or to a state with widespread transmission in past 14 days?**

8. School Nurse's Office

- **Materials and Supplies being ordered**
 - **Isolation Room in every school**
 - **N95 masks for Nurses**
 - **Extra masks ordered**
 - **Students, staff and faculty exhibiting symptoms would be sent home**
1. **All diagnosis (other than COVID-19) student, staff or faculty member would return with a doctor's note**
 2. **COVID-19-Department of Health Involvement - Upon return, District would need a letter from the health care provider, a negative COVID-19 test and letter from the Department of Health being released from isolation**

9. Board Input on Temperature and Health Assurances: Discussion was held and decision was made to initially take a student's temperature onsite, at the school building, upon arrival. Per Mr. Morrell, school attorney, at this time it was not necessary to take an actual vote as this is part of a proposal to be reviewed on 7/28/20.

****Mrs. Psarakis, Assistant Superintendent for Finance & Operations continued the presentation from this point****

1. Visitors in our School Buildings

- **Limit in person meetings**
- **Meetings via phone conferences and Zoom will be encouraged**
- **Drop off of materials will occur in the double door school vestibule**
- **Movable barrier glass has been installed for the visitor areas such as the main offices**
- **No onsite "readers" in classrooms**
- **Completion of COVID-19 questionnaire (if entering the building)**

2. Board and Admin discussion was held.

3. Transportation

- **AM and PM cleaning of bus/Staggered seating for students**
- **One child/seat; seat behind driver is left empty (siblings ok) (roughly 50% capacity)**
- **Assigned seating/sibling seated together if possible**
- **Loading considerations**
- **Masks required; social distancing recommended**
- **No denial of transport (bus will stock masks)**
- **No hand-sanitizer stations on buses (alcohol)**
- **Families opt IN to determine capacity**
- **Temperature checking done by parent certification**
- **Windows/hatches open > 45 degrees**
- **Drivers: masks, daily health screenings**
- **Need to explore routes... arrival times etc...**

4. Board Input on Transportation Procedures: (Per Mrs. Psarakis - the Department of Health encourages parents to drop off students if possible. This will assist with bus route adjustments.) Discussion was held regarding social distancing; drop off times; parent's "binding" commitment to transporting students themselves or utilization of the school bus and timeframe of

commitment i.e. if at home circumstances change; and the SAFE Program (SAFE will have to develop their own plan - the District will be reaching out to SAFE)

5. Cleaning and Disinfecting

- . Hand Hygiene**
- . Instruction in the classroom**
- . Provisions for hand washing**
 - o Soap and water (bathrooms, classroom sinks where applicable)**
 - o Hand-sanitizer (non-alcohol based) strategic locations**
 - o Staff (individual for desk, for pocket/purse)**
 - o Classroom**
- . Disinfectant**
- . In addition to custodial staff performing an enhanced routine cleaning of spaces, these materials will be provided in the classrooms as well, to be used as needed**
- . PPE**
- . Gloves and masks**

6. Facilities: Cleaning and Disinfecting our Buildings

- . Provided PPE to our buildings and grounds crew**
- . Completed a thorough cleaning and disinfecting upon closure.**
- . Purchased (13) electrostatic foggers to disinfect areas (tentatively scheduled to arrive prior to September)**
- . De-cluttering of all rooms**
- . District-wide training of custodial staff on new products and protocols.**
- . Before students and 10 month employees return in September**
- . Cleaning periodically throughout the day/in between sessions.**
- . New cleaning protocols to address enhanced disinfecting procedures.**
- . Enhanced Cleaning Protocols (Escalation plan) if there is a confirmed case (as per DOH/State directives)**

7. Board Discussion on Facilities Procedures: Mrs. Psarakis said a handbook has been created along with a log. She is meeting twice a week with custodial staff to obtain their continuous input. Discussion was held as to maintaining a log/inventory of what is removed from each classroom and items are being labeled. The district's air filtration system was discussed. Mrs. Psarakis shared that during the summer air filters are replaced. The district boilers and air conditioning units are also serviced to insure proper ventilation. Regarding open doors and windows, the district will look to reallocate the security staff.

****Mr. Shawn Hanley, Assistant Superintendent for Human Resources, continued the presentation from this point****

1. Staff and Faculty

Mr. Hanley explained the COVID questionnaire/survey process and how it is working. He reviewed the related Staff and Faculty Procedures slides.

**Completion of COVID-19 daily health screening/questionnaire form
Health and Safety Protective Measures:**

- Regular hand washing/sanitizer stations
- Use of masks/maintain social distancing
- Signs and messages (Stop the Spread)
- Staff Safety Training (webinars, online videos)
- Promoting behaviors that reduce spread

In the event WB is required to shut down the school buildings and provide building services remotely, staff and faculty should plan for home supports to allow for:

- Administration team to continue administration tasks from offsite
- Senior Office Assts./Office Assts. to provide continuity of office responsibilities from remote locations
- Teachers to provide a daily schedule of remote live instruction
- Essential employees to work from various sites as per state guidance

FML and NYS COVID-19 Leave Provisions:

Public employers (no matter how many employees) must provide your employees with:

- Job protection for the duration of the order of quarantine or isolation
- At least 14 days of paid sick leave for a COVID-19-related quarantine without loss of employee's attendance accruals
- Eligibility for NYS COVID-19 Paid Sick Leave (FAQs) - review on an individual basis
 1. Quarantine/isolation order related to COVID-19
 2. Health care provider's recommendation to self-quarantine related to COVID-19
 3. Experiencing COVID-19 symptoms
 4. Caring for an individual in quarantine order or self-quarantine recommendation
 5. Caring for a child whose school or place of care is closed related to COVID-19

Encourage use of HR and EAP Employee Supports if needed

Contact information.....

EAP - <https://www.esboces.org/Page/245>

Provide consistent communication, flexibility, and resources/support

2. Board Input on Staff and Faculty Procedures: There were no questions.

****Mr. Scott Payne, Assistant Superintendent for Curriculum & Instruction, continued the presentation from this point****

1. Curriculum Additions

1. Health courses and other related courses amended:
 1. Inclusion of Health and safety practices in September/October
 2. Pandemic Responses
 3. Use of PPE
 4. Handwashing
 5. COVID-19 Symptoms
2. SEL Interventions as part of current classes:
 1. Assessing and encouraging student participation and engagement

2. **Helping students understand their responsibilities (academically and socially)**
3. **Assessing student mental health needs**

2. Elementary & Secondary Teaching Plans

The number of students we can bring in for these plans depend on several factors:

- The number of students that will NOT be attending live school sessions
- The number of students that can be transported (buses or parents) to and from school
- The size of the learning spaces and/or number of teachers available

3. Elementary Schools

- Use of PPE ... Cohorting classes
- Desks 6' apart - in rows - facing same direction - Number of students that can be in a classroom will vary based on square footage/dimensions of the classroom
- Cohort classes to minimize crossover
- Explore which high needs groups or general groups can be in Monday - Fridays (Due to high needs and as allowed by classroom square footage)
 - I.e. Special Education Self Contained Classes
 - Maybe Kdg and 1st grade (and others if possible)

• Exploring Hybrid Models

- A/B Concept
 - Group A is learning onsite on Mondays, Tuesdays and Wednesdays and they are learning from home Thursdays and Fridays ... while Group B is on school grounds on Thursdays and Fridays and learning from home Monday, Tuesday and Wednesday. Wednesdays are rotated between Group A and B.
 - Group A is in one week and home the next week...
 - Alternating A/B day cycle etc...
- Face desks in same direction (rather than facing each other), or students on one side of tables, spaced apart
- Discourage sharing of items that are difficult to clean or disinfect
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- Need to develop Lunch Plans (there will most likely NOT be large group meals)

4. How will we continue to educate elementary students while they are home?

- According to SED, "Mandatory teaching and learning requirements include providing clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards based instruction; ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians"
- We are discussing various concepts regarding how teachers can continue to teach to the standards in a hybrid model - Examples include
 - Screencastify
 - Live Feed

- Google Meet - Record lesson ... post lesson right after the class ends
- Flip Classroom
- Technology/ Infrastructure will be analyzed
 - Student and Teacher Access

5. Board Input on Elementary Reopening: Discussion was held and Dr. Farrelly addressed a number of things. She said ideally she would like to bring in grades K-5 Monday through Friday. She is working to bring into school as many students as possible. There is a possibility of bringing in Kindergarten and 1st grade students as well as special education students every day. It is understood the younger children have more difficulty navigating online/remote learning and "high" needs children need consistency. The hybrid model was discussed. Trustees asked about teachers possibly utilizing the required 32 tutorial hours as an opportunity to assist struggling children. Discussion took place as to parents having the option not to send a child to school at all - depending on the numbers a virtual class could be created for a particular grade level. Cafeterias may be used as classroom space.

6. Secondary Schools

- Face coverings in MS and HS
- Avoid proximity w/increased exhalation (music, PE) (Consider outdoor usage?)
- Desks 6' apart
- Cohort as much as possible
- Eliminate locker room usage is being discussed.
- Try to Rotate adults where possible (instead of moving students)
- Need to develop Lunch/Rec Plans (there will most likely NOT be large group meals)
- Exploring Hybrid Models (as with elementary model, there will be a focus on having at needs students at school everyday)
 - A/B Concept
 - Group A is learning onsite on Mondays, Tuesdays and Wednesdays and they are learning from home Thursdays and Fridays ... while Group B is on school grounds on Thursdays and Fridays and learning from home Monday, Tuesday and Wednesday. Wednesdays are rotated between Group A and B.
 - Group A is in one week and home the next week...
 - Alternating A/B day cycle etc...

7. How will we educate secondary students who are home?

Same as Elementary Level

According to SED, "Mandatory teaching and learning requirements include providing clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards based instruction; ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians."

- We are discussing various concepts regarding how teachers can continue to teach to the standards
 - Screencastify

- Live Feed
- Google Meet - Record and then post
- Flip Classroom
- Technology/ Infrastructure will be analyzed
 - Student and Teacher Access

8. Board Input on Secondary Reopening: Discussion was held regarding bandwidth and assessing technology. Dr. Farrelly shared that bandwidth is being assessed now along with technology and infrastructure needs. Regarding the hybrid option of teaching, that model helps as there are less students to do temperature checks on each day within each building.

9. Addressing Social Emotional Needs of Students

Director of Guidance, Guidance Counselors, SWs, Psychologists

- Schedule to meet with students periodically throughout the year
- Identify at risk students
- Counseling sessions
- May need bereavement group

10. Special Education and ELL Services

- CSE Meetings - Virtual
- In Person Consideration for High Needs Students
 - Considering the needs of students, we are exploring having self contained cohort students K - 12 in Monday to Friday.
- We are also exploring options for special needs students currently in integrated (inclusion) settings
- PPE Options for students and faculty
- Related Services Scheduling (in person as appropriate)
- Communication in home language

****Dr. Yiendhy Farrelly, Superintendent of Schools, continued the presentation from this point****

1. Athletics, Field Trips, Large Gatherings

Per Dr. Farrelly - the district is at a standstill regarding athletics, field trips and large gatherings.

2. COVID-19 Positive Case

Per the NYS Department of Health Guidelines

Superintendent meetings taking place with Suffolk County and DOH re: protocols for communicating information, quarantine process and contact tracing.

- A staff member or student comes into direct contact for an extended period of time (within 6 feet) with a person with COVID-19, they must report such to the school district.
 1. This is immediately reported to the Department of Health.

2. **Direction will be provided by Department of Health (Possible self-quarantine for 14 days).**
 3. **District request a clearance to return letter from the staff member or family.**
 4. **If they entered a school or school building, said building would be thoroughly cleaned and disinfected before students and staff would be permitted to return.**
- **A staff member or student with COVID-19 enters a school facility:**
 1. **This is immediately reported to the Department of Health. The school building(s) may be required to close until the DOH assesses the situation and makes appropriate recommendations re: cleaning, disinfecting, contact tracing and possible self-quarantine of others.**

3. Board Policies to be Reviewed in August:

1. **Attendance Policy**
2. **Code of Conduct**
3. **Facilities Use Policy**
4. **School Safety Policy**
5. **Family Medical Leave Policy/Procedures**

Per Dr. Farrelly - the above policies will be reviewed/ revised at the next Board of Education meeting.

4. Survey

Dr. Farrelly reviewed the draft surveys listed below. The surveys are seeking additional parent, teacher and CSEA feedback. Surveys are scheduled to be sent out tomorrow (Wednesday, 7/22/20). FYI - draft surveys can be accessed through the presentation posted on the website.

WB Family Survey

WBTA Survey

CSEA Survey

5. Board input on Surveys: There were no questions/input on draft and surveys.

6. Communication of Reopening Plans

Dr. Farrelly said she may create a video to address the reopening plans. She may also consider a slight change to the school district calendar. The conference days may be moved to an earlier part of the school year. On the August 4th agenda, the school calendar may be amended to reflect the first day of school as the Tuesday after Labor Day (September 8th) and the conference days may take place prior to students starting school.

1. **Develop Reopening Document**
 1. **Submit to SED and DOH**
 2. **Post on our websites**
 3. **Send letters to families**
2. **Create a video discussing the various aspects of our reopening plans**
3. **Establish COVID-19 Point Person at each Building**
 1. **Health and Safety COVID building committee meeting schedule**
4. **Provide ongoing updates to families as procedures are changed based on circumstances**

5. Provide Professional Development

7. What's Next?

- 1. Parent, Teacher and CSEA Survey for additional input**
- 2. Additional Meetings for Input**
 - 1. Parents**
 - 2. Staff and Faculty**
 - 3. Students**
 - 4. Administration/ County/ DOH**
 - 5. July 28 BOE Meeting**
- 3. Continue discussions and finalize what teaching and learning in hybrid and full distance learning models looks like**
- 4. Develop written protocols for MANY required areas in buildings**
- 5. Develop building COVID Coordinator and team**
- 6. Provide Professional Development**
- 7. Develop Reopening Document for submission to DOH and SED (DUE 7/31)**

Dr. Farrelly proposed July 28th as the next Board meeting to follow up with the continuation of reopening discussions. The Board agreed to the July 28th meeting date.

In ending the presentation, Dr. Farrelly said she expects NYS to come back to the district with questions (looking for more details) after the July 31st submission of the plan. Districts were not provided with a plan template as of today's meeting.

Dr. Farrelly shared her "Final Thoughts":

"No solution we achieve or plan we develop is going to meet the expectations of all... be inexpensive ... or guarantee success. Our commitment to the health and safety of all - students and adults... our commitment to providing the best teaching and learning opportunities for our students regardless of the circumstances... will drive our work...

We are all working together to try to address as many topics as we can prior to opening day... We recognize that there will be areas we miss... areas we may need to change direction with... areas we may need to adjust... We know that we are facing a September that is like no other...

I am confident that together we will develop plans that are focused on district priorities... health and safety...teaching, learning and mental health needs, communication and equity/access.

Thank you..."

-Dr. Farrelly & Administration Team

3. ADJOURNMENT

Action: A. Adjourn Meeting (Should take place by 10:00 PM)

Motion to Adjourn the Meeting at 8:40 PM.

Motion by John Evola, second by Jennifer Wandasiewicz.

Final Resolution: Motion Carried

Yes: Lucy Campasano, Cathy Gismervik, Matthew Amore, Ray Downey, John Evola,
Diane Klein, Christopher Paolillo, Jennifer Wandasiewicz

Attest: _____
District Clerk