

Office of
The Assistant Superintendent
Miller Place Union Free School District

MEETING MINUTES

TO: MPUFSD Reopening Schools Steering Committee

FROM: Susan G. Craddock, Assistant Superintendent

SUBJECT: Learning and Instruction Subcommittee Meeting #1 Minutes – July 9, 2020

DATE: July 10, 2020

Committee Chairperson: Susan Craddock, District Administration

Recorder: Kurt Roth, District Administration

Committee Representatives: Matt Baruch, District Administration; Robert Bray, Operations; Marianne Cartisano, District Administration; Melinda Chiochio, Clerical; Jeffrey Dimoulas, District Administration; Suzanne Elliot, Parent; Laura Gewurz, Administration; Joanne Grippe, Teacher; Debbie Himmelmann, Teacher; Patricia Isenberg, Teacher; Jenn Kirby, Teacher; Candace Lindemann, Parent; Seth Lipshie, District Administration; Birgit Martino, Parent; Alyson McGrath, Parent; Bridget O'Brien, Teacher; Desiree O'Neil, Parent; Eva Pere, Teacher; Peter Ponticelli, Teacher; Nancy Sanders, Teacher; Amanda Saulle, Teacher; Ronald Skolnick, Teacher; Kevin Slavin, Administration; Erin Southworth, Nurses; Amelia Spampinato, Teacher; Andrea Spaniolas, Parent; Nena Thompson, Parent; Barbara Weir, District Administration; Sean White, Administration; Sandy Wojnowski, District Administration

Meeting minutes:

- Introductions of all participants
- Goals of the committee
 - How to best educate the students
 - Remove barriers to education
 - Information will be brought back to steering committee
 - Use any guidance from the state, CDC and BOCES to guide decisions
 - Health and safety are our top priority
- Next steps were outlined by Governor Cuomo
 - July 13 will be the date that guidance will be provided
 - District must present a plan by July 31st
 - Specific decisions will be provided between August 1st and 7th
- History of changes
 - Beginning March 17th we had to go to remote digital learning in an emergency situation
 - In 2015, the district researched a new online learning platform
 - Had to be compliant to Ed Law 2d
 - Piloted Microsoft Teams using 15 teachers

- Started with packets when we left, but didn't anticipate this as a long term plan
 - No time for professional development
 - Provided tutorials
 - No typical for our district
 - Teachers have a choice how to deliver their instruction
 - Many different products that teachers can use
- Purpose of committee
 - Hear from all constituents
 - Identify hurdles and struggles
- Topics to be covered:
 - Remote learning
 - Hybrid learning model
 - In-school learning model
 - Social emotional aspect for students
 - Assessment and grading
- Remote learning environment
 - Asynchronous learning environments
 - connecting with students face to face was the best part of online learning
 - Social emotional learning needs to be addressed when students come back
 - LADSBS were using Teams differently - found that Notebook as more difficult to use. Assignments was much easier to use-some form of live discussion should be used either through chat or video-short answer and multiple choice can be auto-graded-students needed more extensive writing assignments-teachers should have office hours where questions can be asked in real time
 - Will be given laptops? Are we still going to use Teams?
 - Information will be brought back to the steering committee to discuss these issues. We are going to a 1:1 initiative
 - Teams was used to supplement and not replace instruction. Students and staff will be provided with laptops so that the learning can continue whether we are in or out of school.
 - Importance of consistency between teacher and student connection
 - Would like to see more recorded instruction-small group meetings for a reteach of the concepts-flexibility of scheduling those meetings-seeing classmates and teachers online helped
- Hybrid Model Discussion
 - Concern about meeting students while wearing masks-try to make them feel comfortable while keeping them apart-in regards to remote learning, teachers worked well together, but identified that students needed to read and write more
 - A Kindergarten student was excited to learn how to read, but was difficult to learn properly without live instruction-need social emotional component
 - In another district students are thermo-scanned and need to wear masks. The students have been wearing their masks. If the student feels uncomfortable, the teacher can wear a face shield. Students have to stay on certain markers. Teach students why they can't touch others and go into other's spaces. Educators and parents need to be on the same

- page-possible to do a hybrid model with the right guidelines in place-she is willing to share her experiences as time goes on
- Relationships needs to be developed with students. Students may not be in the moment in an online environment. Needs to be done in a smaller group to keep students engaged. Traditional class sizes are too big for distance learning
 - Concerned with hybrid or online learning because of a possible loss of extra and co-curricular subjects-It is a huge undertaking for a teacher to teach both an online and an in-person lesson
 - Are teachers going to get additional prep time in order to answer their calls and plan their lessons? Will lesson plans be established early so that teachers are ready as soon as we go out?
 - A committee rep explained how she would record lessons live and then make them available for any student to access it later-students could submit questions after watching the video
 - Concern about the Fall and how a teacher is going to help her students and what her day is going to look like-has obligations for her job-Is distance learning going to be a live interaction?
 - Are we staying with Microsoft Teams?
 - Facilitator explained that that work is being done in the tech committee
 - Instructional Materials
 - Concerned with lab equipment, pencils—are we considering smaller class sizes or a staggered schedule? Time to clean the equipment
 - Information is rapidly changing regarding the virus-she read that the virus is not spreading on hard surfaces-students will be wearing masks so they are protected-students should be responsible for wiping down the equipment after they use them-children are not the spreaders of the disease like they originally thought
 - Musical instruments will be an issue-no place to store drums for all students
 - Will students be able to walk through the hallways-possibly use chopsticks instead of rhythm sticks-Are the guidelines for cleaning supplies limited? Did the state waive what is being used and who can do the cleaning?
 - Children share materials within the RTI program-Additional level books? Stop sending books home? Plexiglas dividers at horseshoe tables?
 - Use their 1:1 device to utilize reading materials rather than on paper
 - Teacher requested a list of programs that teachers are allowed to use
 - Professional Development
 - Rep is in favor of professional development
 - Rep is in favor of professional development-was overwhelmed with the assistance already provided-needed written instructions-too many possibilities to navigate through the program-Some students going through the notebook tab and others were using assignments
 - Would like to see training sessions for parents
 - Assessment and grading:
 - Teachers couldn't get through the entire curriculum because of the number of assignments that were given-need to come up with a more open plan-need common ground on assignments and assessments
 - Students are on honor system when they are working on an assessment

- Teachers aren't sure if students were sharing work and getting anything out of multiple choice tests-would like to meet with the students individually to get an idea if the student is learning the intended material-more of an authentic assessment
- Need to go to more of a project-based learning
- Does Microsoft allow teacher to turn off the functionality of searching online when doing an assessment?
- How can teachers use their skills from the classroom to check for understanding while online? Be careful of setting time limits on testing because there can be an issue with connectivity or others using devices in the home. Need to be careful because certain parents can do the work for their child or provide more advanced support that other students don't have.
- Concerned that the younger students need to learn the basics so project based learning is not a reality-she needs to assess students in small groups in order to provide students what they need to be successful-foundations of reading
 - One plan will not fill all students-need flexibility-teachers need to make those connections.

Specific questions:

1. *Will students be issued laptops?*
Response: yes, students and teachers
2. *Will the District continue using Microsoft 365/TEAMS?*
Response discussions in Technology and Steering Committees
3. *Will the District survey the parents regarding their choice of a learning model?*
Response: will forward the question to the Steering Committee
4. *Will teachers be required to teach "live" or synchronous?*
Response: there is the expectation that a distance learning or hybrid learning model will include expectations for synchronous instruction
5. *Will students be required to wear masks?*
Response: District will follow, state, NYSED, DOH, and CDC guidelines.
6. *Will staff be required to wear masks?*
Response: District will follow, state, NYSED, DOH, and CDC guidelines.
7. *Will teachers get additional "prep" time to plan and answer student/parent questions and "calls?"*
Response: will forward the question to the Steering Committee
8. *Will there be PD prior to school opening?*
Response: The Steering Committee will be examining the options along with information from other committees.
9. *Will there be parent workshops and/or tutorials?*
Response: The Steering Committee will be examining the options along with information from other committees
10. *Will lesson plans be ready for start of school?*
Response: building plans must be submitted by July 31st and the District is awaiting specific guidance the week of August 1st
11. *Is the District considering smaller class sizes or staggered schedules?*
Response: the administration is working on a variety of different options to present to the Steering Committee
12. *Will students need their own supplies?*

Response: this is also being discussed in other committees and will be discussed with the Steering Committee

13. *Will classroom materials be cleaned between by each use and who/how will they be cleaned?*

Response: this will be forwarded the Health and Safety and Operations Committees

14. *Can teachers have a listing of instructional (online) programs that are approved and already used by the district?*

Response: we have such a listing and can streamline District "supported" programs

15. *Can students take out library books?*

Response: awaiting guidance and will present to Steering Committee

16. *Will there be dividers at small group instruction tables?*

Response: awaiting guidance and will present to the Health and Safety and/or Operations and Steering Committee

17. *Will there be specific parameters for how many assignments are given and graded?*

Response: will forward the question to the Learning and Instruction Committee

18. *Will there be more project based learning assignments?*

Response: will forward the question to the Learning and Instruction Committee

19. *Can teachers create assessments that check for students understanding that does not rely on an online search?*

Response: will forward the question to the Learning and Instruction Committee

Subcommittee feedback

- Learning-committee@millerplace.k12.ny.us

Meeting Dates for Learning and Instruction Subcommittee (Mondays):

July 13 - Planning for return to school at any capacity

July 20 - Planning for a hybrid learning environment

July 27 -

August 3 -

August 10 -

August 17 -

August 24 -