

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 #3 Minutes – July 20, 2020

DATE: July 21, 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:

- Sent out a link to the guidance document
 - Plans are still due on July 31
 - Decisions coming the week of August 1st
- Sent out results of the surveys for both the students and teachers
 - Received access to the minutes and they are posted on the website
- email from the Superintendent that we are moving from Microsoft to Google
 - In process of making plans for migration
- Email responses:
 - Email question about the intention of the committee - Are we supposed to be making recommendations or raising concerns
 - Committee will help to inform decisions and ideas will be brought back to the steering committee
 - State Ed requirement that constituent groups are represented
 - Email per SCMEA
 - Concerned about the 12 foot requirement for music that was established by State Ed-she cited a study at the University of Colorado where they stated it should be 6 feet

- Recommended putting pantyhose on the ends of instruments and soaking up spit with a ‘wee-wee’ pad
 - Email about hybrid schedule and the Commack SD plan
 - Miller Place is planning and monitoring what other districts are doing
 - Parent asked about when a plan will be released so that people can make child care plans
 - Was impressed with the Commack SD plan
- Hybrid Learning Model
 - Would involve 2 days of in-school in-person instruction. 2 days of remote learning and 1 day of synchronous instruction online
 - Important to maintain the live instruction online in case the Governor returns us to a lockdown
 - Class size would be at 50%
 - All students would be online live on Wednesdays
 - Will work with Principals and Curriculum Specialists to determine what needs to be taught in the classroom and what can be taught at home and online
 - This is still in the discussion phase
 - Must adhere to the requirements in the guidance document
 - Entering the building
 - Lunches
 - Student movement
 - For the first week, instruction will focus on the reintegration back to school
 - Also to discuss the health and safety requirements
 - Social emotional component into instruction
 - Out of school learning
 - Still discussing plan and format
 - Students need to maintain daily contact with a teacher
 - A parent wanted to know what the whole group instruction would look like
 - Concerned that her child is home for two straight days before returning
 - Chairperson stated we looked at every model and are concerned about skipping too many instructional days
 - The intention is to begin with a larger group and then can be broken out into smaller groups
 - A parent asked if consecutive days was considered
 - Has the district looked at split day so that students can come all week
 - Very difficult to teach a whole group on Google Meet
 - A teacher asked how large the groups are
 - Parent answered that her district is having the kids in every day on the elementary level
 - Teacher asked about professional development for teaching students who are in rows facing the front of the room. Elementary teachers do not usually teach this way
 - Chairperson addressed concerns about students not being in on consecutive days
 - Felt that students who came in on consecutive days would not be in school for a longer time

- Splitting students would be difficult for the district because of staffing and spacing issues
 - Measuring took place today at AMPS-have to follow 6 foot guidelines
- Principal confirmed that they could fit 12 desks in their smallest classrooms
- A teacher asked if the class schedule will be modified so that students have more time between classes
 - Chairperson stated it is being discussed
- Chairperson answered question about Professional Development to be Teacher is concerned about moving classrooms and sharing space-any way to limit the movement?
 - Chairperson responded dependent upon the amount of space available - will bring it up to the health and safety committee
- A teacher asked if there will be AIS services for students
 - Chairpersons confirmed as part of the instructional day
- A teacher asked how will the ensemble classes be arranged
 - Chairperson responded very limited on space and size-will have to use the auditorium
- A parent asked about the amount of preparation for the teachers - how would they prepare for the in-school instruction and the lessons for synchronous teaching
 - Chairperson explained that District is discussing what the expectations would be regarding the teaching parameters
- A parent asked how will the district handle the scheduling of singleton courses
 - Chairperson answered that they will all be scheduled as normal
- A parent feels that 2 consecutive days would be more beneficial for the students-concerned that the students would not receive any live instruction on the days that they are home
 - Doesn't think that a large group on Google Meet will not work well
 - Wants to have a better idea about what is being done at home
 - Chairperson stated that the models will look different at elementary and secondary
 - The live model will include a scheduled day
 - Students cannot sit for a 7-hour day in front of the computer
 - Still discussing what the day will look like. It could include scheduled smaller groups
 - Only Wednesday will be a live online instruction day. The other days will include working independently on products and assignments
- Teacher wants clarification that the teacher will be in the classroom for 4 days and a different teacher will be doing the online component
 - Chairperson responded that District is still working on details of Parent wants to know if teachers who are health compromised would be allowed to do distance teaching
- Parent discussed how difficult it was to teach online and work with a larger group of students

- Administrator said that we are looking at all of those issues-we do not have the space to meet the needs of all students at one time
 - Working with faculty and unions to discuss what the learning will look like on Wednesday
 - Have to divide the groups by last name so that elementary student siblings are on the same schedule
- A nurse representative pointed out that a sick child would lose out if their days were consecutive
 - Concerned about parents sending their kids to school sick so that they don't miss their in-school day
 - Administrator stated that the District looked at different scheduling models
 - Found that one week on and one off would not benefit the child because a student would be out of school for 9 days
 - Also looked at a split day, but no space
 - Trying to figure out what is the best model
 - Parent asked why a full week on and a full week off was not considered?
 - Administrator responded that the District felt that a student would get 5 days of instruction and then 9 days off
 - Children could not get live instruction for the days that they are off - what does instruction look like when kids are home for 5 consecutive days?
- A teacher asked about the cleaning days. Suggested that we have 2 consecutive days and then a cleaning day on Wednesday.
 - Administrator explained that elementary classrooms are going to look different for instruction
 - Teachers are going to have to bring their materials home each night
 - No shared materials
 - Walls will be bare
 - Cleaning will be essential and primary
 - No cubbies-jackets will be hung on the back of the student's chair
 - Manipulatives will go home each night with the students
 - Might not be a teacher's desk in the classroom because of cleaning
- An administrator explained the Wednesday live-instruction day:
 - If we need to go completely remote again, teachers will remain competent in their ability to utilize the system
 - Can we get staff to check in with students? It would not double the amount of teachers, but would help to keep tabs on the students
- A parent asked if the students are going to get through only half of the material this year
 - An administrator responded that we are looking into that, but unfortunately there is a legal ramification to recording the classroom
 - The parent asked, can't the teacher just record the smartboard or just the teacher?

- The administrator responded that the attorneys said that we are not able to do that
- A parent asked are the teachers going to get additional prep time to check in on the students at home
 - Will have to build in a lot of time for younger students to pack up their desks to bring everything home
 - Chairperson explained that the District is looking into finding more support for the classroom teachers to help with planning at the elementary level understanding that this is going to be challenging
- A teacher asked if live instruction going to take place from the school building?
 - Teacher also mentioned that she saved all of her files onto the Microsoft drive. Can we move the files to Google and will we get more time?
 - Chairperson said that we will relay that question to the steering committee if students be allowed to bring their computers to the classroom? Also mentioned that virtual labs will count towards the 1200 hours. Also, will students be allowed to use lockers?
 - SC health and safety committee is advising against using their lockers - students will be permitted to bring their device to and from class
 - A teacher commended the IT department for their hard work
- A parent asked who will do the live instruction on Wednesday if the teacher is ill. On the days that the students are home, will students be assigned new material? What standards will the students be held to when submitting work?
 - Chairperson responded that teacher substitutes will be utilized for ill teachers
 - An Administrator stated that additional help will already be established prior to teachers going out
 - The Chairperson shared that in the spring we didn't "penalize" students [grades] due to technology issues. Now we are looking with a different perspective to require students to complete the work
- A parent shared that she doesn't want to see the students getting assessments in the classroom that there should be a discussion about how to assess students fairly online on the days that the students are home
 - Chairperson shared that on page 100 of the guidance, it states that we are going to have to change the way that we instruct. Students will have to learn how to use their devices, how to set up their devices, and how to use the Google platform.

Specific questions:

1. *What is the model for large group instruction in the remote distance learning synchronous (live) model?*
2. *Will in-school learning schedules be adjusted to account for staggered movement and cleaning in between classes?*
3. *Will teachers be checking in with students daily?*
4. *Will teachers get additional prep time or support to prepare lessons and teach in-person, live synchronous, and asynchronous (online)?*

5. *When will assessments be administered to students?*

Subcommittee feedback

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

Meeting Dates for Learning and Instruction Subcommittee (Mondays):

July 27

August 3

August 10

August 17

August 2