

**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: Instructional Subcommittee Meeting #4 Minutes – July 27, 2020

DATE: August 3, 2020

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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 Chiocchio, 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:

- Reviewed the agenda with the committee
  - Steering committee has received valuable feedback to make decisions for September
  - Minutes from all of the subcommittees are on the district website
- Questions about circulation of books and opening of libraries
- Question about portables
  - Portables are not an answer for Miller Place at this time, need a foundation, space, electrical, and water
- Question about paraprofessionals and TA's
  - They must be under the supervision of a teacher
  - Asked if the district hires TA's who are certified
    - Some TA's are certified and can be used in other capacities
- Questions about lab classes and double periods every other day
  - A/B schedule, would have a double period
  - There is flexibility regarding lab requirements, looking into a virtual lab platform to assist with lab hours

- Students will be wearing masks in the classroom-students will be given face covering breaks
    - Still looking into the specific number of students in the classroom
  - Question about wearing masks during instruction
    - The steering committee is looking into this and deciding on a consistent practice throughout the district
    - Parent hoping that students will be able to have their masks off if they are seated 6 feet apart
    - Masks are at the district's discretion
    - Administrator added that the guidance document outlines that districts can require masks during the instructional piece and students can remove their masks during meals or for short breaks
- Instructional models
  - Hybrid learning model
    - Students in-school 2 days M/T or Th/F
    - Wednesday would be a remain at home day for all students, day would include a teacher professional development component on Wednesday as well
    - Question regarding calendar adjustments [because there are a lot of days off on Mondays]
      - Students would be committed to certain days as of now-no changes to the schedule
      - Parent asked for the Wednesday to be a make-up day for those students who lose too many Mondays
    - Teacher asked about how to participate in PD and work with the students on the Wednesday
      - Options were offered for an altered schedule
    - Questions regarding options for students who are out sick on their day they are supposed to come in. Expressed concerned about parents giving their child Motrin in order to appear well and reduce a fever
      - Administrator mentioned that there is a concerted effort to have consistency for scheduling students in the same family on the same days
      - Administrator added that parents need to be educated not to send in students that are on fever reducing medications-health and safety committee is looking at guidelines for parents sending their child to school and if they are found with a fever where will be the student be placed. Also, what medical documentation must a parent present for their child to come back to school
      - Administrator added that the plan will be posted and the guidance will be more general in nature
    - A teacher asked what the Wednesday will look because her M/T students will be ahead of their TH/F students
      - Specifics are still in discussion
    - Questioned if there is any way to come into school full time

- Facilitator responded that there are variety of plans being discussed and decision will be made this week
- 100% online learning option
  - What are the options for vulnerable population or what if I don't want to send my child back to school?
    - BOCES is proposing providing services to those students
  - Administrator mentioned that this option is just for the vulnerable population not students who choose to stay home-that that stay home will have to be home schooled
- Specials at elementary level
  - Principals are working on schedules now so that they are included
  - Include physical education at least one of the days that they are in school
- Assessment and Grading
  - Grading is similar to what it would look like if students are in school full time
  - Examining at the best way to give assessments in this type of environment
- School calendar
  - No further details on the calendar
  - Questioned 180 day requirement
    - Administrator shared that there will be a 180 day requirement but it will look different, need check-ins with students
- Social Emotional Learning for students and staff
  - A subcommittee will develop some direction on the instructional plan, providing resources and information for staff and students
  - A teacher asked if there will be professional development on how to transition students back into school
    - Facilitator responded that the committee is specifically looking at that. Planning to provide a "script" to assist students, then move into a growth mindset practices
- A parent asked if the schools will be marked or taped to define what a 6 foot distance is, wants to know if the district has looked into a thermal scan that students will walk through
  - Administrator responded that the district is developing a signage plan for floors and walls, one way hallways, looking at different types of scanners-waiting on further guidance
  - Parent also asked if there will be "traveling" teachers
    - Administrator responded, most likely at the secondary
- Teacher mentioned clear barriers for guided reading and asked, "Can we get them?"
  - Administrator responded that may not be the case right now-desks will be 6 feet apart
  - The facilitator added that students will have devices so they will be able to interact and submit work, students will be taught how to use the Google Docs, don't have to rely on paper

- A parent asked if the district is “training” teachers before the start of the year
  - Administrator responded that the district is looking to “train” prior to the beginning of the year and will “train” throughout the year
- A parent asked, “If everyone is wearing a mask, why can’t students work in small groups?”
  - Administrator responded that the district is interpreting on a broad basis to maintain safe distancing
  - Parent added that putting students together creates more opportunities of touching-it is best to keep them apart
  - Parent asked how district would handle students in hot classrooms wearing a mask
    - Administrator responded that the district is not installing air conditioners
    - Administrator explained that some of the classrooms can get very hot and the health and safety committee is looking into possible solutions
  - Parent is concerned as a fourth grade teacher, teachers will need support on how to work with students 1 on 1
    - Administrator shared that we have a very educated and creative faculty
  - Parent asked about gloves for elementary age teachers
    - Administrator said that there is no requirement for gloves
- Teacher asked if district will have a decision by the start of school how much curriculum needs to be covered
  - Facilitator offered that teachers will need to prioritize standards, administrators have been discussing, so we can begin that work when we return, teachers will be needed to assist in that type of work
  - Administrator added that this learning model may change multiple times throughout the year, Regents can look very different, curriculum and learning will look very different, many “unknowns”
  - Parent is concerned for her children because there are some districts that are going back 5 days a week, she fears that her children will not get the instruction they need
  - Parent asked if district is advocating for the State to reduce the amount of curriculum they are expecting at the HS level. Are we reaching out to the College Board as well? Are we looking at other licensed content to assist the teachers with the online portion of their instruction
    - Teacher shared that the teachers union is in contact with the State regarding all standardized testing
    - Facilitator added that there are supplemental materials that the teachers have available already, we are not looking at new materials
- Teacher asked if the district considered using wireless microphones.

- Administrator responded that the issue hasn't been raised in any meetings
  - Parent asked if special area teachers would have their own classroom on Google Classroom, assignments can get lost in the "stream"
  - A parent added that assignments can get confusing for students in need because they can get lost in a long list
- Facilitator will share these issues with the technology Subcommittee and the Health and Safety Subcommittee
- A teacher asked if the guidance will include clubs and activities.
  - Facilitator responded that this is still in discussion
  - Administrator responded that the district is considering which activities can still run

Subcommittee feedback

- [Learning-committee@millerplace.k12.ny.us](mailto:Learning-committee@millerplace.k12.ny.us)

Meeting Dates for Learning and Instruction Subcommittee (Mondays):

August 3  
August 10  
August 17  
August 2