

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: Technology Subcommittee Meeting #2 Minutes – July 15, 2020

DATE: July 21, 2020

Committee Chairperson: Susan Craddock, District Administration

Recorder: Kurt Roth, District Administration

Committee Representatives: Theresa Bartoszak, Parent; Cory Breines, Operations; Allison Brenner, Teacher; Karen Burkhart, Clerical; Colleen Card, District Administration; Marianne Cartisano, District Administration; Doug Cevasco, Teacher; Matt Clark, Administration; Evan Curran, Teacher; Kim Daley, Parent; Eileen DeCarmine, Teacher H. Christine Delaney, Parent; Jenna Ely, Teacher; Mario Ficarola, Parent; Chris Herrschaft, Administration ; Catherine Lynch, Teacher; Kim Malawista, Parent; Cristin Mansfield Parent; Matt Nicoletti, Teacher; Lily Pachter, Parent; Cynthia Reinhardt, Teacher; Jennie Starr, Parent; Matt Timmons, Teacher; Barbara Weir, District Administration

Meeting Minutes:

- Introduction
 - Referenced the guidance document submitted by the state
 - Social emotional well-being must build a team to address this area. Team will create guidelines
 - Must have a prolonged orientation when returning to school
 - Maintaining student attendance to create student engagement
 - Create mechanisms to reach out to students who are not attending-chronic absenteeism
 - Technology and connectivity-must have knowledge of those students or staff who don't have what they need
 - Governor Cuomo also defined the parameters for staying open
 - Outlined the percentages of infection rate and what we would need to see in order to remain open
 - Other guidance outlined that those students in need will require prioritization of classroom instruction
 - Encore subject areas must be included in the instructional model

- Collaborate with all stakeholders
 - Communicate the plan to the community
 - More guidance forthcoming
 - Face coverings and social distancing
 - Must wear a mask except during meal time or if there is proper social distancing
 - Exceptions if there are students who are not medically able to wear the face mask
 - Students singing or playing a wind instrument must have a 12 foot distance
 - Staff and students are able to use baby wipes in the classroom
 - Recreational and larger areas
 - Need specific guidance from the state
 - Any questions that the committee has can be shared by email
- Questions already submitted by email
 - The steering committee is looking for about 3 main ideas from the group. The learning platform is the number one issue from the committee. A parent asked a question about the platform being used. She wants each of the committee members to have a Teams login so that the product can be used and tested. Finds that the product works differently in different devices. She wants to know if this committee will be responsible for making the decision for choosing the next platform or staying the same
 - A teacher had a question about the staff survey. She wanted to know what the staff responded on the question about changing platforms.
 - Chairperson mentioned that the BOE needs to see the results first and then they will be released further
 - Parent asked is there anything that be done by the committee to help push this along? Suggested that Family ID could be used to distribute various documentation needed for technology
 - A teacher asked is Microsoft Teams salvageable? Is the company receptive to changing? Were most of the issues due to the amount of traffic on the system? If less volume, will the problem be eradicated or reduced?
 - Chairperson stated that Ms. Weir is looking at all of those issues
 - Ms. Weir mentioned that there are some teachers who have been successful with the product
 - Systems couldn't handle the load based on the sheer number of people using the system
 - Professional development will help with better usage
 - Poor Internet connection would be an issue with any system
 - A teacher mentioned that there was a synching issue even before everyone went out
 - The system got better as distance learning went on
 - Developed "work arounds" to get around the issues
 - A parent said that there wasn't any lag time when using google
 - A teacher mentioned that there are going to be updates in August to the Microsoft platform

- A parent informed the committee that Miller Place only has the option of Optimum. She is concerned about Wi-Fi connectivity because Optimum has problems. Can the class be recorded in case a student loses connectivity during the lesson?
 - A teacher got the opportunity to learn Google from a parent committee rep
 - Noticed that there wasn't any lag time
 - Quick view gradebook was amazing
 - All students are viewable on a video
 - Easy to review student work
 - Built in apps were amazing
 - Students cannot initiate anything without the teacher controlling it
 - Is leaning towards Google Classroom. Felt it was eye-opening
 - Chairperson responded that there will be a PD opportunity for any product
 - What will support look like for students and their families
 - A teacher wants the PD to be more focused rather than broad. It should be tailored to the content area.
 - An administrator feels that we should use our teachers to teach professional development
- Topic to bring to the steering committee is about live/synchronous instruction
- An administrator wants to know if everyone is going to be using Notebook or Assignments so that there is more continuity
 - A teacher is recommending to use assignments in Teams because it is better for grading
 - A parent said that documents can be put in Google Drive where students can do all of their work. She would put applications on her Google lessons which made it easier for students. She is offering for any member of the committee to go to her house to see Google at work.
- A teacher mentioned that whatever system we learn, we need to be proficient in using the platform for "flipping the classroom". This coming year will be very different than what was done for the 4 months we were out
 - A teacher asked how it would be different
 - A teacher explained that what is done in the classroom and what is done at home needs to be balanced. It has to be very strategic as to what is done in the classroom
- A teacher wants to know what the workload would look like. Students need to be given enough work, but not too much. Students need to be prepared to come back to school full time.
- A parent suggested need to figure out what type of remediation students will need. What are those sessions going to look like?
 - Chairperson stated remedial teachers will definitely be part of the instructional plan
 - An administrator mentioned that it is difficult to balance because students who need extra support can get too much work.

- Hopefully the human contact with the teacher will bring a better balance especially in a small group setting
- A parent asked if the students who are home will get the same instruction as the students who are in the classroom
 - Chairperson responded that is a legal question where we have to get clarification (recording in classrooms)
 - An administrator agrees that a live recording is important to have available, but thinks that live instruction is better for the interactions
 - A parent asked what will happen with those students that are left home alone because their parents must work
 - Chairpersons responded that guidance is coming
 - A parent wanted to discuss synchronous instruction
 - For AIS students, the work would be done together. The students got the work the day before and completed work as a small group.
 - Some students talked over each other-she would mute them-eventually they learned how to do it
 - Students were able to replicate what they had done when they were together in class
 - Music teacher was using Google Meets to play instruments with students
 - Chairperson discussed that other Assistant Superintendents mentioned that there were issues with live instruction
 - Districts struggling with how synchronous instruction was going to work
 - What methods were they going to use for live instruction?
 - A parent was given a directive by her district as to how many times they needed to go live
 - A teacher asked if they had a set schedule for live instruction
 - A parent stated her district sent out a google form to find out what was the best time for instruction
 - Students could join other groups if the time didn't work for them
 - MS and HS had a set schedule-period times were set
 - Students felt more productive because they had a set schedule
 - A parent felt that she couldn't reach out to other parents in other districts to help with Teams because other districts were not using Teams. Frustrated that the district hasn't made a choice of platforms yet
 - Chairperson stated the steering committee will review all information from all of the subcommittees and begin to make decisions
 - A parent asked do we have deliverable dates for action. School is starting very soon.
 - Chairperson responded that we don't have the guidance from the state yet
 - A teacher said that Microsoft teams had a lot of the features being discussed about Google
 - Are students going to be expected to bring their devices to school?

- The chairperson said that we are still in the process of figuring things out
 - An administrator stated he would endorse students bringing them to school
 - A parent saw successes with both platforms. How will there be a standardization of the platform usage regardless which platform is chosen
 - Chairperson said will need a focused PD rollout, live helpdesk and parent universities
 - An administrator stated there needs to be an intentional direction with parameters
 - A parent questioned having a regimented day
- The chairperson thanked the committee for their participation and will hopefully have more information from the steering committee

Specific questions:

1. *Will teachers be recording lessons for remote distance learning days?*
2. *What will IT support look like for students and parents?*
3. *What is the elementary and secondary schedule for the remote distance learning day?*
4. *How much student work will be assigned for in-school and remote distance learning?*

Subcommittee feedback

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

Technology Subcommittee meeting dates (Wednesdays)

July 22
 July 29
 August 5
 August 12
 August 19
 August 26