

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 #3 Minutes – July 22, 2020

DATE: July 27, 2020

Committee Chairperson: Susan Craddock, District Administration

Recorder: Barbara Weir

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:

- Reviewed items sent to Tech Committee – NYS guidance, distance learning surveys – students and teachers.
 - Many components – H&S, Food Service, Instructional
 - Reopening Plans due 7/31/20
- Platform switch from Microsoft to Google.
 - When is PD for teachers, students, parents?
 - When are we getting devices for teachers and students?
 - Planning to have all this information ready for the first day of school.
- Emails
 - With a 1:1 initiative, reference platform as “LMS” so that it doesn’t refer to REMOTE or DISTANCE.
 - What can Subcommittee be working on?
 - Reminded Goals of the Committees – to ask questions and make suggestions to the Steering Committee to make decisions. Subcommittees provide ‘guidance.’ Per NY State Guidance – constituent involvement.
- Hybrid Model.
 - 2 days of learning in-school
 - 2 days of learning out of school for the students – Cohort or A/B day.

- Splitting grade levels in half – 50% capacity.
- Engagement -
 - This gives 3-days of interaction-LIVE instruction with teacher.
- Asynchronous – details pending...
- Areas reviewing: Attendance, how many assignments will be given.
- There are different hybrids being suggested in different districts.
- Due to space restrictions in our District – this is the best model – 50% capacity.
- AMPS reviewed rooms/desks measured to review our capacity limits and what a classroom would look like; manipulatives, materials, cubbies, items on the wall
- Several reviews of various classrooms to “see” what a classroom would look like – remove cubbies, see how desks fit. The classroom looks very different from what we are used to.
- The first 2-weeks of school will be SEL driven; orientation, guidelines. Our top priority is, SAFETY-SAFETY-SAFETY-INSTRUCTION.
- Getting devices ready.
 - Plan to migrate data if Google has resources to do it.
- PD training planned for last 2 weeks of August.
 - Post on Website –tutorials so students and parents can start familiarizing themselves with our LMS.
 - Do not have specific dates yet – we are working to be ready for September.
- When will Onedrive be terminated so we can move our files? No date defined yet, working on that now.
- Legal guidance - Cannot have teachers record the classroom to broadcast. Not an option at this time. We are waiting on further guidance.
- Childcare.
 - District provided childcare - no specific plan at this time other than SCOPE. We are reviewing, however, district does not have the space.
- PD
 - Tentatively planned for last 2 weeks of August.
 - Can teachers have some step-by-step instructions before the actual PD?
 - There will be a requirement for staff to complete the same training at the same time to avoid previous experience there were many different levels of users.
 - Appreciate requesting for tips/info ahead of time, will check with tech integration specialists.
 - There will be different phases to learn the different components throughout the year.
 - Teacher stated - “it does not give us much time to prepare.... A little bit more time than March, but not much...”
 - Parent shared - there are many different YouTube videos that can teach how to create an assignment, forms, and slides.
 - Teacher – What will the in-person training look like?
 - District is waiting for additional information from ESBOCES.
 - The end-user needs to have a seamless learning curve.
 - Anything posted ahead of time will be just to make sure teachers know “...this is just to get started....preview...”
- Parent asked – Can teachers record instruction?

- Home Instruction Days – teachers cannot do live recording in-school and broadcast to students at home.
 - Parent – What will the students be doing during the learning at home District is still reviewing the asynchronous instructional model. Steering Committee will review.
- Recorded sessions, sharing screens - Is this considered recording and not allowed? This can extend the time of engagement for the child.
 - As of now district cannot project anything from a LIVE classroom to anywhere.
 - Will receive confirmation from attorneys.
- Will there be curriculum writing offered since we probably cannot get to all curriculum?
 - Yes – we will include curriculum review within the PD framework.
- Students can only learn about 80% of curriculum – Regents being cancelled?
 - No information to date.
 - Parent asked – can students who missed Regents still graduate?
 - Yes, students were exempt.
- Parent asked - Is this for the entire year?
 - This is the reopening plan. Three learning plans must be submitted.
- Parent asked – How can we move from Hybrid to full instructional model with rearranging classrooms?
 - Superintendent stated – we are storing our furniture so that if go back to full instructional model we can rearrange with some time to do it.
- Parent asked – students only going to get to about 40% of the curriculum.
 - We must prioritize the curriculum. Perhaps implement a Flipped Classroom.
 - Other Districts were able to do a synchronous – what were other districts able to do that we could not do?
 - Each District has their own unions so district cannot answer why some districts taught live.
 - District is moving forward. District cannot hire another 21 teachers to do the AM/PM schedule due to staffing and budget. Unable to provide a full day of instruction.
- Parent – another teacher puts together another lesson.
 - Plan is not yet finalized, reviewing at all levels, 3 different types of instruction on the student's home day.
 - Organically it has already happened and we may try to build on that.
- Teacher – Will there be a turn-key person in each bldg.?
 - District is trying to maintain existing teaching staff in the classroom there is no extra staff. The Tech Integration Specialist is scheduled.
 - District has support in place and staff training, Tech Integration Specialists, CLAs, Tech Dept.
- Teacher – What will a remote day look like? Concerned: teaches 3 courses can mean double the amount of work to prepare for – don't know if there is enough time for that.
- Teacher – What will it look like? If we are fully remote.
- Parent – are we going to discuss what the remote will look like?
- Admin – need a listing of district supported platforms, software.
- Parent – Can the District do something about all the printing? Can we pick up packets, etc..?

- Parent – no need to print in Google
- With appropriate PD will be in place, reliable access, and reliable devices – everyone on the same page.
- There will still be handwriting exercises; workbooks will still exist.
- Parent asked about writing practice?
- Supplies and materials will go back and forth to school daily.
- Teacher – can we do a survey to ask teachers what they were using re: what software/apps staff was using new programs for the last few months helpful for students.
 - Reviewed process of requesting software: staff asks principals, budget
 - Staff can work with CLAs for initial vendor logistics.
- Turn It In! Are we still getting it?
 - Yes
 - Administrator explained Turnitin.
- Teacher – No bulletin boards?
- Parent – will devices be updated automatically so parents do not have to?
 - District will have an internal management system with filters, antivirus, automatically. Can not mention the management system for purposes of security but there is a system in place that manages/updates devices as we did the last months. If it changes District will notify parents.

Technology Subcommittee meeting dates (Wednesdays)

July 29

August 5

August 12

August 19

August 26