

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 #4 Minutes – July 29, 2020

DATE: August 3, 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:

- Meeting minutes can be found on the district webpage
- Question from email: can we legally broadcast what is going on in the classroom
 - Right now we believe that it is not legal
 - Can parents sign a waiver? Some parents may not sign the waiver which would cause a conflict
- Email question about asynchronous instruction at home-suggestion of live recordings or assign PLC taking turns to record videos
 - Was a model that was used by some elementary teachers in the Spring, so it is a possibility
 - Want as much teacher/student interaction as possible
 - Parent felt that her child's teachers did not record videos and would like to see that happen more
 - Facilitator explained the hybrid model - on Wednesday there will be live instruction for all students online, the live online instructional model would prepare teachers to do full time online instruction if required by the Governor

- Parent asked if that is class instruction or one on one instruction
 - Facilitator responded that part of the day on Wednesday would be set aside for teachers to have professional development-attendance would be taken during instruction for the full class-elementary schedules may look different than a secondary schedule
- Teacher asked if the two cohorts are put together on Wednesday because then the M/T cohort would be ahead of the TH/F cohort
 - Facilitator responded that the administrative team is currently discussing that issue, please send along any input if you have any
 - Teacher also asked what the Wednesday instruction would “look like”
 - Facilitator responded that the instruction would be on Google Meet, the first few days of school will be orientation, (health and safety) and then the social emotional component, will create lessons so that everyone is teaching and learning the same information
 - A teacher suggested that Wednesday is like a Friday. Begin lessons on Thursday so that everyone has been exposed to the same material by the time you reach Wednesday
- A parent asked why teachers can’t go live one day and not other days
 - Facilitator explained how on Wednesday all students are home and the teachers are not teaching in-school with students
- A parent asked why teachers can’t stream from the classroom if the teacher puts the camera on themselves
 - Administrator responded that some issues are legal issues, a child may not project themselves on the screen accidentally, long conversations have been had regarding this issue
 - Parent also asked if her children would get live instruction 5 days a week if we were completely virtual vs. 3 days a week going hybrid
 - Administrator confirmed
- Calendar
 - Is not finalized
 - Need to fulfill the 180 days of school
 - Steering committee is discussing Superintendent Conference Days
 - Administrator informed the subcommittee that the minutes are not being counted, but days are
- Tech Department is getting the devices ready for the students before school begins
 - Draft plan for professional development
 - Tech support for Google being provided by ESBOCES
 - Start posting Google instructions on the website as soon as we can for parents and teacher
- Teacher asked if the Smartboard can be moved
 - Administrator responded that no Smartboards will be moved
 - Teacher also asked if the teachers can be surrounded by Plexiglas

- Administrator responded that Plexiglas is not being used by schools, but there is another material that is, currently looking at a divider for students
- Parent asked if students can go back to school full time if the barrier is used
 - Administrator responded, district has 4 priorities: safety, safety, safety, instruction, district is considering all options and looking at each building individually, there may be multiple plans
- Parent asked, “What would be the option for parents who don’t want to send their child back to school?”
 - Administrator responded that there is legal interpretation and that legal interpretation may change, if a child has an underlying health condition, the school will create a 100% virtual learning environment, if a parent says that they are “afraid,” they will be responsible for homeschooling
- A parent suggested that teachers create a collaborative environment with each other to share lessons and ideas
 - MN asked if the M/T group would receive lesson 1 and 2 and then the Th/F would receive lesson 1 and 2 or would it start with the Th/F group so that all groups are at the same part on Wednesday
 - MC laid out the different instructional plans that were possible-described what cannot be in a classroom and discussed the difficulties of transportation
 - EC suggested that teachers don’t replicate a lesson that was done in the classroom-must create two different environments-gave examples of different lesson ideas for both English and math
 - Focus of Superintendents Conference Day would be flipping the classroom and modifying the curriculum
- Teacher asked if the teachers will be in the classroom if no students are permitted to come to school
 - Administrator said that all teachers will be in all year
 - Teacher also asked if teachers can stay home if they have underlying conditions
 - Administrator responded that she can’t comment on personnel issues, we want to have a safe learning environment for all humans
- A parent asked about attendance on remote learning days and possibly missing their in-school days
 - Administrator stated that students are expected to attend school and do their work at home
 - Facilitator mentioned that there will be an attendance requirement for all students
- Parent asked how will the students go into school based on the alphabet
 - Administrator explained that the alphabet will be split K-12 so that families can be consistent on their days-scheduling is difficult and we have to look at each class to see what the numbers look like
- Parent also asked about masks and removing a mask if you are 6 feet apart, will there be a firm stand regarding the wearing of masks
 - Administrator responded that there will be a firm decision
 - Teacher asked if there is any discussion regarding face shields

- Administrator state that the shield does not take the place of a mask, district has purchased shields for certain populations, for example, students will wear a shield during speech
- Clerical representative asked when the kids will do something regarding digital citizenship which is part of the acceptable use policy
 - Facilitator stated that it will be reviewed at the beginning of the year with the students
 - Parent suggested that parents can sign it on a Google Form
- Teacher asked about a teacher survey regarding technology
 - Clerical rep said that they will be looking at the software and decide what fits the budget
 - Facilitator stated that the district needs to provide a “data bank” of all software that is currently being used
- Teacher asked if some software that was not being used in March could be put on the list moving forward
 - Facilitator responded to follow the current procedure for requests and approvals – forward requests to building Principal
- A teacher suggested to distribute and cover the acceptable use policy to one specific class
- Teacher asked has there been a discussion about the special areas
- A parent explained how in her district, they put the specials in the stream so that students knew what special they had each day
- A teacher asked about calculator emulators [loaded] onto the students’ computers because they can’t use the district issued calculators
- A parent made a suggestion for the district to purchase neoprene cases for the student laptops, also need to revisit the supplies that teachers will no longer need
- A parent asked if parents can insure the laptops through the school
 - Administrator responded that the district does have insurance on/for the devices
- A parent asked after the plan is released, will there be a zoom call with the community
 - The facilitator stated that the question will be addressed with the Steering committee

Subcommittee feedback

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

Subcommittee meeting dates (Wednesdays)

August 5
 August 12
 August 19
 August 26