

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD EMERGENCY MEETING
Tuesday, August 11, 2020
Lyndeborough Central School/Video Conferencing
6:30 p.m.**

Due to the state of emergency declared by the Governor regarding the COVID-19 outbreak, and subsequent Emergency Order #12, the Board Chair determined that the physical presence of a quorum within the time required for Board action is not reasonably practical and therefore authorized participation of Board members via videoconferencing/audio.

The videoconferencing link was published several places including on the meeting agenda along with the Superintendent's email to be used for written public comment.

Present: *Online participation: Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Brianne Lavallee, Tiffany Cloutier-Cabral, Charlie Post and Paul White*

Superintendent Bryan Lane, Business Administrator Robert Mullin, Principals Peter Weaver and Bob LaRoche, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler

I. CALL TO ORDER

Vice Chairman Vanderhoof called the meeting to order at 6:30pm.

II. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

III. PUBLIC COMMENTS

The public comment section of the agenda was read.

Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

There was no public comment.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent reports receiving a great deal of information back from parents regarding which mode of education they want their children to have. There are still an additional 40 responses needed, 10 from FRES and the rest from WLC. It does appear that 60% of students are coming back to school 5 days a week, 21% remotely, a small number choosing to do VLACS, and 8% with modified schedules and a few have chosen to go with home school and their enrollment will be withdrawn. We have 120 riders on the buses, (still 40 students unknown): approximately 25 students per bus, families will sit together and students will social distance with masks and face the same direction. As we move through the process we will provide the bus company with the information needed to determine the exact number of students per bus. The NHIAA has a return to play guidance document which the athletic director has; we will follow all the rules. They have moved back the season to September 8. Most schools are going to regional schedules; he has not seen our schedule but if we are going to regional schedules that would mean we would play the schools closer to us. A board member had asked the cost of an additional bus (for sports) so the boys and girls would not ride the same bus. The information is listed in his report. He met with Mr. Erb and Wilton town officials to go over the logistics for primary and election days. They were pleased with the accommodations and are looking to contract with us to pay our custodial staff extra to do cleaning after the election. This would save the town some money; more to come on this. It was requested to obtain the number of students who plan to ride the bus for athletics to determine if there is a need to have an additional bus. Superintendent will work with the HS staff to get this information. A question was raised why we would not just schedule a day off during election days (being held at WLC) instead of making adjustments to still hold school at WLC. Superintendent explained FRES and LCS would not be affected and school could still be held and MS can be separated from the gym; HS is closer to the gym and they could do remote learning. Most people do not get election days off and could create childcare issues for parents. The Board could choose to move in a different direction. No objections heard.

V. DISCUSS MASCOT

Superintendent reports, this agenda item was requested by Chairman LoVerme. The Superintendent acknowledged there has been a great deal of discussion nationally around the appropriateness of school mascots that represent Native Americans. The WLC logo is an Indian head (WLC Warriors). It was noted there was an email sent to the Board and Superintendent regarding the request to review this. A suggestion was made to table this discussion as there is quite a bit going on at this time and probably not the best time to take on a project like this. Superintendent read the email request which came from Ben Putnam on July 7. Mr. Putnam requested it be put on the agenda for discussion. Superintendent confirmed the Board did take up this subject more than 5 years ago. A suggestion was made to reach out to the Inter-Tribunal Native American Council of NH to help guide the Board when they take a vote. Mr. Vanderhoof agreed it had come up years before and the current logo we have is the logo they came up with at that time. It was agreed to table this discussion for another time and Superintendent will reach out to the Inter-Tribunal Native American Council of NH as well as obtain feedback from students and community members for a future discussion.

VI. RETURNING TO SCHOOL

Superintendent reports the administrative team will meet this Thursday, to determine details on protocols/procedures. The first day staff is back will be "protocol day" letting them know how we will do things; early next week we will start to send out information to parents on how school arrival will look at each school. Buses will come in one at a time and we will unload. Triage areas will be identified for any possible students not feeling well. We will have a more defined picture for parents and students; we need to be specific and consistent. We are moving the direction the Board has given us regarding coming back to school and making sure the protocols are in place. He will be sure they have all the information. He has been in contact with the nurses regarding PPE and any decisions we are making with the students entering. Every single class has 18 or fewer students across the district. Furniture that is not necessary will be removed in order for to create spaces 6 feet apart in classrooms and if we find out one is not we can move it to a larger space. We are able to socially distance appropriately throughout the district. We will continue to work with staff finalizing procedures and protocols. This is a community effort and parents/guardians are an extremely important part of the process in that students don't come to school if they are ill. If you are using medications to reduce a fever, that is masking the fever and you should keep your child home that day. The only way this will work is if we all work together to minimize the community spread whether it is the flu or COVID. Superintendent confirms the desk shields (referred to in a document) are made of Plexiglas (24 x 48) and we have 53 of them. Classrooms throughout the district will have them. This allows for another layer of protection for both the student and teacher especially with 1:1 instruction (just like in grocery stores). It is our objective to have every student checked as they enter the building. When we talk to parents, we will identify this as part of the process we will follow daily. A question was raised if we will have a form that will need to be filled out at arrival (similar to what is done at a doctor's office). He responded that he has been looking at apps but we will need to do more research to find out if there an app that would work and is cost effective for our needs. A question was raised if he had looked into iLearnNH that has been in the news recently. Superintendent explains it is basically Google Classroom in its own platform; it doesn't give you a whole lot extra but does create one place for everything to go. It does have a "bank" for teaches to share although we already do this with a sharing program we have. He spoke to Mr. Stephen Appleby at the DOE about this program and he did indicate they will be getting a contract agreement with Zoom as part of this. The program seems to be changing weekly, there is no cost to us for it. Mr. Legere reports the website has some videos, and training on the website and some of this does look interesting and positive. With remote learning in the spring, he had heard having a common platform for all students was an issue (not being able to go to one place for everything) and iLearnNH is spoken of as a "one stop shop" for everything. Superintendent agreed this had been a concern raised by parents particularly with teachers in different subject areas for example at FRES with music or PE. He will be reaching out to a couple of teachers to see if this program makes sense for us. There was discussion regarding a lot of focus has been on safety and is there a plan from a technology perspective given we will have students in a hybrid model. Will there be live streaming in be classroom, do we have the technology we need, do we have webcams, do we need changes to the SMART Boards etc. Superintendent reported Mr. Kline is in the process using COVID funds to purchase iPads so that we can do live streaming across the board. We will order a good number of them. He is aware there is some concern from teachers in regard to live streaming. With the number of students in a modified schedule (28-30 families) it can be supplemented with activities as most will be coming 2 or 3 days in class and not as much with a video scenario. He will be gathering information from families to find out what they are looking for and determine how to best help them. Mr. Legere noted he spoke to someone who has students in the district and does video conferencing and video in classrooms and he may be able to help. Superintendent asked Mr. Legere to forward his contact information to him. It was noted the list of PPE that was previously sent did not include LCS. Superintendent will get that information. A question was raised if there was any plan on what would be

done to socially distance if there was a fire for example. Superintendent responded it would be discussed at the next administrative meeting; the number of evacuation drills we need to have (10) has not changed. He will be contacting the fire departments as well. A question was raised since the bus drivers would not be sending anyone off the bus for not wearing a mask, does this put others at risk. Superintendent responded, we will provide the bus drivers with a number of masks. He does not see this as a major issue since if parents are sending students to school, wearing a mask is part of the deal. A brief discussion was had regarding a document that Ms. Lavallee had sent the Superintendent detailing some feedback on the back to school plan and questions. One of the areas of concerns raised was regarding the section on the buses and if this is an area of weakness. What is our responsibility if Mr. Browne chooses not to follow the recommendations; what can we do. Superintendent responds he did forward an email from Mr. Browne to the Board around funds for cleaning that the district had access to (referring to CARES Funds) and he needs to speak to him at greater length. Our expectation is the buses are wiped down at the end of the run. A question was raised if there could be a checklist similar to what the custodians are doing and can he make it available to us on a regular basis. Superintendent notes if there is an issue he needs to bring it to me. It was agreed this needs to be solved before the students come. Ms. Lavallee requested the document she provided with the Superintendent's responses be part of the minutes (document attached). Ms. Lavallee questioned if there was follow up on one of the teacher's questions regarding putting things in the hallway if this was against fire code. Superintendent had and reports we may be able to keep more furniture in the classroom now that we have a better idea of students coming. The hallway space needs to be twice the size of the egress which will be followed.

It was suggested to have a trial run with the teachers on arrival procedures and temperature checks during the week before the students arrive. Superintendent agreed and we will be following protocols with teachers on those days before. Superintendent reviewed not all the students are arriving at one time, each bus is unloaded one at a time and we will be stressing to parents the earliest time they can drop off their child. Drop off at FRES will take some time, having staff in the back of the building will allow us to keep students moving along and do multiple cars at once. The first couple of days may take longer.

A question was raised how many times did the committee meet regarding putting the protocol together. Superintendent reports 3 times, nurses were present 2 times and there will be another meeting next week. They have also provided information back to him. Concern was raised due to the limited time left, the focus had been surrounding safety concerns and not getting remote learning up and running. Superintendent responded that he is not working on this alone; he has delegated much of this to the Principals who have knowledge of the flow and the spaces, technology related things are referred to Mr. Kline and Mr. Pratt has handled SPED related things. We are all working together to get this done; he acknowledges it will be tough. Responding to a question regarding involving the community, Superintendent confirms he has received an email from Wilton Town Manager, Mr. Branscombe and they are working on having discussions. A question was raised if we had gloves, what is the status and is there a guarantee to have them before school starts. Superintendent responds the delivery time is 7 days and obtained from the state; they have been pretty consistent with delivery times. Ms. Lavallee thanked the Superintendent for mentioning the "masking agents" parents sometimes use; it is an issue that most nurses have. The NH Academy of Pediatrics and NH Department of Health have been talking about the roles of school nurses making the decision to send students home. She acknowledged that it can disrupt a parent's day and is concerned the nurses may get the "backlash". She suggests obtaining documentation from the doctor's office for chronic conditions such as allergies, and headaches so the nurse is not left sending a student home that meets the COVID criteria but has a documented chronic illness. Superintendent agrees and notes the SNAP program should contain this information except for new students and new conditions. He notes we do have a new nurse at FRES this year and he has told the nurses if they are having an issue with a parent that is not being reasonable, he will help them and together we will find the best way to have this taken care of. It is our obligation to back them up and see that they are supported. Ms. Lavallee spoke about a checklist in SNAP that seems labor intensive; Convenient MD and Frontline have one and Primex has one for staff. Superintendent has spoken to the Primex representative about it. Regarding the buses, it was suggested although not ideal, to have the buses come back to the building and have the custodial staff clean them to ensure it is being done. Superintendent responded that the contract says the buses will be kept clean. He will work with Mr. Browne to figure out the best way to ensure we are getting what we need. Mr. Vanderhoof reiterated to have Ms. Lavallee's document included in the minutes.

VII. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof reported the discussion was around reporting. The Budget Committee Chair reached out to the business administrator and had a discussion regarding what they need for reporting; that should be resolved going

forward. He notes we need to be sure to get all the paperwork completed for the CARES funding to be sure we don't miss out on any funding.

VIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Appointments/New Hires

i. Elizabeth Tamietti-School Counselor-WLC

ii. Lynne Movassaghi-Case Manager/Teacher-FRES

iii. Lisa Blais-Attendance Secretary-WLC

iv. Carly Follett-ABA Therapist-FRES

v. Bill Ryan-Van Driver-District

Superintendent reviewed the appointments and new hires. He informed the Board Ms. Tamietti has the unique credential of National Board Certified Counselor. This is a half time position. Discussion was had regarding the difference in salary from what was budgeted for the MS counselor position of \$21,500 vs. \$36,000 which is in accordance of the CBA. A question was raised how will this extra cost be offset? Superintendent referred to the salary savings sheet he sent the Board earlier which shows an overall savings of \$139,000. The person in the position prior was at step 4, Ms. Tamietti would be step 18; the budget was based on the prior person. Concern was raised regarding cost and that this position had been cut down to half time (part of the budget reduction). Superintendent noted, there were 18 candidates; the position had been offered to a number of candidates who turned it down because the salary was not sufficient to sustain them. We didn't go for the most experienced candidate and given the pool, he cannot say if we would have another candidate. Concern was raised the Board could potentially increase the position to .80 FTE with the \$36,000 cost and get more hours. It was noted this was a contentious cut and to "blow the budget" on this one position doesn't seem we are following up. Superintendent clarified salaries are set by the salary schedule in accordance to a candidate's education and years of experience. Discussion was had regarding increasing the position to .80 FTE. It was noted that some salaries increase and decrease depending on which candidate is hired; there is a lot of savings in salaries this year. Superintendent confirmed it would be a struggle at this point to repost the position at .80 FTE and start again with school only 2 weeks away but it is possible it would create a different candidate pool. It was noted this candidate is coming to us with a number of years' experience and background. This year there will be unique needs coming back to school and a candidate as experienced as this would benefit the MS.

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Cloutier-Cabral to appoint Ms. Elizabeth Tamietti, MS School Counselor.

Voting: via roll call vote; five ayes; two nays from Mr. Vanderhoof and Mr. Post, motion carried.

A brief discussion was had regarding the salary for the recommended candidate, Ms. Lynne Movassaghi for SPED case manager is over budget by approximately \$4,000. Superintendent informed the Board the salary for this position was combined from a paraprofessional and half time SPED case manager to allow for a full time case manager, creating a better "push-in" model and allow for students to stay in the classroom. He noted there is a large decrease in benefits, a savings of about \$15,000; there is always potential this will change however. He reiterated overall we are under budget with salaries.

A MOTION was made by Mr. Legere and SECONDED by Ms. Lavallee to appoint Ms. Lynne Movassaghi, SPED Case Manager.

Voting: via roll call vote; all aye; motion carried unanimously.

A request was made for the Superintendent to provide the salary changes for the other positions as well. This will be provided.

b. Resignations/Retirements

i. Jayne Lundwall-Aide-FRES-Retirement

ii. Michelle Locke-RTI Coordinator

Superintendent reviewed the resignation and retirement. He noted the Board would need to vote to accept Ms. Locke's resignation letting her out of her contract.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to accept the resignation of Ms. Michelle Locke.

Voting: all aye via roll call vote; motion carried unanimously.

• **RTI COORDINATOR VS. DISTANCE LEARNING POSITION**

Superintendent reviewed a suggested change in position from RTI Coordinator to Distance Learning Teacher due to current needs around distance learning. He has discussed this with Principal LaRoche. This is a discussion about a position not a person. He reviewed based on the enrollment numbers for in school and distance learning (at elementary level) this would allow teachers to not have to do “double duty”. He notes the RTI program would struggle but at the same time we have a different situation presented to us and this is a way to meet the need. He agrees the enrollment numbers may fluctuate and we may look to modify the scenario but there is no way to plan for that at this time. He reviewed the specifics of what each grade would look like at the elementary level. Concern was raised regarding if this was a short term need. Superintendent responded finding someone (certified in elementary education) who is also qualified to be an RTI coordinator may be difficult but it does depend on the candidate pool. A “RIF” (reduction in force) may be necessary if we go back to the RTI model and do not have a qualified candidate in the distance learning position. Concern was raised regarding the W.I.N. program and the issue that there may not be a curriculum coordinator for this year. A question was raised if the Superintendent had thought of a creative way to have a stipend position for someone who could take on the RTI coordinator responsibilities. Superintendent explained we have Title 1 tutors working with students, the smaller class sizes because of the number of remote learners allow for teachers to do more 1:1 instruction when needed. It is just a band-aide not a resolution. In order for him to offer a stipend he needs the Board’s permission and how to fund it. He estimates an hourly rate of \$15, based on the how many hours of work is needed outside the school day would cost about \$1,500-\$2,500. It was suggested to obtain input from Ms. Locke and teachers. Discussion was had regarding students having trouble with distance learning in the spring and if we go fully remote what happens to the distance learning teacher position. Superintendent explained we have 70 hours per week with the Title 1 tutors to help with struggling students as identified by teachers; he does have the same concerns however. He is trying to create the best scenario with the teachers in class teaching the in class students without the remote situation as well. We want to the best for the families also. If we do have to go full remote, he does not believe it would be for the entire school year and we may need a RIF scenario. This is the best option he can suggest without having 2 platforms for teachers and still have the teacher focus on remote instruction and the others in class instruction. Superintendent confirmed that if the Board did entertain the stipend for duties associated with an RTI coordinator, the duties would be to break down the data and coordinate schedules for students who would receive Title 1 services. The RTI coordinator was coordinating the program and did the targeted instruction as well. The stipend position would not include working with students, just coordinating it. Some discussion included there is value in the program, we should obtain feedback, the position was one that was not here before Superintendent Lane and it seems we are going backwards to change this. Concern was raised this seems to be upending what we were trying to do; seems it was not well thought through and we need to keep things as normal as possible in order to make the progress we have trying to make for the last 4 years. Superintendent responded that he supports this because he knows our teachers will struggle with having to do another platform for remote students. He believes it is the best way to support all students. A question was raised regarding how much CARES money has been spent. Mr. Pratt confirmed some money has been allocated for iPads, exact amount unknown, approximately \$7,000-\$8,000 (district received about \$64,000). A question was raised if the CARES funding could be used for a remote learning support position. Mr. Pratt confirmed it can be. Superintendent noted although he would like to think there will be additional funding, he cannot guarantee this and a cost scenario (full time) to do this would be approximately \$50,000 with a single insurance plan; that does not leave a lot left for any of the other expenses. A question was raised regarding having a scenario similar to the alternative education position (removed due to budget reduction) with the teachers creating the curriculum and a support position hands on, helping the remote students. Superintendent confirms the cost would be approximately \$25,000; he can look into this. Discussion continued which included the need to be flexible, the need to support the kids and teachers and we can return to the RTI coordinator at a later date. Discussed specifics regarding enrollment of in class vs. remote. Superintendent will provide the dollar figures and scenarios relating to the remote teacher position tomorrow. He will obtain feedback from Mr. LaRoche and teachers at FRES. A brief discussion was had regarding live streaming and what it would like for the remote students, what is the expectation. Superintendent confirms a schedule needs to be created with expectations and consistency. When families choose to go remote, they tend to be more focused as this is what they chose to do. There will be face time with the teacher, time for independent study and time for specials (art, music, PE). Superintendent to check with Ms. Locke to obtain feedback on how classes went this summer and see if she has an idea of what they need going back and if a stipend position would work. A suggestion was made to allow for larger class sizes with remote learning. It was noted there can be issues of getting online, the sheer volume of work to do and correcting and testing; remote class sizes should not be that high. Superintendent confirms with remote learning, there will be break times, lunch times, etc., it will not be in front of the computer for the entire time. Finding ways to best meet the needs of the children is part of his function and working with the staff to determine

what that is; parents will also be a big part of it. It was noted at grades 1 and 2, this is when we have emerging readers and parents are not educators; although they can help and keep them on task they are not educators. Superintendent confirms if we were not doing remote, we would find a function for the distance learning teacher, hopefully they would have qualifications for RTI or curriculum and if not at the end of the year we would not maintain their employment. Superintendent clarified in his plan there would be 1 remote teacher for 1st grade, 1 for 2nd grade and he is requesting to hire 1 remote learning teacher for grades 3 and 5 instead of hiring an RTI coordinator within the same budgeted amount. Regarding the timing of it, he could hire someone as a substitute until the Board nominates them. He is requesting to advertise for both positions, RTI coordinator and distance learning teacher so that he can be as prepared as possible in order for the Board to have options.

A MOTION was made by Mr. Leger and SECONDED by Ms. LeBlanc to approve the hiring of a distance learning teacher in place of the RTI coordinator position.

A brief discussion continued including, what will the posting say, the Board can determine not to move forward with the nomination if they chose, Superintendent will provide feedback the Board has asked for and the Superintendent confirmed he did not reach out to any distance learning places about how they go about things. It was noted we owe the remote learners this type of support; it is in place of the RTI position.

Voting: via roll call vote; six ayes, one nay from Mr. Vanderhoof, motion carried.

It was noted, if Mr. Lane provides the stipend position information, it is appropriate to vote on that at the next meeting.

IX. DISCUSS BUSINESS OFFICE STAFFING

Superintendent informed the Board Ms. Mary Anne LaBrie, Finance Assistant and Human Resources is resigning. A request from Mr. Mullin is to hire 2 people, 1 FTE to replace Ms. LaBrie and an additional .50 clerk. The additional half time clerk he would like to hire would be cross trained in all roles (payroll/HR, accounts payable). This would bring the business office staffing to 1 FTE, with 2, half time positions. Discussion was had that this model is what Ms. Baker (prior BA) had requested during budget time and was removed from the budget as part of the Finance Committee's plan to meet the reduced budget after district meeting. It was noted a few years ago there were 2 FTE's in the business office who departed, a new 1 FTE person was hired and a temp was brought in for several months to get new staff up to speed. Concern was raised that there is a new BA, with new staff; there is no continuity in staffing and it will take a while to get them up to speed. A question was raised who would train them. Superintendent responded there will be some overlap with Ms. LaBrie; candidates for this position have been interviewed and there is interest from them in the position. Superintendent confirmed we will not need a temp worker. Superintendent explained this plan can be accomplished within the same funds; taking a salary of \$60,000 plus, decreasing that for one full time position and have enough still (\$21,000) to hire a half time clerk. Superintendent notes although it is within his authority to do this, he would like a formal motion from the Board. Mr. Legere agreed as this was a position the committee voted to eliminate and believes a motion should be made to reverse that action. Mr. Vanderhoof noted the amount has changed and we are not increasing the budget. Superintendent clarified there is 1 FTE and 1 half time position currently which would be maintained and the request is to add an additional half time position within the same budgeted salaries. Mr. Mullin spoke "the Superintendent put it well", his goal in adding the position is to cross train for both positions and act as a backup in case anything like this happened in the future. He can have a replacement for Ms. LaBrie quickly.

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to allow the hiring of a half time business office personnel, at a salary and benefits of \$21,000 or less, staying within the budgeted amount.

Voting: all aye via roll call vote; motion carried unanimously.

X. PUBLIC COMMENTS

Mr. Vanderhoof noted, he assumes everyone is aware of the public comment rules which are posted on the agenda. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Mr. Dennis Golding questioned when we will know how the remote learning will work, whether live streamed or what. Superintendent responded early next week.

Mr. Adam Lavallee commented that he has been impressed with the teachers and their willingness to come back and teach in person classes. It is not comfortable he imagines for a lot of them and they are willing to come back to teach groups of students every day but he can't go to the town clerk's office. That is the type of protection other public employees in this district have that teachers do not.

Mr. Geoffrey Allen thanked everyone for their due diligence; the Board, administration and teachers; everyone is doing a great job coming together for this community.

Ms. Lisa Post thanked everyone for the late meetings and putting this together; she understands how difficult it is. She appreciates the teachers coming back and knows it means a lot to the folks who have to go to work.

Ms. Laura Gifford, LCS school nurse commented the nurses need to be on the forefront of the discussion and appreciates them being involved in the decision making.

XI. SCHOOL BOARD MEMBER COMMENTS

Mr. White thanked everyone who came out tonight and the feedback given and that people have gone out of their way to answer surveys. He assures the public we are doing the best we can. It will come together, may be last minute but it will come together.

Mr. Post thanked the Superintendent and the staff to come out with a plan and something that works. It is a big task with offering 3 options and he knows it is not an easy model for teachers. He thanked everyone again for doing that and moving forward.

Mr. Legere thanked the staff for all working hard for getting us to where we are and their flexibility.

Ms. LeBlanc thanked the teachers; without them none of us could move forward. We have so many wonderful people who work for our district and all the coordination; what a group like this can manage when we put our heads together. Everyone is working together for the education of our children. She thanked everyone who had a hand in it.

Ms. Lavallee commented that Ms. LeBlanc said it wonderfully. She is impressed with all the staff on the ground. She looks forward to the staff giving input and appreciates the Superintendent's effort with communication. She looks forward to the feedback from the committee meeting next week and the administrative meeting on Thursday.

Ms. Cloutier-Cabral commented she can't thank everyone enough, administration and families, etc. She is proud of the whole district working together and taking this challenging time for collaboration calmly and thoughtfully.

Mr. Vanderhoof thanked everyone and the next meeting we will be in school already. He hopes all goes well and knows people are concerned. Hopefully we will get this done in an appropriate manner to the best of our ability.

XII. MINUTES

i. Approve Minutes of Previous Meeting/s

Superintendent reports, the minutes from 5.28.20 can be approved as written or amended (to include the motion and vote). Superintendent notes if the Board wanted to make a motion to change the public minutes without unsealing, the approved motion would be to add the last motion and second into the public minutes (he read the motion- A Motion was made by Mr. Vanderhoof and Seconded by Mr. Post to reduce a PE teacher based on the needs of the district to realize a savings of \$17,143.). Superintendent notes if the Board wanted to add that motion, it can be done by just adding the motion and vote to the public minutes without unsealing the nonpublic minutes. It was noted that had been a long discussion previously up to the vote and the vote should be made public.

A MOTION was made by Mr. Post and SECONDED by Ms. Lavallee to move the motion and vote (by Board members) to the public record: Voting: six ayes, one abstention from Mr. White, via roll call vote; motion carried.

The edited version of 5.28.20 public minutes will be brought to the next meeting for approval.

A MOTION was made by Mr. Legere and SECONDED by Ms. Lavallee to approve the minutes of July 14, 2020 as written.

Voting: all aye, via roll call vote; motion carried.

A MOTION was made by Mr. White and SECONDED by Ms. LeBlanc to approve the minutes of July 28, 2020 as written.

Voting: all aye, via roll call vote; motion carried.

XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C) (B)

i. Review the nonpublic minutes

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Leblanc to enter Non-Public Session review nonpublic minutes and discuss negotiation matters RSA 91-A: 3 II (A) (B) (C) at 9:08pm.

Voting: all aye via roll call vote; motion carried unanimously.

RETURN TO PUBLIC SESSION

The Board entered public session at 10:24pm.

A MOTION was made to seal the non-public session minutes by Ms. Cloutier-Cabral and SECONDED by Mr. Post.

Voting: all aye; motion carried unanimously.

XIV. ADJOURNMENT

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to adjourn the Board meeting at 10:26pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler

- I. Arrival Screening
- II. Need to clarify format to be used for students/parents and staff to screen/report findings prior to school arrival/bus pick up. Is there an HIPPA approved and secure app we can use for this? Use DOE child screening tool? Primax does have one available for staff, there are other options like convenient MD and Frontline that offer apps that will collect and trend the data for us. We can also create a quick google questionnaire that we can track/use ourselves (Milford has this for staff.)

The administrative staff and I are meeting again on Thursday; we will clarify all of this.

A letter will be going out to explain this first of next week.

- III. We should have a very clear procedure written regarding the arrival assessment/screening. This should include what PPE will be worn by the screener.

This procedure will be clarified on Thursday. If parents are doing their part in keeping students home who are not feeling well, that should minimize our exposure.

- IV. We should have multiple staff members in each building trained to complete the screening process

The administrative staff is identifying who will be doing the screening, training will occur for them.

- V. There may need to be more than one area to conduct the screenings to prevent bottlenecks.

FRES AND WLC will have two ways in. There will be about 80 students at each entrance over a 10 to 15 minute time period

- VI. A permanent triage area should be set up in each school that is in close proximity to the screening area to prevent unnecessary exposure to possible cases. These can be temporary structures and/or nearby rooms.

The Triage rooms are being identified on Thursday.

- VII. Triage areas should be clearly marked and identified.

Agreed

- VIII. The school nurses should be consulted when making the above arrangements in their individual buildings.

I have emails out to them.

II. Classrooms

- All classrooms with the ability to space students 6 feet apart should be. If a 6-foot distance is not possible due to classroom size or individual educational needs, we should use alternative methods to create as much distance as possible and/or physical barrier (e.g. plexiglass barrier) I would like to see the information regarding what classes cannot distance and what we ended up doing to problem solve around that given to the board.

With the numbers we have, no class will have more than 18 students and some much less. We have the space to do 6 feet in each classroom at that size class.

- All classrooms should have district supplied hand sanitizer for student and staff use. The supply should be checked and refilled daily during the scheduled disinfection/cleaning done.

We have the sanitizer and dispenser here already.

- I would like to see, when appropriate, some visual cues in classrooms for students showing age appropriate hygiene/mask reminders.

Posters are being made or down loaded

- All classrooms should be supplied and restocked daily with the appropriate cleaning supplies for teachers/staff to clean as needed throughout the day. When students change classrooms, the surfaces should be disinfected between use.

We are working on the procedure for disinfecting when a new group of students arrives. That should be finalized on Thursday, teachers are going to have to help.

- Do all classrooms have open or no touch trash receptacles?

No trash cans have a lid in the district outside the nurse's office and they can be accessed by foot I believe. I will check

- How will we manage shared supplies, especially in the Specials/UA classes? I feel like the Specials/UA teachers should be included in this planning since it may impact the lesson planning.

Student will have an identified set of supplies and or they will be bringing them for themselves.

- What protective measures do we have in place for Music class? Since mask use may not be possible, we should definitely practice 6 feet apart. Possible outside? Are we still offering choir?

We will be encouraging outside instruction for everyone, the music program indoors will focus on instrumentation vs. chorale music for now.

III. Passing times/recess

- Where will the mask be stored once children remove them outside, I suggest each class have a designated bin to be brought back and forth and each student a designated ziploc bag to store it in. Staff should assist with this process to ensure cross contamination is minimized.

This is a process we are working. ON thinking of supplying "gaiters students wear around their necks for younger grades.

- Can we, where appropriate, place floor markers to keep traffic moving in the same direction?

Working on this.

Working on this

- In areas where student que can we add distance markers?
Working on this, already purchased for the cafeteria.

IV. Buses

- Buses should be sanitized after each full route.

Mr. Brown will be responsible for wiping them down, he does not seem to want to put in the effort.

- How will we handle a student attempting to board the bus without a mask? I feel like we need a consistent procedure that drivers can refer to if they need to.

The bus driver will not stop a student from getting on. The school's administration will take action and restrict the privilege of the rider. Parents will get information on this the beginning of next week.

V. Procedures for COVID-19 issues as outlined by Cathleen all look good, I have a few observations

- The procedure that the nurses refer to in regard to exclusions (especially in the case of headaches/allergies) should be created by the nurses collectively and consistent school to school. This will help prevent some of the backlash the nurses may face when sending home, a student.
 - The will be working on this during the week previous to school starting.
- There will be many community members that want more definitive answers for if a case has been confirmed. IDK at this time how we can alleviate their fears since the Depart

of Health determines this. Maybe we can ask for their current policy that outlines the step they take, then we can at least look at it and have some knowledge of the process we may be required to undertake?

- Parents will get the Health Dept. protocols in advance. We cannot stop the fear, I am concerned about how to minimize it.

VI. Additional areas of concern that are not addressed in current plan:

- Have we been able to “take stock” of our substitute list yet? Looks like the DOE doesn't have much guidance on this since it's a problem most districts are facing. I think we may need to think creatively about, do we have a way to reach out into the whole community?

We are struggling to find subs.

- Protocol acknowledgement: All staff, students, parents/caregivers should acknowledge receipt of protocol and sign intent to adhere. Similar to our Technology acknowledgement paperwork.

Parents will receive this in advance and know they need to do this. It will go home again on the first day with a time limit to return.

- Parent pick up, how will we be handling this? Parking at FRES?

We will solidify this on Thursday.

- Remote learning, my number one suggestion is consistency, consistency.

We agree, professional development for three days on it.

- Can we get projections on budget impacts attached to COVID protocol?
- PPE:
 - Can we get the nurses to do a PPE inventory and come up with an estimate of projected need for each building once we have attendance information?
 - Have we had any luck stocking up on gloves?

Just asked for their recommendations

- Tracking of illness:
 - I know that the software we use in the nurse's office has some trend monitoring abilities but do not know the extent, can we explore this? SNAP does have some of these capabilities, I have recently had the information sent to me but have not yet reviewed it.
 - I will check
 - Do we have anyone who currently tracks employee illnesses?
 - Not at this time.
- Education:
- We need to have a designated person in each school that can provide the most accurate information on proper infection control practices, including but not limited to proper hand washing, sanitizer use, face covering use, social distancing etc.

Administration members will be the go to on this.

- The staff should all be trained in proper practices.

The first day of professional days is dedicated to this.

- Age appropriate teaching should be given to students on the above practices.

This will be covered at the professional day.

- Visual aids positioned throughout schools to remind students/staff of the above practices.

Working on doing more.

- Parent/caregiver education see below.
- Communication:

- Each building should have a contact person(s) to provide support and answer questions regarding the protocol to minimize inconsistencies. All staff should be made aware of who the designated person(s) will be.
 - That will be the Principal
- I would like to see an increase in parent/caregiver outreach to provide more education/support/suggestions to help them cope with students changing needs. Including but not limited to measures they can take at home to decrease health risks, promote good hygiene practices, provide age appropriate social emotional support etc. Even if all families do not access or utilize the information at least we are providing the support.
 - The nurses have been responsible for this as well as the school counselors.
- I think we do an okay job of informing the students/parents/caregivers but there is definite room for improvement. I would like to explore options to increase our ability to provide real time updates to the community. By only using email it also limits the rest of the community (non-parents) to relying on second hand information and often misinformation is the result.
 - If you are talking about social media, that is a board decision. We will implement whatever is approved.
- When we present the completed plan can we have a presentation put together to give to the community. I feel people absorb the information better when provided in this format, and they also usually appreciate the effort. Maybe we can get a volunteer to help put this together?
 - Working on this.
- Keep disinfection logs (simple, date, time and initials) for all scheduled cleanings of classrooms/bathrooms/common areas etc. This does not need to include the simple wipe down throughout the day that teachers do as needed to classroom surfaces, we don't want to overcomplicate this. I suggest that a supervisor be tasked with checking these weekly, my experience is sometimes they get forgotten after a while.
 - We have worked out the protocol with facilities and are creating the form for documentation.
- Document attendance/completion of COVID infection control inservices/training for staff that is completed during the planning week. It should be mandatory that all staff complete this training before students begin attending school. A healthcare professional (ie. school nurse) could complete this education, similar to the epi-pen training they need to complete. If we show we provided the education we are proving we did our due diligence, should a litigation from exposure occur. Another option that will not take up too much nursing staff time are free online courses that would also accomplish this and not require the nurses to oversee.
 - We are working on these details now.
- NHDOE general council has offered to review any districts protocol for free, we should be utilizing this free service.
 - I have submitted the preliminary plan to the DOE for their review.
- Did we follow the Technical Advisory supplied by the DOE for checking and updating our HVAC system?
 - Buddy is working on this
- Have we ever involved our local emergency management teams in the planning?
 - Once we have more specific in place, I will be sharing this with the towns.