

Public Notice of Meeting  
**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD EMERGENCY MEETING**

Tuesday July 28, 2020  
Lyndeborough Central School/Video Conferencing  
6:30 PM

Videoconferencing: [meet.google.com/suw-wmkq-dcc](https://meet.google.com/suw-wmkq-dcc)  
Audio: [+1 203-973-7853](tel:+12039737853) (PIN: 964329093)

The board will take receipt of citizen comments via email at: [b.lane@sau63.org](mailto:b.lane@sau63.org)

Due to current events all videoconferencing options may be subject to modifications. Please check [www.sau63.org](http://www.sau63.org) for the latest information

- I.      **CALL TO ORDER- Alexander LoVerme- Chair**
- II.     **ADJUSTMENTS TO THE AGENDA**
- III.    **PUBLIC COMMENT:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accordance with the processes set forth in School Board Policies KE and KEB
- IV.    **APPOINTMENTS**
  - a.   Pending
- V.     **RETURN TO SCHOOL PROTOCOL**
- VI.    **ATHLETICS**
- VII.   **WLCTA LETTER REGARDING IMPACT BARGAINING**
- VIII.   **PUBLIC COMMENT**
- IX.    **ADJOURNMENT**

**DRAFT OF RETURN TO SCHOOL PROTOCOL**  
**For the Wilton-Lyndeborough Cooperative School District**  
**2020-21 school year**

**STAFF COMMITTEE MEMBERS**

LCS Nicole Dane  
FRES Bob LaRoche, Joanne Dufour, Julie Lemire, Michelle Locke, Andrea Petrone, Melanie Drew  
WLC Peter Weaver, Sarah Edmunds, Mandy Kovaliv, Laura Bujak, Emily Hall, Cathleen Bertoncini, Cheryl Balusek  
SAU Bryan Lane, Ned Pratt, Rob Mullin

The events of the past several months have created a new reality for all of us. As we look to return to school under the guidelines from the state of and the department of education it is clear that in order to keep everyone as safe as possible, it is going to take efforts from everyone in our school community to make the return to school a reality. The District is working to create options for parents to keep their children safe as they feel appropriate. Families will have three options:

- Returning to school full time five days per week.
- Distance learning model where a student will not come to the school for any reason. Students who choose distance learning will be given a specific schedule and held accountable to be participating during that schedule as if they were in the school building.
- A combination that creates a consistent schedule for the student and the school which will require the parent to transport the student to and from school to meet the agreed upon schedule as well as participate virtually on a designated schedule.

**An option will be presented by the staff to modify the days of attendance for students. The purpose behind this is to increase safety for staff and students while in order to decrease the number interactions between students and also to better affect the social emotional issues of returning to school.**

We will be breaking this down into nine-week periods of time. Parents who choose an option, must stay with that option for the full nine-week period. The District will communicate with parents during the seventh week of each period to see if the parent wishes to choose a different option for their family.

In order for staff to have enough time to orient themselves to the new protocols we will have in place, the school year for students will begin on the Tuesday after Labor Day. Guidance from the Commissioner of Education would allow for this and not add days to the school calendar.

**Buildings**

The school district has purchased hydrostatic sanitizing equipment that will create sanitize all hard surfaces in our buildings. The chemical we will be using is a botanical made from thyme oil in order to create the safest environment possible. It is safe to use on cooking surfaces and work spaces and if used on a regular basis will be a guard against contagions spreading. In addition, our custodial staff will be:

- Wiping down surfaces that have high incidents of touching such as door handles

- Desk tops will be sanitized daily
- Bathrooms will be cleaned three times during each school day
- Hand sanitizing stations will be installed at all entrances
- All classrooms Pre-K to 5, special education rooms, and service providers will have a table top Plexiglas shield for one-to-one instruction. Teachers in grades 6-12 who are involved in close instruction may request one.
- All preventative maintenance for air circulation has been done over the summer by our staff
- Water bottle filling stations will be in each building so that members of our school community can fill up their personal water bottles, these should never be shared.

**All students and staff will be required to wear a face mask or face shields in order to be in our school buildings.** These masks should be provided by the family for each member of our school community. If there is difficulty in attaining masks, we ask that families contact the school for assistance. The school will have disposable masks for students who forget. The only exception will be kindergarten students who will wear coverings as often as they can. There will be fresh air breaks built into the school day for all to remove their masks. During student quiet work time, students may remove their masks. When staff members are alone in their classrooms or offices, they may take off their masks during that time period. By choosing to send students to school, parents are agreeing that their child will have a protective face covering when students are directed to do so. Students who refuse will be sent to the administration of their school and parents will be requested to come to get their child immediately. This is not meant to be a punitive action but the safety of all concerned must take priority in these times.

The first step in having students return is to ensure that every family of a student or a staff member begin daily routine. We are requesting the following:

- All members of the school community should take their temperature before leaving to come to school. If there is anyone with a fever or 100 degrees or more, that person should not come to school that day.
- If members of the school community have any symptoms of COVID-19 (cough, runny nose, sore throat, body aches, fever, etc.) that person should not come to school that day.
- If a person has come into contact with someone who has been diagnosed with COVID-19, they should not come to school and it should be reported to the Principal as soon as possible.

**Upon arrival at school for staff:**

- All staff persons will wear a facial mask or face shield.
- All staff persons will report to the nurse or a designated area to have their temperature taken.
- All staff persons will confirm daily that they have not been exposed to risk factors.
- If a staff person has a fever of 100 degrees or higher or any symptoms of COVID-19, they will be asked to go home.

An arrival schedule for all students will be developed to minimize the time between arrival at school and the time that instruction will begin.

Prior to coming to school, parents should confirm with their students that they do not have any of the factors listed in the process for Screening for Symptoms and Risk Factors stated below.

### **Upon arrival at school for students:**

- An arrival schedule will be developed for all students.
- For students who are riding the bus, face coverings will be required.
- For all students above kindergarten, students will arrive at school wearing a face mask or shield unless they have been medically cleared by the school nurse not to do so.
- All students will have their temperature taken upon arrival at school whether they ride the bus, come in a car or walk to school by a staff person.
  - If a student has a temperature of over 100 degrees will be directed to a triage area in each building separate from the nurse's office.
  - The student's temperature will be taken a second time by the school nurse, if the temperature is still over 100 degrees, parents will be called and will need to come to pick up their child as soon as possible. Students will be isolated in the triage area until a parents arrives.

It is our intent to minimize the need to isolate students as much as possible. We believe that by parents taking student's temperatures before they leave home, we will have a minimal need to put this part of the protocol into place.

- Upon entering the building without fever symptoms, students will go directly to their classroom. At FRES there will be no morning recess. At WLC students will be directed to their first period class and not to congregate in the hallways.

### **Classrooms**

With few exceptions, every classroom in the district can create a classroom environment where students are five to six feet apart while sitting at their desks. Students who are moving about the classroom will not be six feet apart so we will endeavor to minimize the movement in the classroom. At all levels, we will build movement breaks into the daily schedule that will allow all students to move, for the most part we will do this outside weather permitting. Where we have difficulty in creating the appropriate spacing, we will be looking to move those classrooms to other spaces within the building that allow for the appropriate spacing to take place. We will be supporting those staff members who wish to develop appropriate class plans to bring students outside the building in order to deliver instruction.

Physical Education classes will take place outside daily, weather permitting.

Rugs and other soft items will be removed from classrooms.

Non-essential furniture will be removed from classrooms to allow for social distancing.

### **Special Education**

All students who have been identified with Special Needs will have their IEP implemented as written. The IEP team will work together on an individual basis to determine what, if any, changes need to occur. Until further notice, all meetings for Special Education with parents will be done remotely unless there is an issue with the access of technology.

## **Lunch**

- Students at LCS will be eating lunch by classroom in the multi-purpose room one class at a time and use the playground one class at a time.
- Students at FRES will be eating lunch in their classrooms with meals being brought to each floor for distribution.
- At WLC, the cafeteria is big enough to socially distance students if we modify the schedule:
  - Sixth grade will eat as one grade
  - Seventh and eighth grade will eat together
  - Odd numbered classrooms for high school will eat at one time, even numbered classrooms at a second scheduled time.

## **Passing times and recess**

Students at FRES will be wearing masks as they move through the halls until they get outside for recess. Recess procedures will be developed by the staff at FRES to maximize distancing between students.

- Passing times for middle school will be done by grade in order to minimize interactions and students congregating.
- Passing times for high school will be done as they have been in the past. Students will not be allowed to congregate and must keep moving as they go to their next class.

## **Buses**

All students riding the bus are required to wear a mask from the moment they step on to the bus and in the afternoon until they get off. Students who refuse to wear their mask will lose the ability to ride the bus; parents will be required to arrange transportation if that occurs. Buses will be cleaned daily and sanitized using school district equipment as scheduled. Students in the same family will be required to sit in the same seat together up to two to a seat.

## **Visitors to our schools**

All visitors to the school will be held in the foyer of the building and not allowed further entry while we are dealing with the effects of COVID-19. Parents coming to pick up their child for dismissal or to bring them late to school will not be given access to the buildings beyond the designated foyer area. Visitors will be required to wear protective masks while waiting in the designated foyer area.

## **Field Trips/Assemblies**

There will be no field trips or assemblies until further notice.

## **Activities**

Only those activities approved by the School Board will occur outside the school day.

## **Procedures for students and staff showing symptoms of COVID-19**

The Wilton-Lyndeborough Cooperative School District will follow the guidelines set out by the New Hampshire Department of Public Health.

- Staff and students who have a fever or other symptoms of COVID-19 will be required to stay home. If symptoms persist, individuals should be tested.
- Students and staff who have come into proximity to the person being tested will be informed that someone they have come into contact with is being tested. We will ask that they monitor themselves for symptoms.

#### **Screening for Symptoms and Risk Factors:**

Before leaving for school all parents should confirm with their children:

- do they have or are they exhibiting ANY symptoms of COVID -19 to include: fever, chills, cough, SOB, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
- Have they had any close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days?
- Have they traveled in the prior 14 days outside New England (NH, VT, ME, MA, CT, RI)?

Staff will need to confirm daily that they have not experienced any of these factors.

#### **Who to Exclude from School:**

- Anybody with new or unexplained symptoms, even if only mild symptoms
- Anybody who reports close contact with a person with a suspected or confirmed case of COVID-19
- Anybody who has traveled outside of the NE in the prior 14 days

#### **How Long Does a Person Need to Stay Out of School For:**

- Symptomatic and confirmed with COVID-19: See CDC's symptom based strategy (for reference)
  - At least 10 days have passed since symptoms first appeared, AND
  - At least 24 hours have passed since last fever (off fever reducing meds), AND
  - symptoms have improved
- symptomatic but person refuses testing for COVID-19: same as if confirmed with COVID-19
- asymptomatic but tests positive: 10 days (assuming person remains asymptomatic, if person develops symptoms see above recommendation)
- exposed to someone suspected or confirmed to have COVID-19: 14 days (assuming person remains asymptomatic)
- **person cannot "test out" of 14-day quarantine**
- travel outside of NE: 14 days (from LAST day of travel)

#### **What's Needed for Symptomatic Student/Staff to Return to School:**

- Negative test results and student feeling better (general return to school rules apply)
- Positive test result or No test results: allow back once student has met CDC's symptom-based criteria for removal from isolation

#### **We will send students/ staff home when they:**

- Present a temperature of over 100 degrees, this person will be excluded and need to be tested
- Present chills and body aches even with no fever, this person will be excluded and need to be tested
- A new runny nose or nasal congestion – exclude and monitor, if symptoms the person should be tested
- Presents a history of headaches who reports he had a headache yesterday and today symptoms have resolved - monitor

- A person with diagnosed allergies who reports typical sore throat, runny nose that has improved with antihistamine – monitor and suggest testing

**What will we do if a person is diagnosed with COVID-19 who attends or works in our school?**

The District will follow the direction of the Department of Public Health. Department of Public Health will determine who and how many people need to be involved in any type of quarantine. It is their guidance that will determine who and how many people need to be quarantined,

Guidance from the Department of Public Health has indicated that it is in the best interest of the community for the District to report known cases of infectious diseases to the state and would not be a HIPPA violation.

**Distance Learning**

The district will bring forward protocols for distance learning to the board in the first board meeting in August.

***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Robert Mullin  
Business Administrator

TO: The WLC School Board  
FROM: Bryan Lane  
DATE: 7/21/20  
RE: Return to school plan options recommended by staff

The staff met on Thursday July 16 in regard to the plan to coming back to school. Those participating included:

LCS Nicole Dane  
FRES Bob LaRoche, Joanne Dufour, Julie Lemire, Michelle Locke, Andrea Petrone, Melanie Drew  
WLC Peter Weaver, Sarah Edmunds, Mandy Kovaliv, Laura Bujak, Emily Hall, Cathleen Bertoncini, Cheryl Balusek  
SAU Bryan Lane, Ned Pratt, Rob Mullin

The staff discussed the needs of school separately in groups from Pre-K to grade five and grade six to grade 12. The focus of the discussion was on student/staff safety looking for ways to minimize scenarios that would create exposure from person to person. It was noted in the discussion

- Face masks should be required and for those who cannot wear them, face shields
- The number of students in the hallway, particularly at WLC, would be problematic in creating social distancing.
- Not all classrooms can socially distance students six feet.
- While in many instances social distancing could be done at six feet, this did not account for student movement in the classrooms.
- The social emotional issues that students are going to be facing as they return to school are going to be an important facet of reintroducing students to school. The fewer students would create a greater level of comfort for students and add to their level of comfort.

In addition to the delayed opening of school and the protocols listed in the "Return to School" document, the staff is asking for your consideration of the following in order to mitigate the possibility of person-to-person transmission that the following be implemented:

- A weekly schedule where students with the last names A-K would attend school in the buildings on Monday and Tuesday of each week. Students the last names L-Z would attend school in the buildings on Thursday and Friday. Essentially, half the students in the district would be in the buildings at any one time. Accommodations would be made for siblings with different last names to ensure that they were attending on the same days.
- Wednesday would be a day for preparation of distance learning lessons and allow for a deep clean of the buildings one day each week.
- At WLC, high school students could all remote for the first academic quarter of the school year to allow for middle school students to spread out through the building
- Teachers will be supported in creating lessons that can occur outside the buildings.



***Wilton-Lyndeborough Cooperative School District***

***School Administrative Unit #63***

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Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Robert Mullin  
Business Administrator

TO: The WLC School Board  
FROM: Bryan Lane  
DATE: 7/23/20  
RE: Fall sports

The following are the responses from the survey done by the middle/high school regarding fall sports:

46 families responded to the survey

**Please indicate what sports your children would participate in:**

Middle School Boys Soccer	15
Middle School Girls Soccer	8
High School Boys Soccer	16
High School Girls Soccer	12
Cross Country	1

**Given the conditions and risk factors with the current COVID-19 virus, along with the nature of the particular sport, please identify if you would permit your student-athlete(s) to participate in fall sports:**

45 responses

No	5	11.1%
Yes	40	89.9%

**Would you transport your student-athlete to away games?**

43 responses

No	17	16.98%
Yes	26	60.5%

Alex Loverme

WLC School Board Chair

Dear Chairperson Loverme,

The WLCTA recognizes that we are in unprecedented times that call for flexibility and emergency considerations. During this time, our members have continued to work in good faith. However, this pandemic is not ending in the foreseeable future and our school(s) must continue to provide education to our students. As this situation continues, there is less of an emergency and a very strong need to negotiate over changing working conditions and conditions of employment until life returns to normal.

As such, the WLCTA recognizes that we must negotiate these working conditions with the district to best do our jobs safely. Therefore, the association is putting this demand to impact bargain in place for the upcoming school year. We recognize that we will need to do this so that there is flexibility for the district to plan for the upcoming school year.

- I. The return to the school buildings(s):
  - A. Procedure for entering the building for employees, students, parents, and guests:
    - 1. Health screening questionnaire, what happens to them, who has access to the form (HIPAA); public disclosure
    - 2. Temperature checks, District supplied face masks, gloves , gown, and hand sanitizer:
    - 3. Access by parents to students and staff while in the building:
    - 4. Limitations on the number of parents and other visitors to the building.
    - 5. Overall health and safety
    - 6. Full payment of wages and maintenance of benefits for all staff:
    - 7. Special education Issues
  - B. Classrooms:
    - 1. Class size, classroom set up, social distancing, use of masks
    - 2. Student meals, recess and supervision of recess:
    - 3. 3. Hallway supervision
    - 4. Cleaning of classrooms
    - 5. Special education issues
- II. Procedure for COVID-19 issues:
  - A. Procedure if an infected person enters the building;
  - B. Procedure for high risk employees:
    - 1. Ability to work from home;
    - 2. Paid leave without use of sick time (related to COVID)
    - 3. FMLA
    - 4. Application of other federal provisions such as "CARES"
  - C. Procedure for person diagnosed with COVID-19:
    - 1. Ability to work from home;

2. Paid leave without the use of sick leave
  3. FMLA;
  4. Required documentation
- III. Start of 2020-2021 school year:
- A. Remote learning:
    1. District issued computers, WIFI provisions
    2. Technology procedures: confidentiality, platforms, and video recordings or live.
    3. Work hours, instructional time, office hours, flex day, preparation time for teachers and all ESP's;
    4. Evaluation procedure
    5. Training
    6. Professional Development;
    7. Grading format, time expectations
    8. Impact on school calendar
    9. Special education concerns
  - B. Hybrid model (blend of remote learning and classroom learning):
    1. Procedure to determine remote vs. classroom learning for teachers and all ESP's (clear expectations as to how teachers and staff will be doing remote and classroom instruction) Making sure that these tasks do not exceed contracted hours worked to limit over taxing teachers);
    2. Preparation time for remote and classroom instruction.
    3. Grading procedure for both platforms
    4. Impact on school calendar

In light of these concerns on the above subject matter, the Association respectfully, demands to bargain the impact of these issues on the CBA and the terms and conditions of employment on the bargaining unit. The Association proposes that these negotiations commence within 14 days of the date of this letter.

Sincerely,

Jo Anne Dufour,

WLCTA President