

**July 22 Planning**  
**District Working Committee - Agenda**  
**8 a.m. - 9:30 a.m.**

District working group - Review district operated functions such as transportation, health and safety, safety and security, finance, communication, food service, facilities, technology extracurricular student programs, etc.

Those present: Cara Judycki, Deb Burkott, Chris Parker, Bob Garriepy, Dave Hopson, Matt Bonenfant, Ed Quinn, Bret Hartley, Melissa Nazzaro, Steph Fisk, Michele Crane, Linda Coffey, Deanna LeBlanc, Martha Clark, Megan Coburn, Jeanne LeClair, Melissa Reid, Tasha Hartley, Jim Duggan, Jason Forgue, Jason Finnie, Stacy Stewart

1. [Staff Survey Results](#) (both district and GEA - separate surveys)
  - Steph Fisk went over the results of the staff survey. We are purchasing hot spots with the technology grant.
  - GEA has conducted their own survey.
  
2. Review [Draft of Initial Submission of 3 plans for reopening](#)
  - Steph Fisk went over the results of the staff survey. We are purchasing hot spots with the technology grant.
  - GEA has conducted their own survey.
  - Steph Fisk said we have to have an initial plan to DESE by July 31 with all three options: fully in, fully remote, and hybrid.
  - Westfield has announced a 4 phase plan.
  - Steph Fisk said she had a conversation with Melissa Reid where they talked about cleaning and the phase in approach. The difference is Westfield has a health department and we have a board of health
  - Melissa Reid said the cleaning protocol she talked about was during the town meeting time. The cleaning and disinfecting is so intense with the amount of students you are cleaning up after when students are moving. Hallways, lockers, classrooms, it will be time consuming and labor intensive. She still believes it is a lot. She said she would support a phase in approach. She understands where Westfield is coming from.
  - Submitting information is a two step process.
  - Dave Hopson said we put this together a week and a half ago. He doesn't know how we can come back with 3 feet social distancing. The plan is based on every staff member showing up every day. All in is pretty much impossible. The document shows a hybrid model of half of our students plus K-1, high needs, and ELL. We are not even sure this is feasible. May phase in special needs/high needs, if that works out, K-1, then elementary, middle school and lastly the high school.
  - Michele Crane asked how you clean a bathroom every time it is used when school is in session.

- Melissa Nazzaro asked if realistically we are in a position where we could put together a model similar to Westfield.
- Dave Hopson said we have planned for all students, hybrid, fully remote, phased in fully remote with gradually bringing kids back in. We have the basis to move forward with a fully remote model. Deanna has done some pd, we are putting in hot spots for students without viable internet. We have the ability to send every student home with a chromebook. There are some staffing issues, but we can work on that.
- Melissa Nazzaro said could it be a 4th model, uses all models in some fashion.
- Steph Fisk said there have been other concerns from parents since the survey, and now they would rather have online in the beginning.
- There was discussion on students with disabilities, economically challenged, and ELL
- Jason Finnie said that is why we have been asking teachers what students were successful and which were not.
- Jason Forge said going back to the faculty survey - do we have the capability to communicate with our students effectively. What if we asked if they thought we had adequate instruction and were keeping up with the standards. Are we still at 98%
- Jim Duggan said given the evolving nature of this situation - several parents might have indicated one thing and given new information may change their mind. Some of the paraprofessionals and teachers have been changing their minds. Most of the group would favor a phased approach. Many are not comfortable with DESE guidelines. They would need to do another survey as well.
- Jason Forge wasn't sure there was a high level of retention and would like to address it as we move forward.
- Jim Duggan said the rigor would be better. There is no substitute for in person learning. People do feel more comfortable than we did. We worry about student access to technology and if students will attend classes.
- Deanna said that DESE issued prioritized standards last year. They are no longer saying that this year. All content standards are at play right now.
- Chris Parker said we've worked hard to expand all of the district K-12 1 to 1 and he is pretty confident that 100% of our students will have technology and the internet. Adding more features, screen recording software so teachers can flip their classroom, moving to google classroom. The technology committee is formed for next year to help make learning happen at a higher level. The teachers have been very responsive and active and willing to make this happen.
- Jason Forge one of the concerns was to digitize work. Are document cameras going to be able to be used at home or just in classrooms.
- Chris Parker said they can be used at home, but they are also installing interactive whiteboards.
- Jason Forge said it seems like we are ready for the in-person return. Even if we phase to full, wouldn't that still be a hybrid model, some parents won't send their kids until there is a vaccine.
- Michele Crane asked if we know how many classroom teachers are at a high risk level that won't be able to come back.

- Jim Duggan there might be more that need accommodations. Even though they attempted to gather the information from the initial survey, they would need to do another one.
- Steph said the superintendent's survey came up with an average of 5%
- Michele Crane asked if we are going to hire new people to teach remotely.
- Dave Hopson said that is the advantage to do a fully remote. You could teach remote without coming into the building.
- Steph Fisk said we should make plans for a phase in approach.
- Dave Hopson would rewrite the plan for the DESE.
- Melissa Nazarro agrees with the phase in approach.
- Michele Crane is in favor of phase in approach.
- Dave Hopson asked if Jim Duggan thought the teachers would be more in favor of the phased in model.
- Jim Duggan said yes, it would include more remote teaching and bringing in high needs and ELL.
- Kurt Garivaltis said we need to ensure students can participate in their typical main street classes that they would usually attend using state guidance, that is how he would do it. He thinks that 4 days with deep cleaning in the middle would work. He would start with early elementary, prek, kindergarten, 1
- Cara Judycki said we could have a regular class setup. She doesn't understand why staff can't teach from their classroom if they are going to the grocery stores etc.
- Dave Hopson said you might have teachers who have students at home.
- Martha Otterbeck would agree with phase in, concern what about ot, pt, adjustment, nurse, do we need to include food services. Social emotional impact needs to be looked at.
- Jason finnie said that is something that is going to have to be addressed under either model.
- Tasha Hartley has a good start with in school, and elementary delivery. If we are phasing in we would be feeding the high risk kids during the school day, but would have to have curbside pick up for those at home. She doesn't have the staffing to be in two places at once. Curbside picku
- Dave Hopson said it would it make sense for tasha if we had all students at once building
- Tasha Hartley asked if we would have to have meals delivered twice a day at Chester breakfast and lunch, she is stuck if there is no one accounting for students that are taking school.
- Dave Hopson said we are talking about having all students at the main complex for the first phase and shuddering Chester.
- Megan Coburn thinks that would be fine, she is just trying to wrap her head around it. If sped and ELL come back are they going to be with special education teachers, or are there a couple of students in every classroom?
- Kurt Garivaltis said the Commissioner said simply they should be seeing their content certified teachers as well whether peers are on site or not.

- Megan Coburn said regular teachers would be running on a full online platform with a few high needs students in their classroom.
  - Kurt Garivaltis said the only resolution is for teachers to be taping lectures and having them available at different times.
  - Jason Foruge said It sounds like everything we are talking about is a hybrid model.
  - Jason Finnie said we are looking at a flipped classroom, focusing on group work, and asking questions of the teachers is going to happen at home and at school.
  - Megan Coburn said students here won't necessarily be able to access grade level curriculum.
3. Review [day-to-day operations draft](#), [3-phase grid](#)
  4. Communications - Outreach on Gateway's online program
    - Michele Crane said whatever we do we need to start to communicate to the students and parents about what their options are and what we are going to do and where their students will be. We are already behind time educating the public and families. DESE isn't doing us any favors.
    - Steph Fisk said we need to communicate that we will have a fully remote program for anyone interested.
    - Martha Otterbeck asked if we could have Jeanne or someone highlight that what we can and can't share is based on DESE and not our fault.
    - Matt Bonenfant said MIAA has postponed fall sports to September 14th. If we are in a phased plan it will end fall sports. Area athletic directors met yesterday. There are issues with transportation. Matt will touch base with the Westfield AD to see what kind of backlash they have received from their plan.
    - Steph Fisk said the rumor is that Westfield is getting ready to shut down the youth leagues.
    - Jason Forgue said they have.
  5. Next Meeting - review any updates from DESE, final plan submission, follow-up parent survey
    - Next week's meeting:
    - Phase plan together and review.
    - Follow up parent and staff survey
    - Jason Forgue said if we do a partial release, does it raise a lot of questions, there are lots of pros and cons. No matter what you put out people will run wild.
    - Dave Hopson said he and Steph Fisk have a meeting with the commissioner. His thought was not to make a definite decision yet, so don't release what you are doing till the end of July. The final plan is due August 10th
    - Jason Forgue asked about the home school deadline.
    - Dave Hopson said even though they give an August 10 deadline, there is no real deadline. Parents can choose to homeschool anytime.

#### **DISTRICT WORKING GROUP MEMBERS**

David Hopson - Superintendent

Stephanie Fisk - Assistant Superintendent

Kurt Garivaltis - Pupil Services Director

Deanna Leblanc - Curriculum Director  
Jeanne Leclair - Communications  
Megan Coburn - Elementary Principal  
Jason Finnie - Secondary Principal  
Martha Clark - Secondary Assistant Principal  
Stacy Stewart - Administrative Assistant to Superintendent  
Jodi Cabral-Croke - Nurse  
Jim Duggan - Teacher  
Laura Fisk - Teacher  
Bill Brown - Librarian  
Chris Parker - Technology  
Ed Quinn - Facilities Director  
Bret Hartley - Maintenance  
Tasha Hartley - Food Service Director  
Matt Bonenfant - Athletic Director  
Tara Balboni - School Committee  
Michele Crane - School Committee  
Jason Forgue - School Committee  
Martha Otterbeck - School Committee  
Melissa Nazzaro - School Committee  
Mike Morrissey - Montgomery Selectboard  
Melissa Reid - Huntington Board of Health  
Bob Garriepy - Huntington Police Chief  
Dennis Nazzaro - Huntington Emergency Management  
Bob Carlson - Nurse  
Linda Coffey - Central Office  
Deb Burkott - Transportation Coordinator  
Cara Judycki - Security

Meeting schedule - All meetings scheduled for 8 a.m. - 9:30 p.m.

Wednesday, July 1, 2020 - Overall review, parent survey review, subgroup discussions

Wednesday, July 8, 2020 - Staff survey review, updates from subgroups

Wednesday, July 15, 2020 - Review results of parent survey, review initial drafts of subgroups

Wednesday, July 22, 2020 - Continue review of initial draft

Wednesday, July 29, 2020 - Approve "final" draft