



Port Jefferson UFSD Board of Education Work Session July 29, 2020

**Entering our schools-
*Healthy, Well, & Prepared***

Goals for Reopening

- Ensure a safe learning and working environment for students and staff.
- Ensure that the instruction provided meets NY State Education Department (NYSED) guidance.
- Provide clear communication regarding our plans.



Our Planning Process

- Review NYSED and Department of Health (DOH) guidance documents
- Create and meet with reopening committees (68 members; bargaining groups and parents)
- Survey parents
- Administrative team planning
- Collective bargaining discussions as necessary



Instructional Models

NYSED requires the District plan for all three of the following models:

- Full time distance learning
- Hybrid instruction
- In person instruction



Full Time Online Instructional Model

Pre-K-12 Model

- *Google* is the standardized platform for all teachers
- Synchronous Instruction three days per week (MS/HS follow in-person schedule period by period, ES Schedule TBD)
- Asynchronous Instruction two days per week (assignments, videos, projects)
- Teachers in their physical classrooms everyday
- Daily check-ins to ensure student attendance
- Catch up days built into the schedule
- More weekly assignments
- Designated Social and Emotional (SEL) meetings



Hybrid Instructional Model

Elementary School

Grades Pre-K to 5 including ICT students

- Two days live in person instruction with identified cohort
- One day remote synchronous learning (ELA & Math)
- Two days asynchronous learning through assignments (Science/SS/Specials)
- 12:1 special education students report everyday (two sections)
- ENL students report four days in person and one day virtual
- Specials and lunch in classrooms

Middle School/High School

Grades 6-12 including ICT students

- Two days live in person instruction with identified cohort
- One day remote synchronous learning (full class)
- Two days asynchronous learning through assignments
- 15:1 students four days in person and one day virtual
- 8:1 students MS four days in person and one day virtual
- 8:1 students HS five days in person; four days full schedule one day transition planning
- ENL four days in person and one day virtual



Hybrid Instruction continued...

Notes

- Need to examine special education mixed schedules
- Prioritizes our students with significant needs
- Standard *Google* platform
- Purple and grey cohorts
- Cohorts are split alphabetically by (A-L, M-Z) last name K-12
- ES will need to reconstruct class placements
- Attendance taken through *Powerschool* daily
- Curriculum and Instruction Reopening Committee will discuss instructional practices
- Teachers in their physical classrooms everyday



Full In-Person Instructional Proposal

Elementary School-Only

- Live in person five days a week
- Class size average of fifteen students
- Cohorts staying together as much as possible
- Socially Distant desks facing the same direction
- Minimal Furniture in classrooms to maximize social distancing
- Masks worn at all times with breaks
- Lunch and specials in classrooms
- Rotating recess areas with cohorts
- Sink and bathroom available in every classroom

Notes

- Approximately \$230,000 additional cost to budget
- Suspend Pre-K for one year
- Suspend SEAL for one year
- Bring back one excessed teacher
- Increase part-time special area teachers in order to accommodate additional sections
- Move classrooms
- Additional PPE purchases
- Monitor enrollment
- Contingent upon NYSED and DOH

Port Jefferson Instructional Recommendations

Beginning in September

- **ALL** elementary K- 5 in-person proposal with **additional expenses**
- Middle School & High School adopt hybrid model
- 8:1 HS attend in person five days per week
- 8:1 MS, 15:1 MS/HS and ENL students attend four days a week in person and one day virtual (some individual schedules may need to be adjusted)
- Suspend before and after school extracurricular activities & sports until at least September 21st (in compliance with Section XI)
- Suspend field trips until at least November 1st.
- Designated mask breaks
- Monitor infection rates, absence rates and effectiveness of models



Facilities

- Cleaning supplies upgraded, protocols, and logs
- Discourage use of gathering spaces, post maximum capacity in faculty rooms
- CDC signage(hand washing and social distancing) displayed both digitally and paper
- Encourage outdoor instruction (possible tents)
- Floor and hallway markers
- Adjust custodial and security shifts
- Install dividers for office spaces & hallways
- Install dividers for small instructional spaces
- Suspend lockers and cubby usage
- Suspend community and outside use of indoor facilities
- Hire two permanent substitute nurses to assist the first two months (\$12,800)
- Interior doors encouraged to be open for ventilation, exterior doors remain closed
- Cover water fountain bubblers and use bottle filling stations
- Strictly prohibit visitors (mandatory temperature check and form)
- Limit bathroom occupancy to one student at a time
- Faculty, grade level, CSE and department meetings held remotely
- Restrict spaces without proper ventilation



Transportation

- Capacity; nine on a minibus , twenty-one on a large bus
- Social distancing
- Mask required
- No food or beverages on bus
- Bus drills must still be conducted
- Cleaning high contact areas
- No use of hand sanitizers
- Two bus runs per school
- Possible addition of two large five hour buses per building (\$195,000)
- Suspend early and late buses until September 21st
- Survey parents to determine ridership
- BOCES and private school students transported according to their program schedule
- Suffolk Transportation plan



Communication

- *School Messenger* (calls & emails)
- Families update all *Parent Portal* information
- New website and dedicated reopening page
- *Remind App*
- Video updates
- FAQ updates
- Social media (*Twitter, Facebook, Instagram*)
- *The Horizon* newsletter
- Google forms
- Virtual town halls
- COVID-19 procedure packet for families and staff
- Translation of all documents
- Virtual building tours



Personnel

- Daily questionnaire protocols for staff
- Daily self temperature screening protocols for staff
- Review of screening results by clerical
- Posting of Federal employee rights
- Training for staff on COVID-19 (signs, symptoms, protocols)
- Identify staff social and emotional needs
- Screening protocols for visitors (kiosk or paper)
- Addition of five preferred subs per building for first two months (\$48,000)
- Update and revise Board of Education policies
- Incidental teaching as needed
- Changes to shifts for security and custodial



Next Steps

- Submission of reopening plan to NYSED and DOH
- Publish plan on website
- Continue meeting with reopening committees to refine practices and protocols
- Update plan as necessary
- Calendar Changes (September 8th start for students)
- Staff training for conference days (3 days)
- Purchase appropriate PPE and materials
- Monitor DOH, CDC, NYSED and Governor Guidance



