

School Leadership Team

Meeting Minutes (Not Adopted)

Date: July 17, 2020

In attendance: A. Corrado, C. Katcher, E. Corso, L. May, R. Nicoletti, A. Pezold, A. Alfredson, K. Little,

Absent: R. Arteaga, A. Muwalled,

Visitors:

Minutes

The meeting began at 8:30 AM

1. Minutes from May were adopted
2. Preparing for 2020-2021 School Year
 - a. School Building Room Report
 - i. To provide updated capacity ranges, with room-level specificity, to help you determine how many students you can serve at one time for in-person instruction.
 - ii. We can fit at least 9 students, and 1 adult in every classroom room safely, a few rooms can accommodate more. Teachers and Paraprofessionals count in room capacity
 1. This was determined through the DOE Annual Space Survey and modified by a walkthrough done by Admin, UFT rep,
 2. Modified numbers were sent back to DOE - no response
 - iii. This does not include large communal spaces (gyms, cafeteria, auditorium)
 - iv. Larger rooms, such as dance, science labs, art room could be use for classes that need more Paraprofessionals
 - b. Survey Results
 - i. To provide you with PS 197 school-level results from the Return to School Survey
 1. **57% of families responded**
 2. 19% Not at all comfortable with in-person instruction
 3. 45% of families will need childcare, city will provide some childcare seats (100,000)
 - a. Could PTA facilitate community support/child care groups based on how students are divided in cohort classes
 - b. Can we begin putting out helpful language to families on limiting COVID risk particularly around pick up/drop off
 4. Safety measures
 - a. Temperature checks upon entrance
 - b. No material sharing
 - c. Limit visitors to the building
 - c. School Building Reopening Plan

- i. 53% preferred in-person on certain weekdays
- ii. 81% prefer core subject focus
- iii. 55% prefer art / phys ed focus
- iv. 64% want a variety of ways to learn during remote
- v. 52% prefer 1x daily live instruction
- vi. 89% have a computer/device to work with
- vii. 92% have internet/wifi access
- viii. 10% use a school bus
- ix. 5% use public transportation

3. Chancellors Webinar July 8, 2020 Powerpoint with Models for Reopening

a. Models Preferred by DOE and District:

i. **Model 1A - Outline for 2 cohort schools - Our school's preference**

1. Come to school 1 day, practice independently next day, rotate

Week	Mon	Tues	Wed	Thurs	Fri
1	A	A	B	A	B
2	B	A	B	A	B

ii. Model 2 - Outline for 3 cohort schools

Week	Mon	Tues	Wed	Thurs	Fri
1	A	B	A	B	C
2	B	C	A	B	C
3	C	A	A	B	C

- iii. Model 5b (D75) can we request this to provide equity for our special needs and youngest learners

Alternate model (5B) includes a group of students (Group C) that would be full-time in-person.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
	Group D (Full Remote)				
	Group C (Full in person)				
1	Group A	Group A	Group A	Group B	Group B
2	Group B	Group A	Group A	Group B	Group B

- iv. Siblings will be programmed in the same cohort
- v. How are students being grouped?

4. Launch of Students Return to School Survey - 7/15 through 8/7
<https://www.nycenet.edu/surveys/learningpreference>
 - a. Families must complete the survey to opt for 100% remote learning
 - b. If families do not complete the survey it is assumed that students will be in the building
 - c. Families can opt in to remote learning, but can only opt back in to blended learning quarterly

5. Programming Options for Preps
 - a. For planning purposes, Admin is thinking of groups of classes that are located in close proximity to one another. These classes will use the same entrances and exits. A limited cohort of teachers will work within each area of the building or corridor to reduce risk of exposure
 - b. The current assumption is that specialists will still be prepping classroom teachers

6. New York State Department of Health
 - a. NYS DOH Interim Guidance for In-Person Instruction at PreK to Grade 12 Schools During the COVID-19 Public Health Emergency
[Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)

7. After school
 - a. No determination has been made as getting the school system going is taking precedence. As of now it has not been resumed.

8. Ventilation - Our Custodian says it is in good working order with the exception of two units
 - a. What system do we have exactly?
 - i. The classroom blowers (those are usually only on overnight in heating months)
 - ii. Roof louvers bring in air for the blowers
 - iii. We need deeper meeting with our custodian
 - b. School staff on SLT is unaware of any beyond forced hot air heat
 - c. We only have windows, but with scaffolding and construction around the school that is also hindered
 - i. Could SCA escalate scaffolding removal for this reason?
 - ii. Need clarification on whether our air conditioning upgrades have been started and if it will resume
 - d. Charles Forte District DSF
 - i. Every room needs minimum of two operable windows
 - ii. Classroom blowers (univents) are used for supplemental heating not for ventilation
 - iii. System of fans and exhausts in the building
 1. Located above the gym/ machine areas
 2. Vents in the closet areas in the classrooms
 - iv. Scaffolding impairment of ventilation - Charles will put in a request to escalate the removal of our scaffolding since the project is nearing completion
 - v. Cleaning -

1. Classroom rugs will be cleaned and stored
 2. Nightly - Touch surfaces, door knobs, desks and chairs wiped down - electrostatic sprayer
 3. Common areas wiped down
 4. Additional staff for additional cleaning? 1 additional part time crew members
- vi. How will work be inspected?
1. Charles will do spot inspections
 2. Standardized log will probably go out to Custodial Engineer
9. If staff need medical accommodation, who covers the classes? DOE has not been given the answer on that yet.
- a. People may be redeployed from other school buildings, the ART pool, etc.
10. Reopening committee -
- a. Currently consists of Admin and Instructional Leadership Team (ILT)
 - b. Should have SLT parent representation
11. Next SLT meeting - plan ahead, ensure link is posted for the public and meeting is recorder, notes posted
- a. Get family members to join in and listen
 - b. Have Custodial Engineer at meeting
 - c. Potentially July 28th at 8:30 AM

Old Business:

1. PTA Meetings
 - a. Will have meetings in other languages to update families
 - i. English, Spanish, Uzbek, Russian and Urdu
 - b. Parent cohort guidelines
2. Grading system
 - a. Philosophy will be to seek out consistency

Meeting adjourned at 11:30 AM

Respectfully submitted by Anna Alfredson