

School Re-opening Task Force Minutes
Meeting #1
May 28, 2020

Steve Frank's Welcome

- Today's meeting is informational to get going on solid ground
- The bulk of the work begins next week
- Review of 1st meeting agenda: welcome; introductions; Countywide approach; purpose; focus area groups; and homework
- The goal is to have agendas and minutes posted on the website instead of live participation outside of the Task Force members.
- Break out sessions and detailed minutes will be communicated to parents. Agendas will be posted at least a day before meetings.
- The Pandemic Recovery Framework just came out on May 27th
- The June 2nd agenda will be out on Monday
- A parent distance learning survey is attached for review
- The Pandemic Recovery Framework for administrators will be summarized to share with the parent community next week. It's an ongoing draft form.
- Thank you to all for participating. Steve appreciates all for taking part on the committee.
- One goal of the Task Force is to participate in focus group sub-committees and identify how parent, student, and staff feedback can be incorporated.
- There are must dos in the Framework revolving around the four pillars. All of our work will revolve around these pillars. It has to in order for school to operate. The Framework has been changing weekly and there will be more changes to come.
- We will need to adjust on the fly to the changes.
- A goal is to have as few meetings as possible while working on our goals. We can make good weekly progress in our break out groups.
- This committee will be ongoing through the next school year.
- We will develop a plan for going forward to present to the School Board. This won't happen by June 12th be we can make a lot of progress weekly.
- Most districts are starting their informational meetings. These will take time, effort and coordination. Steve's focus for the rest of the school year will be on school reopening with efficient meetings and getting through a lot of work.
- Keep in mind: priority #1 is the health and safety of students and staff to re-open in August. The first day of school will not look the same. There will not be parents in the classroom.
- We will slowly roll out school over phases that are established in intervals (likely 2 weeks). If phase one works well, we can go to the next which might be essential parent volunteers. All while being sure to implement the guidelines in the Framework. The Framework serves as a road map.

Introductions

- Task Force Members: Steve Frank, Melissa Bowdoin, Jennifer Pedersen, Dr. Marta Batlle, Harlin Hansen, Sandeep Tulachan, Waly Ndiaye, Cathy Stienstra, Tina Adolph, Eucadio Martinez, Michelle Ahlstrom, Kathy McAdams, Ellen Bertine, Lauren Baumgartner, Kristina Valentine, Kathy Jones, Kara D'Ambrosio, Jennifer Mitchell, Mena Lam, Dr. Erica Goldman, Dr. Dan Simon, Abbe Keane, Jenny Hayden, Jen Zweig, Amanda Peiffer, Christine Hutchinson, Devon Kohler, Beth Nash, Elizabeth Estrailian, Latoya Dunlap, and Todd Zwaanstra

San Mateo County Wide Approach

- The State is supposed to release guidelines for reopening at some point. This County developed framework is modeled after the Big 5 Countywide framework for emergency services.
- The Pandemic Recovery Framework is based on four pillars to be able to return to school. There is a very systematic concerted effort between the Health Department and County schools.
- COVID-19 will remain in circulation until a vaccine is developed and widely used.
- A vaccine is not likely to be in broad use for at least 18 months.
- A second wave of infections is expected, coinciding with the flu season beginning in October.
- Short term closures of single or multiple schools are likely until a vaccine is widely used.

Purpose

- To research, discuss and develop recommendations for our District's Reopening of School Plan to the Woodside School Board
- Members: Administrators, certificated and classified staff, and parents
- The plan must:
 - be equitable and nimble enough that at-school learning can become at-home learning overnight
 - provide for the basic needs of students and staff: Think Maslow's Hierarchy
 - identify metrics that can be obtained and reviewed quickly for swift plan revisions
 - seek feedback from stakeholders
- We will propose a plan for what we think should happen given the regulations and parameters of the Framework. There is not a lot of choice. We can formulate a plan using the resources we have at Woodside School.
- School Re-opening Survey review: the comments are very important. Let's take this feedback and collect feedback from staff and students. This input will be valuable in coming up with our plans. There is a wide array of comments and range of feelings. Most are in the middle recognizing that having kids in school is important, but at the

same time are worried about safety protocols. If clear protocols are in place the parents will trust the school. That is the main feedback.

- There are lots of parent questions for the Task Force members to go through and answer.
- Our goal is to reopen school in some capacity however that looks.
- We have strategically chosen committee members to have all the right people for the right things we need to discuss, and for parent involvement and feedback. We have identified parents from DELAC, WIDC, School Site Council, PTA, WSF, School Board, administration, and staff. A goal of our group is to seek out information from constituents.
- All districts have task forces starting up. Ours is the largest and has the most parents. We are a unique school community and we welcome parent input.
- We will accomplish our goals using the guidelines with every decision for the greater good of the students and staff.
- We will look at all concerns and determine how distance learning can be more efficient.
- How can we seamlessly transition overnight from at school to distance learning if needed?
- Most schools have been doing functional distance learning. Improvements are needed to make distance learning more efficient for students, teachers, and parents. We need to know what parents are experiencing. There is a new executive functioning piece for students, technology learning, and a lot of parental involvement for younger students.
- Steve will start work now on the next meeting. We will be in focus group break-out sessions a lot of the time, and communicating often and regularly to parents.
- Communications will be in the Wildcat Weeklys.
- Whatever plan we come up with logistically, health and safety need to be equitable and nimble. Our goal is to be capable to transfer next day into distance learning if necessary.
- Distance learning processes may be similar to what is in process now. We may need to utilize more software, or do whatever is needed to be nimble and transfer immediately and seamlessly.
- Our goal is to be able to assess in distance learning due to breakdowns in testing. We need protocols to be sure we have a secure, reliable system for grading.
- Mental health and safety, basic needs, are very important. How is all of this affecting the students?
- Most parent survey comments are regarding social distancing and students wearing masks. Students will need health and safety training.
- We can determine how many families are not interested in returning to school.
- The County is addressing the possibility of a student independent learning program.

- Staff may not all be able to work on campus. Some may provide distance learning from home.
- Next week's summarized framework guidelines will be in an easier form to understand.
- Identify metrics that can be obtained and reviewed quickly for swift plan revisions.
- Seek feedback from stakeholders.
- Review the survey for take away themes for us to focus on.

Timeframe

- Work begins once we have parameters from the San Mateo County Health Officer and County Office of Education
- Will remain a working committee indefinitely (18 months)
- Report to the School Board hopefully within a month or in August

The Four Pillars – Safe Return to School

- Until there is a vaccine in broad use, schools must be organized around the Four Pillars as dictated by public health officials. Private schools have the same rules.
- Pillar One: Health and Hygiene Protocols. Hand washing, portable hand washing sinks, sanitizers – lots of details in this area.
- Pillar Two: Face Coverings. Over age 6. Steve is looking into exceptions for outdoor classroom time.
- Pillar Three: Physical Distancing. 6 feet distance at all times. Looking at classroom dimensions to see how many can fit in a classroom.
- Stable cohort: no limit anymore to the number of students, it was 16, as long as you can abide by the four pillars. A stable cohort cannot mix with other students and must be separated from other cohorts.
- How many teachers a cohort can see has not been decided. Students will not be able to move classrooms so teachers may need to go where the students are located.
- Logistical work to be done with scheduling. Fortunately we have small class sizes.
- Pillar Four: Limit Gatherings
- Right now the guideline is not going outside your cohort. Phase 1 is students in a classroom following all four pillars.
- Phase 2, if stability is shown, might allow essential parent volunteers. Phase 3, gatherings of 10 or so. Gradually the gathering can grow in size.
- Our goal is to take the Framework guidelines, look at student schedules, staffing and needs, and see what we can keep doing and what needs to change.
- Research and develop a draft “return to school/work” plan
- Revise based on productive feedback from task force and stakeholders.
- We may revise our draft plan several times based on changes in the health orders.
- Obtain School Board approval before the beginning of the 2020-21 school year.

Focus Groups & Leads

1. Health/Social Distancing/Safety – Steve Frank
2. School Schedules – Jenn Pedersen
3. School Operations – Steve Frank
4. Curriculum and Instruction – Melissa Bowdoin
5. Technology – Harlin Hansen
6. Facilities/Transportation – Waly Ndiaye
7. School Budget – Waly Ndiaye
8. Mental Health Needs – Marta Batlle
9. Communications – Michelle Ahlstrom
10. School Board Policies – Jennifer Zweig

- There will be carry over in some. Administrators and Board members will lead. A Google doc will be provided to sign up for a sub-committee.
- The Curriculum and Instruction focus group should have 6 staff members and two parents.
- Students will have to socially distance on the bus and we can't share one with PV.
- Las Lomitas may be able to provide us with a bus or two and drivers. This is part of the transportation focus group.
- Mental health needs: a big theme of the survey. We need to adjust either way with distance learning or full on school and be aware of mental health needs. Young students are growing up with this as new norm.
- Communications: very involved parent community with every right to know what's going on. Agendas and minutes will be available. We will share information and communicate with parents.
- School Board policies: may need to be put in place to accommodate the pillars.
- All focus groups will tackle the work. Next Tuesday June 2nd we will meet from 2:00-4:00 and focus on contact tracing, the four pillars, and beginning focus group work.
- We will dissect what contact tracing is and the information from the County regarding stable cohorts and contact tracing.
- The school does not share confidential information of positive or negative COVID results. We get guidance from the County Health Department.
- We will look at focus questions that we will have for each group. And answer questions as a whole that are in the Pandemic Recovery Framework. We have identified given guidelines.
- We need a systematic way to get parent feedback. Steve and Michelle Ahlstrom will discuss having an email address for parents to send communications that are specific to school re-opening.
- Classrooms may be re-designed and furniture moved to satisfy the guidelines.
- Outside of school activities and play dates should also be considered. Perhaps families can cohort and socialize within the cohort.

- Our task going forward is to try to wrap our heads around the information in the Framework as much as possible. Next week we will have a condensed version for parents.
- By Tuesday all committee members will be assigned to a focus group.