



MINUTES
EMERGENCY SCHOOL BOARD MEETING (COVID-19)
CHARLOTTESVILLE CITY SCHOOLS
Electronic/Zoom Virtual Meeting
Thursday, April 2, 2020 (5:00 PM)

1.1 Call to Order: School Board Chair Jennifer McKeever called the emergency electronic/Zoom meeting to order at 5:00 p.m. Ms. McKeever noted that this emergency electronic meeting was held in accordance with the Virginia Freedom of Information Act §2.2- 3708.2 (A) (3), as amended, for the purpose of addressing matters related to the response to the State of Emergency and the Governor’s announcement that all public schools remain closed for the rest of the 2019-20 academic year. Video was streamed live on the Charlottesville City Schools FaceBook page (<https://www.facebook.com/CvilleSchools/>).

2.1 Roll Call:

The following Board Members were present:

Mr. James Bryant	Ms. Lashundra Bryson Mosberger
Dr. Sherry Kraft	Ms. Jennifer McKeever
Ms. Lisa Torres	Ms. Leah Puryear
Mr. Juandiego Wade	

The following Board Members were absent: None

The following Staff Members were present:

Dr. Rosa Atkins	Mr. James Henderson
Ms. Gertrude Ivory	Ms. Kim Powell
Mr. Jeff Faust	Ms. Renee Hoover
Dr. Kendra King	Ms. Julia Green
Ms. Leslie Thacker	Ms. Bev Catlin
Dr. Eric Irizarry	Ms. Denise Johnson
Ms. Beth Cheuk	Dr. E. Diane Behrens

The following Staff Members were absent: None

3.1 Approval of Proposed Agenda: Ms. Puryear made a motion, seconded by Dr. Kraft, to approve the proposed agenda. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. Bryson Morsberger, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, and Mr. Wade voting yes. 7 ayes, 0 nays.

4.1 4.1 COVID-19: Update on School Operations: Dr. Rosa Atkins, Superintendent, and senior staff presented an update on School Operations due to COVID-19. Dr. Atkins noted that once Governor Northam announced the closure of Virginia Public Schools on Friday, March 13, 2020, staff immediately started sharing information on the website for parents. Plans were made to begin the process of providing meals and Chromebook devices to students.

Information presented included:

- Continuity of Learning Plan

<p style="text-align: center;">PHASE 1: March 16-20</p>	<p>LEARNING LOGISTICS</p> <ul style="list-style-type: none"> ● Establishing meal service ● Distributing Chromebooks for families of 2nd- to 6th-graders ● Planning exploratory learning activities and long-term framework
<p style="text-align: center;">PHASE 2: March 23-April 3</p>	<p>EXPLORATORY LEARNING</p> <ul style="list-style-type: none"> ● Online exploratory activities or review modules posted ● Teachers making connections with students via phone, email, and learning programs ● No new material presented (per state guidelines) ● Continued meal and tech deliveries
<p style="text-align: center;">PHASE 3: April 13-June 3</p>	<p>NEW LEARNING</p> <ul style="list-style-type: none"> ● New curriculum covering core curriculum presented online or via printed materials (K-1) ● Printed instructional materials available to students as needed ● Continued meal and tech deliveries ● Note: We will continue to revise this plan to respond to changing circumstances, state guidance, and best practices.

- COVID-19 Response Update

- Student Meals Distribution

- Week 1

- Started serving Tuesday, March 17th using 10 buses at 10 sites (547 meals served day 1)
 - Changed to a combination of 5 stationary locations & 5 bus routes to extend reach in the community. (meals served: 644 Wed. / 673 Thurs. / 676 Fri.)
 - 2,540 Total Meals Served (average 635 students daily)

- Week 2

- Changed to Monday/Wednesday model, distributing 2 breakfasts & lunches on Monday and 3 breakfasts & lunches on Wednesday
 - Changed to 5 bus model, using all the buses that have lifts for loading. Each bus drops at a site and then runs a route. Additional stops added to routes
 - 3,581 Total Meals Served (average 713 students daily)

- Moving Forward...

- Community partners continue focus on Friday/Weekend food distributions & spring break
 - Decentralize food prep from CHS to include Burnley-Moran & Johnson after spring break

Ms. Bryson-Morsberger asked if there were guidelines on providing meals to students. Ms. Powell responded that during the first week of meal distribution staff was required to follow guidelines in place. After the first week flexibility was given and staff immediately updated their practices.

Ms Torres noted appreciation for the work that is going on to provide students meals. She also asked what cleaning and sanitization procedures were put in place in school buildings.. Ms. Powell provided an update on cleaning noting that custodians are going room by room to clean and sanitize and once cleaned a “stop” sign is hung to indicate the status.

Dr. Atkins noted that staff are keeping track of funds used to address COVID-19 as the division may receive stimulus funds to cover these costs.

- Building Services
 - All CCS custodial cleaning products are hospital-grade virucidal (prior to the COVID-19 crisis)
 - New disinfecting equipment ordered first week in March
 - Hand-held misters
 - Electrostatic sprayers
 - Building deep cleaning started March 17th
 - Inspections started March 20th
 - Misting started after inspections
- Technology Update
 - Laptop Devices Distributed from All Elementary Schools
 - Prepped and distributed over 1000 devices (and growing) for grades 2-6
 - 3 separate rounds of distribution
 - Teacher contact informing distribution now.
 - Prepping another 400+ devices
 - Hotspots
 - 80+ hotspots Have been distributed - Teachers and Principals are connecting families with the request form
 - Support
 - Device drop-off and pick-up based support
 - Online chat and phone based support
 - Guidance and technology specific modules created in PL Course

Ms. Torres asked how the division is making sure that the devices are being used. Mr. Faust responded that the Technology Department is keeping track of when students log on. If students are not connecting for any reason there is a process for a staff member to reach out to assist with connecting.

Dr. Kraft expressed appreciation for the work going into providing meals and Chromebook devices.

Ms. McKeever asked if the Division has enough devices to give to all the students that need them. Mr. Faust responded that the Division does have enough to give to the families that need them since some families are sharing within the family.

Dr. Atkins noted that there will be an additional Chromebook distribution to K-2 students on April 14, 2020.

- Continuity of Learning/Virtual Instruction Update
 - Purpose: To provide parents and instructional staff guidance on organizing a student’s daily schedule and on instructional activities that will keep students engaged in learning during this extended school closure.
 - Process: To identify specific content that had not been taught as of March 13, 2020 and develop an equitable plan to incorporate missing content.

- Payoff: CCS students will be provided consistency with regard to instructional expectations, equity to the extent possible, and flexibility so that continued learning is encouraged and supported, and families and staff can focus on their own well-being.
- 2-4: Seesaw Online Learning
 - Schedules, pacing guides, and lesson activities being designed by Continuity of Learning Teams with gradual release to PLCs as the school year progresses
- 5-12: Virtual Instruction - Emergency Remote Teaching
 - Administrator-led guidance to PLCs with Coordinator support
 - Families, students, and staff are providing feedback to principals and we will make adjustments based on the feedback we receive.
- Continuity of Learning Update - Professional Learning
 - Literacy Learning Teams - Over 25 teachers continue to engage in the Reading Rockets course we are piloting and will roll out to all elementary teachers next school year. Since the closure, we have had 6 Google Hangouts and 2 more teachers have joined the group.
 - UVA Reading Course led by Tisha Hayes - 33 reading specialists and special education teachers enrolled, learning ways to provide structured literacy intervention during this extended school closure. Intervention sessions will be delivered gradually as teachers and families feel they are ready.

Mr. Bryant asked if the same model will be used for WALK students where they are working on one or two classes. Dr. Irizzary responded that the same standards will apply and that staff are working with those students to make sure they continue with the program.

Mr. Bryant also asked whether students that have IEPs and are getting the appropriate guidance and help. Dr. Irizzary responded that staff is working with those students and families individually.

Ms. Bryson Morsberger asked if the division is being realistic in what it is asking of students and teachers adding that this is a very stressful time for everyone. Dr. Atkins responded that if we fail to show compassion then we have missed the mark and that we will get through.

Mr. Wade noted this is a traumatic event for students and that they don't seem to be especially worried about the grades they will make and that he believes colleges will not look at grades for this cohort as they have in the past. He also noted the need to provide counselors when students return to school to help students address the traumatic events that students have endured over the past months.

Ms. Torres asked how Dual Enrollment courses will be handled. Dr. Irizzary responded that Dual Enrollment students will follow the guidelines from Piedmont Virginia Community College.

Dr. Atkins noted that adjustments will have to be made this fall as we bring the students back into the school.

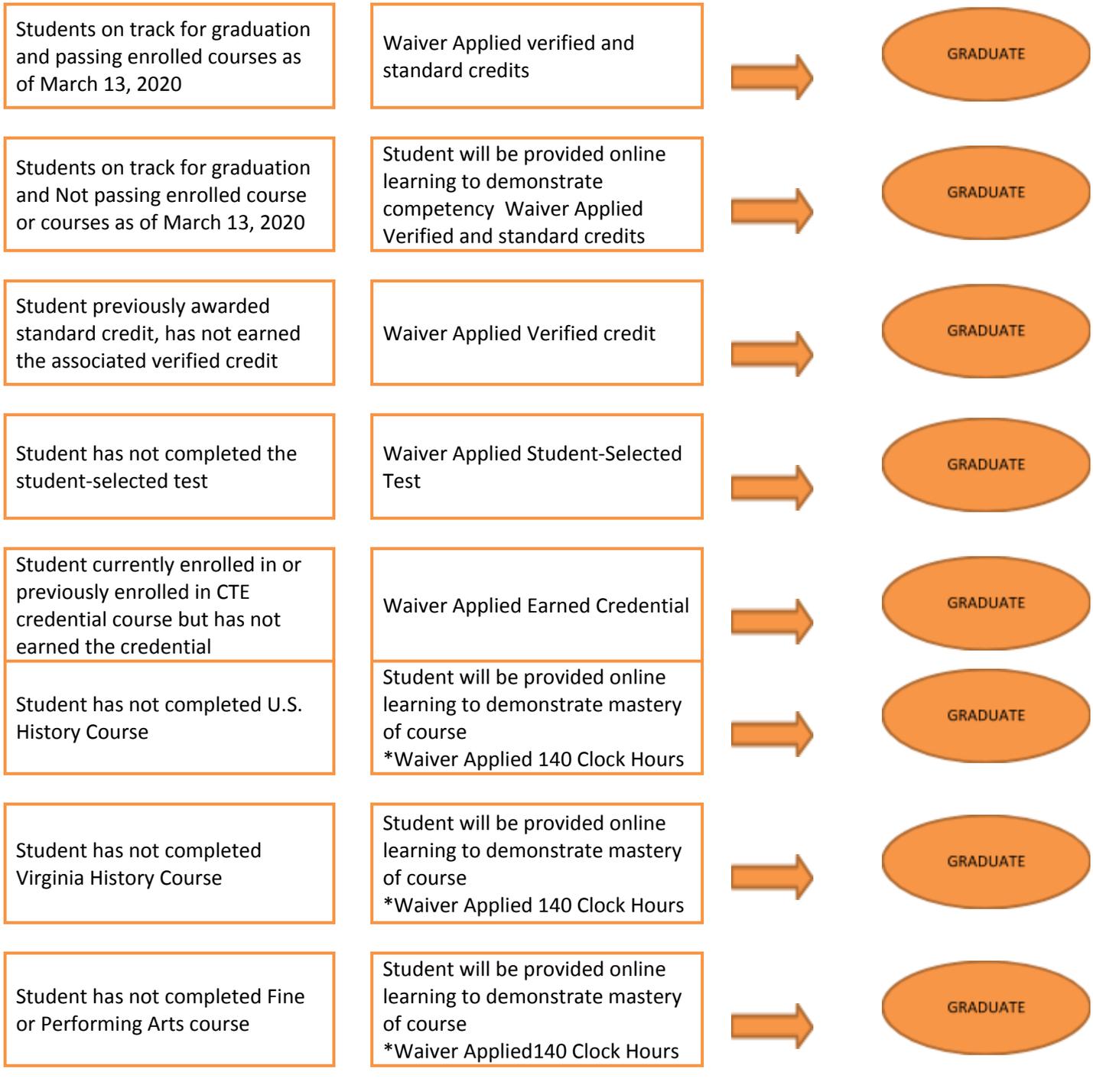
Dr. Kraft asked how the Division is helping students that are going through depression, anxiety and stress and if there are resources parents can contact. Dr. Atkins responded that when the teachers connect with students in virtual classrooms they watch for signs and will provide assistance to those students. Dr. Irizzary stated that guidance counselors are available and are making one on one visits if needed.

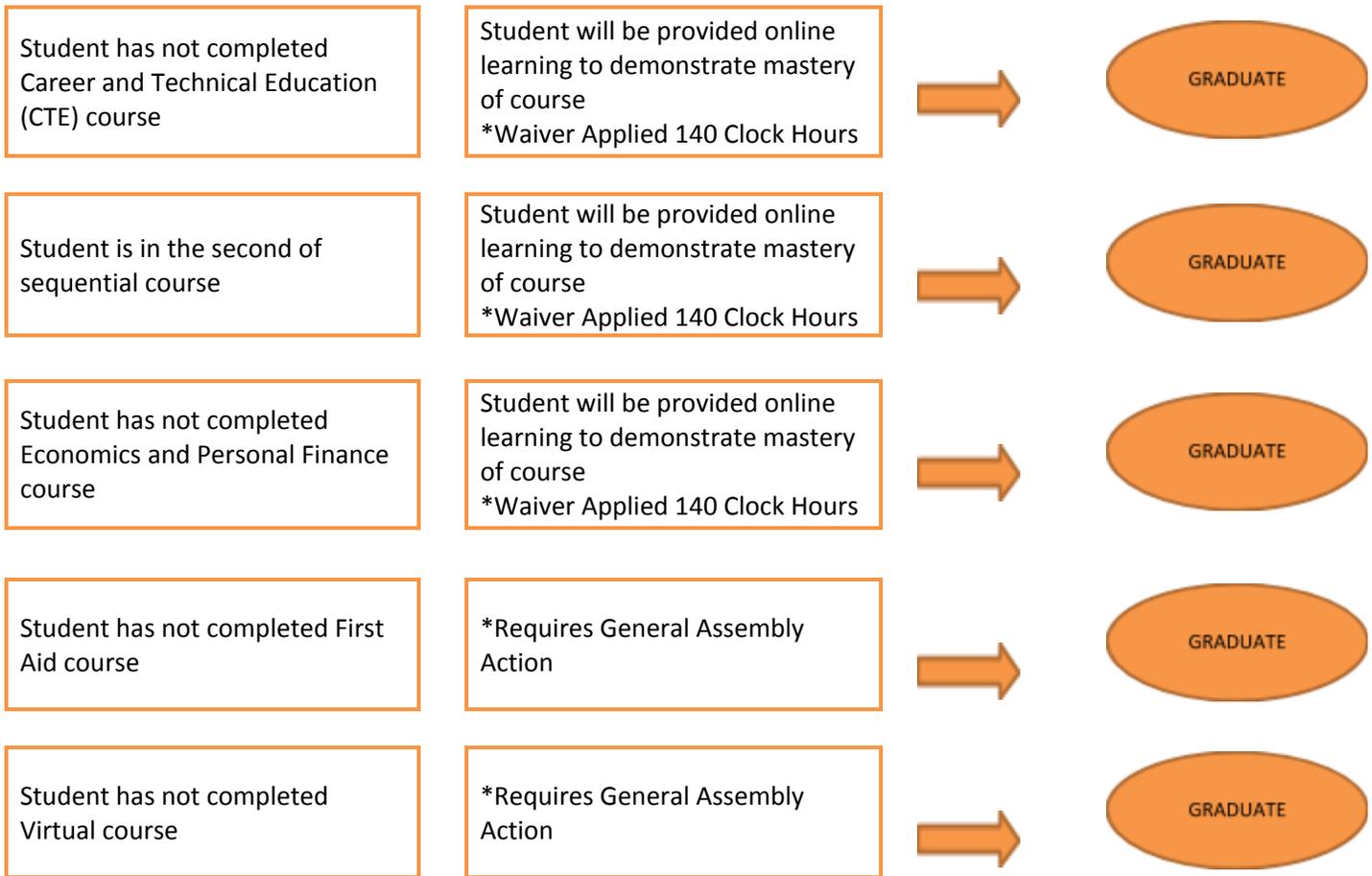
- Guidance on Graduation Requirements
 - CHS Continued Learning Plan

Scenario 1	Student with Current Passing Grade	2 Weeks of Review Modules (Optional)	Opportunity to Complete Continued Learning Modules	Will Pass Class with an "A"
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Scenario 2	Student with Current <u>Failing</u> Grade	2 Week Review Modules (Optional)	Must Complete Continued Learning Modules	Will Pass Class with an "A" *
*Students may be granted an "Incomplete" if student are making progress and need more time to complete these requirements				

■ Guidance on Graduation for 2019-2020 Cohort





- Guidance on Awarding Standard and Locally-Awarded Verified Credit - For Students Graduating 2021 and Beyond with Standard or Advanced Studies Diploma
 - AWARDING STANDARD CREDIT:
 - Students passing the course as of March 13, 2020:
 - Identify content not taught as of March 13, 2020
 - Develop online learning modules to address the missing content; have a particular focus on content essential to student success in subsequent coursework
 - Modules should provide equitable access to all learners, including students with disabilities and English learners
 - Online instruction should start April 13 and conclude June 5
 - Award a standard credit for demonstration of competency
 - Student not passing as of March 13, 2020:
 - Identify content needed as well as content not taught
 - Develop online learning modules to address the missing content; have a particular focus on content essential to student success in subsequent coursework
 - Modules should provide equitable access to all learners, including students with disabilities and English learners
 - Online instruction should start April 13 and conclude June 5
 - Award a standard unit of credit for demonstration of competency
 - AWARDING LOCALLY-AWARDED VERIFIED CREDIT: Award a locally-awarded verified credit to students who receive a standard unit of credit
 - Requirement to attempt the associated SOL end-of-course test twice is waived
 - Requirement to score between 375-399 is waived
 - GUIDANCE FOR ONLINE LEARNING FOR STUDENTS IN GRADES PK-8
 - Identify specific content in core content areas not taught as of March 13, 2020
 - Develop online lessons and learning plans to incorporate missing content

- Develop equitable plans that include all students
- Make adjustments to pacing as appropriate
- Start online learning April 13 and conclude June 5
- Grades, as of March 13, should not be reduced because of online learning
- Grades, as of March 13, may increase because of online learning
- All students should advance to next course sequence or grade level unless retention was planned prior to 3/13

Recommended daily times for instructional activities for K-1st grade

- Literacy, Math, Science or Social Studies, Specials-Fine Arts/PE/Spanish: 20 minutes for each subject

Recommended daily times for instructional activities for 2nd-4th grade

- Literacy: 40 minutes (including independent reading time)
- Math, Skills Practice in Reading or Math (Dreambox, word analysis, phonics), Science or Social Studies, Specials-Fine Arts/Physical Education/Spanish: 20 minutes for each subject

○ Human Resources Update

- Continuity of Service for 2019-2020 School Year
 - Processing retirements and resignations as they are received
 - Processing payroll information to ensure employees receive accurate pay
 - Processing license renewal requests
 - Following up with employees on leave
 - Receiving phone calls and answering questions
 - Processing information for recently received grants
 - Processing VEC Unemployment Requests
- Gearing Up for 2020-2021 School Year
 - Planning for Open Enrollment for Benefits
 - Virtual Experience for all employees
 - Principals are interviewing for teachers and submitting recommendations for hiring
 - Human Resources is responding to recommendations for hire and extending offers
 - Preparing the K-12 system for producing contracts
 - Verifying current employees
 - Ensuring positions are available in budget
 - Preparing for New Teacher Orientation

○ Emergency Child Care Program

- The use of any school facility remains a local decision. (VDOE-VDSS Joint Guidance Document, March 23, 2020)
- Preparation
 - Develop CCS Emergency Child Care Plan for school-age children of essential personnel
 - Follow guidance from CDC, VDOE, local/state health officials, medical professionals
 - Collaborate with community partners – YMCA and Parks & Recreation
 - Monitor the community need for emergency child care
- Staffing
 - Have CLASS coordinator oversee the program with support from CLASS office staff
 - Have site directors manage the day-to-day operations of the program
 - Have group leaders manage the day-to-day operations of their classroom
 - Have nurses oversee the safety and security of children and staff
 - Have custodians clean and disinfect every evening in all areas used
- General Operations
 - Admissions Eligibility: School-age children of essential personnel (Grades K–6)

- Health care/public health workers, first responders, and essential personnel in the public and private sector (e.g., sanitation, food, utilities, transportation, government services)
- Registration: online with all payment via credit card
- Fee: \$300 a week; payment is due the Thursday before each week of attendance
- Hours of Operation: 7:30 AM to 5:30 PM
- Sites: Burnley-Moran Elementary School and/or Johnson Elementary School
- Space Per site: 7 rooms; up to 4 classrooms with personal bathrooms & exterior doors
- Capacity Per Site: 36 children - 4 classrooms; maximum of 9 children & 1 adult per room
- Staff Per Site: 14 adults - site directors, nurses, group leaders; each works 5.5 hour shift
 - 7:15–12:45 - 1 site director, 1 nurse, 1 group leader per class (max. of 4), 1 floating group leader
 - 12:15–5:45 - 1 site director, 1 nurse, 1 group leader per class (max. of 4), 1 floating group leader

Dr. Atkins expressed appreciation for teachers and principals for their work and also thanked nutrition staff, custodians, bus drivers, and division level staff for their work.

5.1 Adjourn: The meeting adjourned at 7:21 p.m.

A video of the April 2, 2020 electronic meeting can be located at:

<https://drive.google.com/file/d/1Lhp8sD4TQXUVus23gZQsvj94pS4uWuux/view?ts=5e874ec2>



Jennifer McKeever, School Board Chair



Leslie Thacker, School Board Deputy Clerk