

## POLICY COMMITTEE MINUTES - May 14, 2020

5.1.1

Attendance: Diane Lyons, Liz Raum, Mark Fleischhauer, Joe Phelan, Steve Jensen

### #9410 Instructional Substitute Compensation

Added language that the District will notify the RTA president when an RTA leave replacement appointment is hired and/or their appointment is extended for five months or longer, a practice in which the District is under no obligation.

### #4516.1 Technology Responsible ("RUP") Use Policy for Middle and High School Students

After having consulted with a variety school districts Steve Jensen has put together a basic policy for addressing responsibilities of our students and staff when using computers and internet loaned through our District. A few areas of concern were discussed:

- There are two ways to address damaged computers by either requiring parents to purchase insurance or have the District purchase insurance. The cost premium of an insurance plan for the District, after having consulted with other school districts and assessing our experience of minimal damage to our computers, far exceeds the cost of replacing/repairing the device. Asking parents to purchase insurance is not a desired path. Instituting a three-strike policy for holding students responsible for replacing their damaged computer. We do have the ability to repair computers and the District is purchasing Apple Care which is a direct line for repairing and diagnosing computer damage. Steve is also purchasing purple protective hard-plastic cases for the computers which will have our RCSD hawk logo.
- At the end of each school year the loaned computers will be collected and completely "flattened" of user content.
- We will have the app/program of Find my Mac for lost/stolen computers.
- Chargers tend to suffer more frequent damage. We will encourage students to leave their chargers at home and provide chargers in the classrooms (along with power strips). If the charger is damaged it will be the responsibility of the student to replace damaged charger.
- Further discuss and clarify in policy whether or not 1:1 computers are for students participating in BMS/RHS classes, all of which will require technology, or whether RHS students who do not attend RCSD classes, i.e. students attending full-day BOCES programs, the Bridge program at Dutchess Community College, private or homeschooled students, should be provided with their own school district laptop as part of the District's 1:1 computing program.

### Support Operations (no policy number assigned)

We are required by law to have a data security/privacy policy adopted by July 1, 2020. Steve consulted with both BOCES and NYSBA in constructing this policy. The policy details maintaining data security of students/staff, compliancy of third-party contracts, and creating a protocol to handle breach of data. We can revisit this policy throughout the year as needed. As a side note, our cyber security team plan is not included in this policy, due to its sensitive nature, but can be discussed with the Board of Education in Executive Session. Add to Code of Conduct for web-based classes.

Respectfully submitted: Liz Raum

Next Meeting: June 11, 2020

5.1.2

## **Communications Committee Minutes**

May 14, 2020

**Attendees:** Stephen Jensen, Joe Phelan, Elizabeth Raum, Jaclyn Savolainen, Jacqueline Raccuia

### **Budget Brochure**

In lieu of mailing our budget brochure due to the accelerated timeline (which is a result of the covid pandemic and New York State PAUSE protocols) we are putting our budget information on the District website in a reader-friendly version. We are mailing to our constituents, which is a state requirement, a “postcard” with our proposed budget on one side and on the other side instructions to find more detailed budget information on the District website, along with the two propositions constituents are voting for: the district budget and two seats for the Board of Education.

### **District Brochure**

We worked through edits and once edits are completed the brochure to go to printers.

### **Website Update regarding Covid response**

- Steve will start mocking up a page with end of year information regarding textbook return, access to lockers/desks, and update calendar about last day of school (which the Board needs to approve as soon as possible).
- Our District has distributed close to 170 computers and once the last day of school is announced begin a plan for collecting devices and “flattening” content on those computers.
- There is now a single launch page on our website which is divided into three sections representing the three buildings, and then from there breaking down into grades, teams, teacher.
- There is a staff support page with resources for online learning slide decks demonstrating optimal use of Zoom and Google classroom. Teachers have been volunteering to help colleagues with questions. Initially the demand for help was high but demand has lessened in past weeks. There is a concerted effort to have all teachers consistent as to how they are using classroom technology.
- Moving forward Steve is creating a Parental Resource page with detailed information per grade, and more tools to keep up with how and what the students are doing. The Tech email address has been receiving questions from parents

**Next meeting:** June 11, 2020

Respectfully submitted by Liz Raum

**Curriculum Committee Meeting Minutes - May 21, 2020**

**Attendees:** Marvin Kreps, Joe Phelan, Jaclyn Savolainen, Matt Van Wormer, Jackie Raccuia via Zoom Platform

This meeting addressed three ongoing committee concerns due to COVID-19 and the NYS pause: end of year plans, district survey, and plans for the next school year.

Regarding end of the year plans, Joe Phelan shared that Ed Davenport is discussing ideas with Marc Berg, Senior Class Advisor, Building Level Planning Team, and Senior Class officers regarding the commencement ceremony. Graduation is scheduled to take place on Saturday, June 27. Further details are being worked on to ensure compliance with the NYS (New York State) Pause orders. There is a possibility that a procession of cars may take place at the Dutchess County Fairgrounds. Many schools within Dutchess County have discussed their graduation ceremony plans, including ideas such as conducting the ceremony at a drive-in movie theater or using Dutchess Stadium. However, they may have to re-work their plans to abide by the Governor's executive order, as interpreted by County Executive Molinaro..

In the high school, it has been decided that the academic and athletic awards ceremony will be combined and broadcasted virtually.

Chancellor Elementary School and Bulkeley Middle School will have the kindergarten, fifth grade and eighth grade moving-up ceremonies in a virtual format. Further details will be shared by the building principals once they are solidified. Brett King and John Kemnitzer are making plans to provide a virtual middle school orientation for the incoming fifth grade students.

Discussion about the District's provision of a survey addressing remote learning as well as social-emotional wellness during this Spring's school closure were addressed. Emily Davison and Steve Jensen will be remotely working together to collaborate on an instructional and social-emotional survey. The plan is to distribute the survey to families, staff, and students as soon as possible. The data collected will be used in the planning for the upcoming school year.

Discussion about plans for the 2020-2021 school year ensued, and it was noted that a number of questions are not yet able to be resolved until more information becomes available, including health-related guidance from NYS. There are several options and variations of plans being discussed between County school superintendents and administrators. The District is awaiting direction from the State Education Department, the Governor, as well recommendations from the CDC (Center for Disease Control) and the State and County Departments of Health to determine definitive plans for student and staff safety during a re-opening of in-person teaching and learning. At this time, it is unknown as to whether or not students will return to school in the Fall or will continue remote learning, or if there will be a hybrid of these two learning models. Each school district will need to engage a stakeholder group to discuss and develop plans that will secure the safety and well-being of the staff and students for the provision of instruction going forward.

Next meeting is tentatively scheduled for June 16 at 4pm.

Respectfully Submitted:

Jacqueline Raccuia



**COUNTY OF DUTCHESS**  
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH  
OFFICE OF THE COMMISSIONER

**MEMORANDUM**

Date: May 21, 2020  
To: Dutchess County School Superintendents  
From: Anil K. Vaidian, MD, MPH, Commissioner  
Subject: Guidance on Graduation Ceremonies

A handwritten signature in cursive script, appearing to read "A. Vaidian", is written over the "From:" line of the memorandum.

Governor Cuomo issued Executive Order 202.10, which stated "all non-essential gatherings of individuals of any size for any reasons (e.g. worship services, parties, celebrations, or other social events) are canceled or postponed." Under the governor's executive order (EO), the state makes all determinations. Local governments, including counties, are prohibited from any actions that conflict with the EO. Determinations on when schools will open, or when events will be permitted will be made by the Governor. Since large in-person gatherings are not permitted, mass gathering locations such as Dutchess Stadium will not be available for graduation activities.

Schools would be permitted to host drive-thru graduation parades/caravans consistent with the allowable Memorial Day activities per the State. Consistent with the State's opening of drive-ins, in-car graduation activities in drive-ins, and in parking lots, and open space are permitted, so long as social distancing and cleaning/disinfecting measures are in place. All attendees must stay inside of or on (motorcycles) their vehicles for the duration of the event. A limited number of presenters (less than 10) can facilitate the ceremonies from outside of their vehicles while maintaining social distance. Any and all activities must adhere to proper social distancing and face covering protocols.

Since any graduation activities will impact traffic, and a traffic plan may be needed, schools must contact Dutchess County Emergency Response in order to ensure that proper contact and consultation has occurred with local law enforcement. This interaction will help to minimize the impact on the community.

In summary—

Allowable activities include:

- Drive-In Vehicle-Based Ceremony
- Parking Lot Vehicle-Based Ceremony
- Vehicle Based Parade/Caravan
- Handing diploma's through car windows

In all cases:

- Single or small presenter groups (under 10) maintaining social distance
- All attendees must remain in or on (motorcycle) their vehicles throughout the duration of the event
- Social Distancing and face covering protocols must be adhered to
- Contact the Dutchess County Department of Emergency Response for coordination on traffic planning and local law enforcement