

Collaborative Planning Team Members:

Kate Clark, Superintendent
Paul Russo, Principal
Deborah Bailey, Director of Special Services
Neal Yetman, D.O., Medical Advisor, LCS Parent
Alicen Heintzman, School Nurse
Alvin Milner, Maintenance and Grounds
Jill Feeney, Regular Education Teacher
Angela Wheaton, Food Service Director
Elyzabeth Richards, Guidance Counselor
Ryan Hurley, Special Education Teacher, LCS Parent
Valorie Bemis, Technology Director
Mitchell Daigle, VP Cordjia Capital Projects Group (Advisory Member)
Deborah Harbaugh, LCS Parent
David Kinney, Town Administrator, Former LCS Parent

July 30, 2020 CPT Notes 8:30 – 11:45 AM

1. PR reported the staff had conducted a major cleanout of the building in anticipation of needing storage space for materials that will not be able to remain in classrooms as per the reopening draft plan.
2. PR reported he met twice with Mitch Daigle regarding the HVAC system and making certain we are in the best position to maximize air flow as put forth in recommendations by the MDOE. Additional work to the HVAC system has been conducted to maximize our ability to control airflow within the building. This includes automating some vents and louvers that were previously controlled manually.
3. PR has been in contact with vendors in anticipation of the need to order additional safety equipment including plexiglass dividers and cleaning supplies and equipment.
4. We have on the warrant for approval, 3 commercial 30ft x 30ft tents to be utilized as outside learning spaces.
5. The state will be supplying us with a significant amount of PPE, We are in the process of obtaining that.
6. PR has completed and submitted a Coronavirus Relief Fund Grant Application, which will provide us with a total of \$172,720.00 in aid.
7. PR reported on work with administrative colleagues from SU 69 , MSAD 28, and the FT CSD, as well as with state agencies, and presented to LCS CPT members a very rough draft plan for safely reopening schools. Team members spent the morning reviewing the draft, making suggestions and adjustments.

August 11, 2020 CPT Notes 8:30 – 12:00

Thanks all for your participation today. I am beginning to feel as though we are making progress. Here are some action items we agreed to:

1. Develop a survey to send out to parents that will help us get a better idea of who will be attending both in person and remotely. (Paul). [HERE](#) is a link to the draft of that survey.
2. Research medbot, the medical screening app. (Alicen, Val, Paul) <https://www.mymedbot.lu/>
3. Review the CRF budget draft (attached) and give feedback to Paul. (All CPT Members). *Feel free to be creative.*
4. Research enhancing classroom audio with updates to the current sound system. (Paul) *I have asked Marty Elhadj to take this on given his expertise in this area. Preliminary findings are this is very easy to do using some relatively inexpensive equipment and Bluetooth technology.*
5. Add language stressing the shared responsibility of all families in our school community to the plan. (Paul, Kate) Paul will draft.
6. Add links to draft plan that offer sound medical research and advice. (Paul will add links provided by Alicen and Neal.)
7. Communicate to all staff the high degree to which the CPT will be depending on all staff members to collaboratively flesh out the plan once the draft is approved by the school committee. (Dual LEA/CPT members will take a lead on this, the rest of us will reinforce as opportunities arise.)
8. Next Meeting: Topic: LCS Collaborative Planning Team Zoom Meeting
Time: Aug 18, 2020 08:30 AM Eastern Time (US and Canada)

August 18, 2020 CPT Notes 8:30 – 12:00

Updates to the Learning Plan:

Front page. The superintendent and school administration have the authority to move to a more restrictive scenario with their sole discretion should they deem it necessary without school committee approval. Any changes to move to a less restrictive scenario would require school committee approval.

Page 4. Remote learning is where the student and the educator, or information source, are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and online assessments, or by sending materials, books, or assignments directly to learners. While technology can play an important role in **Remote Learning**, it is by no means the only tool utilized.

Page 5. Because all of our planning starts with safety, the decision to attend in person or remotely will not vary on a daily basis - we expect parents to choose an initial plan for the mode of their child's regular school attendance prior to the start of the year. The choice is to attend full time in person, or remotely. There is no plan in place for part time attendance. We feel this extra layer of consistency is critical to the safety of all. We will survey parents in mid-August for an initial decision about remote or in-person schooling. Parents who decide to change this decision must give the school at least 5 school days notice prior to October 2, which will be the first opportunity for remote learners to return to school on a daily basis. Parents, not students, will communicate the decision and any changes in that decision to the school. After October 2, schools will need 5 school days' notice if a child is switching from all-remote to in-person instruction.

Page 10. SPORTS

- We plan to have our normal slate of FALL sports teams, which is soccer and cross country, but will not engage in external competitions. This decision was made after careful consideration and for the safety of our community - to limit exposure, crowded bus travel, and the inability to monitor spectators.
- We will follow guidelines put forth by the Maine Department of Economic and Community Development in their Framework for Assessing the Risk of Sports and Recreation Activities.
<https://www.maine.gov/decd/checklists/community-sports>
- Teams will be able to practice and compete internally, without spectators.
- Sports will be modified to minimize physical contact and enable internal competition.
- Remote learners who participate in the program will be required to do the daily health check.
- We will reassess the situation for the winter and spring sports season prior to their start.

Page 18. **Return to School Strategy** :

After a person has been out of school for a suspected COVID related absence - a time-based return to school strategy is determined based on a person's health status. Decisions about "return to school" for persons with confirmed or suspected

COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.) Our school will follow CDC guidelines with regard to dealing with a Return to School Strategy found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

September 25, 2020 CPT Notes 3:15 – 5:00 Collaborative Planning Team

1. The CPT met on 9/25 to discuss ways to further support the staff. The focus has been with the development of our Remote Learning Plan. To that end we have added to the Learning Plan and have ordered a good deal of supplies and equipment to help make the transition a smooth one should it come to that. The team will meet twice per month, or more often as needed.
2. Learning Plan updates:
 - a. If we find ourselves in a fully remote situation, we will adapt our MedBot app to utilize it for taking attendance.
 - b. Snow Days. In the event we have a SNOW DAY while we are in a remote situation, we will not have remote learning on that day and the day will be added to the end of the calendar year.
 - c. Preferred time blocks by PLC
 - d. Pg. 10 SPORTS
 - i. We plan to have cross country only this fall. There will be no competitive events.
 - ii. We will follow guidelines put forth by the Maine Department of Economic and Community Development in their Framework for Assessing the Risk of Sports and Recreation Activities.
<https://www.maine.gov/decd/checklists/community-sports>
 - iii. Teams will be able to practice and compete internally, without spectators.
 - iv. Sports will be modified to minimize physical contact and enable internal competition.
 - v. Remote learners who participate in the program will be required to do the daily health check.
 - vi. Students who participate on local travel teams, or programs whose participants extend beyond Lincolnvile may not also participate in the LCS program.
 - vii. We will reassess the situation for the winter and spring sports season prior to their start.

3. Pg. 12 Students will be required to sanitize their hands upon entering the bus and they will be required to wear face coverings. Drivers will also wear masks. Students will be seated one to a seat. We will have the windows cracked open for as long as possible into the colder season for ventilation. We are asking parents to help us. We don't want to stagger arrival times by up to an hour. To avoid this, we will need more parents transporting their children to and from school.
4. Pg. 17 Here is the link to the CDC standard operating procedure: <https://mainedoeneews.net/wp-content/uploads/2020/08/Investigation-of-COVID-19-in-Pre-K-12-Schools-in-Maine-DRAFT.pdf>
5. Added Addendum E, Daily Cleaning/Disinfecting Checklist, and Addendum F Remote Learning Expectations, which are pasted at the end of this report
6. Facilities:
 - a. Tents are being set up this week. One 30' x 30' tent is set up on the baseball field.
 - b. Additional work has been ordered for automation of the HVAC system. VFD's are being replaced and upgraded.
 - c. The remaining work on the controls system has been completed by XL Automation and the system is functioning at 100%.
7. PR met with Peter Rollins in his capacity as Emergency Management Director of Lincolnville to discuss our emergency plan. Further meetings will be forthcoming to include the fire department.
8. Coronavirus Relief Funds:
 - a. The most recent allotment of CRF to LCS is a total of \$180,983.52.
 - b. The first draft of the budget is as follows:
 - i. Student supports - \$75,000 (equipment and supplies)
 - ii. Operations and Maintenance - \$80, 983.52 (Minor capital improvements, custodial support.)
 - iii. Food Service - \$25,000 (Equipment, supplies)

October 9, 2020 CPT Notes 3:15 – 4:30

The CPT held a brief check in to update everyone on what is happening at LCS. Specifically, Alicen reported out on our daily health screening program, and Paul

gave an update on where we are with regard to a plan for the event we would need to go to a full yellow situation here.

Some things we considered were:

- What might cause us to go to a yellow risk level?
- Does it make sense to allow siblings of special needs to attend every day if we can maintain the 6" social distancing the plan calls for? It was decided to have staff continue to develop a rough draft plan in PLC meetings.

We also held a little Q&A.

October 30, 2020 CPT Notes 3:15 – 4:30

- a. The CPT met on 10/30 to discuss how we would reorganize in the event we moved to a Hybrid 2 model that would limit the number of children in the building by forming smaller cohorts that attend on alternating days. One day per week would be remote for all to give additional time for staff to meet and plan as necessary.
 - i. The staff has already developed those student cohorts. Some additional time will be devoted this week to communicate and develop protocols.
 - ii. It was decided that prior to going into a hybrid 2 situation, a remote day would be called to give staff time to plan and prepare materials.
 - iii. After much discussion the consensus was to have cohort A meet Mon/Tue, Wed would be the remote day, and Thu/Fri would be in person for cohort B.
- b. A list of questions generated by staff was presented and a few of the items were discussed/clarified. PR will consider the additional items and communicate at a future staff meeting.
- c. Also discussed was our ongoing staffing shortage, which is an issue we are working to resolve. Substitutes are very difficult to find. PR reported that he is working on hiring additional staff, that advertisements are out and some interviews are anticipated soon.
- d. The decision making process was clarified as it was reaffirmed that the superintendent will make informed decisions about any changes in our status based on data gathered by stakeholders as appropriate to the current reality.
- e. Kate reported substitute school nurses are available if needed.

LCS Collaborative Planning Team Meeting 11/12/2020

The meeting began at 3:15 PM

1. Communication when we have a possible case or close contact. Who, What, When, and Why?

a. Information is shared on a **need-to-know basis**, we only **tell** people the facts they **need to know** at the time they **need to know** them, and nothing more.

b. Shared flowchart for dealing with reports of suspected or actual COVID cases. We held a brief discussion based on a recent incident to illustrate how the chart worked.

c. A recent Facebook post by a parent sharing a positive test result caused some degree of panic and also caused us to deviate from our communication protocol, which in turn generated a great deal of staff anxiety over the weekend.

d. We will consider going further and may communicate with the greater school community due to the high level of staff concern, but maintained privacy is a major concern as well.

e. It was suggested we make a preemptive move to show families what we are doing here at school and ask people to follow our example at home.

2. Recent survey to parents

a. What did it tell us

i. The survey indicated a low number of people indicated they would be travelling.

b. What did it not tell us

i. A significant number of people did not respond,

ii. The fact we do not know many families are planning small gatherings for holidays was of concern.

iii. There was also some concern regarding contradictory information being provided to us from a few parents and the additional work and stress that has caused.

iv. Staff members have shared they are hearing some reports from students that don't match the survey results.

3. Quarantine time:

a. How long are students and/or staff required to quarantine? What/who determines this/?

i. The confusion regarding the 10 or 14 day requirement was clarified by the nurse who made it clear the MCDC clears people from quarantine via written correspondence, of which we require a copy prior to re-entry to school or work.

4. Update on the status of Hybrid 2 Planning:

a. PR reported the status of planning.

i. All grades have made significant progress in the planning.

ii. Cohorts have been developed and schedules are made.

5. Other Items:

a. In-person meetings @ LCS and required COVID-19 screening (MedBot or other, shouldn't that be required as well as masks?)

i. Staff shared their outrage around a recent school committee meeting where the mask requirement was ignored and this violation of our Learning Plan sent the wrong message to our school community.

ii. The superintendent acknowledged this went against assurances we were required to give to the state prior to reopening school and reviewed steps taken to address the issue. There will be no more in-person meetings until further notice.

6. What are the metrics that are being used to determine moving our learning model from Green, to Yellow, to Red?

- a. Our Learning Plan states, "The superintendent and school administration have the authority to move to a more restrictive scenario with their sole discretion should they deem it necessary without school committee approval. Any changes to move to a less restrictive scenario would require school committee approval."
- b. Any decisions to date have been based on data provided by stakeholders and the MCDC. Safety is the major concern driving decisions.
- c. The significant level of staff anxiety was discussed. The fact we have had positive cases among staff and students, as well as a number of close contact incidents was reported as a contributing factor.

Consideration was also given to the following key factors:

-students who might need technological support, support engaging in remote learning and additional academic support. It was shared that the additional staff hired this year will be deployed to provide the additional supports needed. In addition, devices will be made available. Social/emotional support will continue to be available. Student needs are clearer to the team now, having been in school with the students for close to 50 days.

-the team also discussed moving to a yellow scenario. At the time of this discussion, Waldo and Knox Counties were in a yellow designation. However, Knox County's case rates and designation were given greater weight, considering the fact that Lincolville is geographically and culturally connected to Camden, the district has older students who attend school in Knox County, and many families work and shop in Knox County. The discussion centered around weighing the disruption to families that a Yellow scenario would cause against the exposure for staff and teachers.

-colder weather and what kind of spaces would need to be used to increase social distancing without the use of outdoor space. Class sizes and the logistics of six feet distancing were considered.

d. After an extended conversation around the facts and current climate a consensus arose to recommend to the superintendent that we move to a red scenario and full remote learning beginning on Monday, November 23rd. With the hope to move to a hybrid 2, yellow scenario, by mid to late January. If all goes well It is our desire to go back to our current green scenario after the February break.

e. The superintendent agreed to consider and set a meeting for the next day with the principal to discuss details and the possible drafting of a letter.

The meeting adjourned at 5:15 PM

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 - b. Shared flowchart for dealing with reports of suspected or actual COVID cases. We held a brief discussion based on a recent incident to illustrate how the chart worked.
 - c. A recent Facebook post by a parent sharing a positive test result caused some degree of panic and also caused us to deviate from our communication protocol, which in turn generated a great deal of staff anxiety over the weekend.
 - d. We will consider going further and may communicate with the greater school community due to the high level of staff concern, but maintained that privacy is a major concern as well.
 - e. It was suggested we make a preemptive move to show families what we are doing here at school and ask people to follow our example at home.
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 - ii. The fact we do not know many families are planning small gatherings for holidays was of concern.
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 - b. Any decisions to date have been based on data provided by stakeholders and the MCDC. Safety is the major concern driving decisions. We also consider current cases, close calls, current designation of Knox/Waldo, weather changes and building space, class size, and will consider anecdotal evidence provided by students regarding family holiday plans, etc...
 - c. The significant level of staff anxiety was discussed. The fact we have had positive cases among staff and students, as well as a number of close contact incidents was reported as a contributing factor.
 - d. Consideration was also given to the following key factors:
 - e. Students who might need technological support, support engaging in remote learning and additional academic support. It was shared that the additional staff hired this year will be deployed to provide the additional supports needed. In addition, devices will be made available. Social/emotional support will continue to be available. Student needs are

clearer to the team now, having been in school with the students for close to 50 days.

- f. the team also discussed moving to a yellow scenario. At the time of this discussion, Waldo and Knox Counties were in a yellow designation. However, Knox County's case rates and designation were given greater weight, considering the fact that Lincolnville is geographically and culturally connected to Camden, the district has older students who attend school in Knox County, and many families work and shop in Knox County. The discussion centered around weighing the disruption to families that a Yellow scenario would cause against the exposure for staff and teachers.
 - g. colder weather and what kind of spaces would need to be used to increase social distancing without the use of outdoor space. Class sizes and the logistics of six feet distancing were considered.
 - h. After an extended conversation around the facts and current climate a consensus arose to recommend to the superintendent that we move to a red scenario and full remote learning beginning on Monday, November 23rd. With the hope to move to a hybrid 2, yellow scenario, by mid to late January. If all goes well It is our desire to go back to our current green scenario after the February break.
 - i. The superintendent agreed to consider and set a meeting for the next day with the principal to discuss details and the possible drafting of a letter.
7. The meeting adjourned at 5:15 PM

Letter sent at 4:30 on 11/13/2020

Dear LCS Families,

Our Collaborative Planning Team, which is made up of a combination of teachers, administrators, parents, and members of the medical community, began laying the groundwork for a return to school in July, and worked over the summer to put together a plan that would allow us to safely open our doors to students. We developed safety protocols, rearranged rooms, and hired additional staff to accommodate the reduced class size necessary to allow us to keep a safe distance in classrooms. We required hand washing/sanitizing and the wearing of masks, and trained staff and students to employ them appropriately. Classrooms and hallway floors have been clearly marked to guide social distancing. Entry to the building has been limited to students and staff. Outside areas were prepared for classes to be conducted and lunches to be enjoyed. In fact, our students have spent more quality

instructional time outside of the building this school year than ever before. Our entire schedule was rebuilt by the staff with safety as our main concern. Our food service program has been retooled to be sure we are safely providing students with the nutrition they need to learn. To that end, we have put nearly fifty days of in person learning in the books. We feel we have a good handle on where our students stand academically and have had time to plan for their future growth. We feel good about the planning we have done and great about the way we have executed that plan!

During this time our staff has also been planning for the possibility we may once again need to shift to remote learning. A collective growth mindset has led us to hope for the best while planning for the worst. Yesterday afternoon our Collaborative Planning Team met to discuss growing concerns with the uptick in COVID 19 cases around us, the fact there seems to be community spread, and the knowledge that we have had confirmed cases and are receiving a growing number of close contact notifications among our students and staff. We looked at what the science is telling us about small household gatherings driving the spread right now as we move into the holiday season. We recognize colder weather will create some changes to our current programming, especially with regard to outdoor time, which makes us less certain our safety protocols will be enough to keep this virus away.

While we feel strongly we have done things the right way at LCS, we recognize we cannot control what happens outside of the school day, so after great consideration and thoughtful discussion, it was the consensus of the team that we move to a red scenario and full remote learning beginning on Monday, November 23rd. It is our hope to move to a hybrid 2, yellow scenario, by mid to late January. If all goes well It is our desire to go back to our current green scenario after the February break. This is most certainly a very difficult decision, but we feel it is in the best interest of our students and staff.

We pledge to have a much more robust remote program than last spring where our focus was more on maintenance of learning. Staff will be in constant communication and supports will be in place for those struggling learners. We have many more resources for remote learning at our disposal, including additional staff. If we can work to weather the next couple of months together, we will enter into spring with renewed hope.

LCS Collaborative Planning Team Meeting 11/20/2020

1. Update

- a. Communication received to date by the LCS community is both positive and negative.
- b. Hearing viewpoints is always a good thing as it helps us to best make sound decisions
- c. Of concern is the fact some folks have reached out to individual staff members in an effort to get them on the record as supporting their point of view, even if it is contrary to the current CPT and administrative decision.
- d. While it is appropriate to overtly try to affect change, covert attempts erode organizational trust, can cause long term harm, and negatively affect relationships.
- e. Knox County has returned to green status as of today.
- f. Dr. Yetman presented his findings that show what schools are doing is in fact working. Cases are rising, but there is no evidence to suggest rates are rising in schools. It may be safer to have kids in school. He reiterated the need to follow the guidelines. The role of the cdc is important, being proactive is important, but has limits. Near misses will continue to occur. He urged us to fully consider a more balanced impact. He questioned that going fully red would in fact save lives. Closing in person learning takes away a safety zone for students.
- g. A. Wheaton expressed the importance of how difficult it is for families to balance this and how many kids are left at home alone and mentioned some of the issues associated with that.

2. Possible adjustment to consider:

- a. In an effort to honor the feedback we have received, perhaps we can discuss with the CPT a plan that meets folks in opposition half way and still maintains our desire to put the safety of staff and students first. To that end it was suggested we consider further discussion around a plan that would:
 - i. Continue to monitor student and staff health via medbot over the time we are remote.
 - ii. We stay remote at least until December 10th, which gives us 14 days, or at least one incubation cycle after Thanksgiving. This should be enough time to measure if there is a significant COVID spike among our LCS community.
 - iii. If in fact we see no rise in cases, or other concerns, we ask the school committee to vote to return to in person learning on the 10th of December.
 - iv. If there are significant rises in community spread we will continue with our remote plan. I would assume in the case of the latter other schools would be joining us by then.

- v. There was agreement this should be a consideration, but the majority of members continue to support the original decision.
- b. Clarification of what we mean by “near misses” was provided by the nurse. It is essentially a positive case that was not allowed into the school due to the steps we have taken here. Typically this happens because the nurse urges parents to keep children home until it is certain we are clear. We are now beginning to see more resistance from parents to keep children home until we are sure they are safe to be here.
- c. Dr. Yetman cautioned us not to deviate from the CDC guidelines too far as it is likely to create unresolvable situations. There was general agreement with that although several incidences where we did deviate were shown to help us avert possible transmission.
- d. A good deal of followup discussion occurred and the group will touch base on Monday after P. Russo has had a chance to fill K. Clark in.

LCS Collaborative Planning Team Meeting 12/4/2020

1. Welcome New Members:
 - a. David Kinney and Deb Harbaugh were welcomed to the committee as new members.

2. LCS Community Health Update:
 - a. Alicen Heintzman presented a school based information report on the number of current students and staff who are either COVID positive or listed as close contacts.
 - b. Medbot reporting is at about 80% and there is some resistance. Alicen also gave an update on question changes in the medbot app.
 - c. Dr. Yetman shared greater community information, noting there is an increase in hospitalizations, which is straining the system. This was not unexpected. No post Thanksgiving surge has been noted just yet, but it is likely. Community spread is going on. Transmission does not appear to be happening in schools.

3. Status of Remote Learning:
 - a. Technology update:
 - i. Tech support seems to be dealing with minor issues, but otherwise going smoothly.
 - ii. We have about 100 devices out for K-5. All middle school students have devices.
 - iii. Teacher upgrade of computers is completed.
 - iv. Fiber upgrade is underway with LCI. We will send out another notice given there are still a number of Lincolnville residents who have not yet signed up.

 - b. Teacher update:
 - i. Snack and lunch are big issues for teachers due to difficulties with having children in classrooms without masks without being able to maintain the 6 ft. distance.
 - ii. Teachers reported a great deal of anxiety among staff who feel that working conditions are unsafe. With winter on our doorstep and our ability to utilize the outside being limited, staff members are concerned about our ability to maintain appropriate and safe proximity. A good deal of discussion took place on this topic.

 - c. Parent update:
 - i. Remote learning is still a challenge - not enough activity seems to be scheduled in the PM for MS students to keep them busy. It

was suggested that some MS students, left on their own to complete PM work may be taking the path of least resistance.

- ii. Online direct instruction seems much better than when students are not online. Many students are completing tasks early. Specials may not be utilized to the extent we had hoped.
 - iii. Planning is done differently at each level, which is a challenge for parents who need to learn different formats. Should we look to find ways to make it more similar across all grade levels?
 - iv. More parental oversight is needed for the younger students, but assigned work keeps students busy all day.
 - v. Communication has been good for parents who reach out to us.
 - vi. Can teachers arrive at Zoom meetings before it is scheduled to begin if possible? Staggered times?
 - vii. **Can LCS offer a Tech support line for when parents need help getting into** online meetings?
 - viii. Hyperlinks to zoom meetings would help.
 - ix. Technology training meetings for parents via Youtube, and parent meetings with teachers were suggested as ways to facilitate better communication during remote learning.
4. Recommended Adjustments to the Learning Plan:
 - a. Updated the list of members to include Deb Harbaugh and David Kinney (pending selectboard approval) and noted on the plan which members are current LCS parents.
 5. Recommendations for School Committee:
 - a. The Superintendent requested a committee recommendation for continuing our remote status, or making a change back to green.
 - i. Considerable discussion took place regarding the current status focusing on the question of a recommended change back to in-person learning. There did not appear to be consensus either way. Pros and cons were debated.
 - ii. Members seemed to agree staff welfare needs to have the same priority as that of students. We need to find ways to support the staff and look for ways to relieve staff stress. It was clear this can not be understated.
 6. Other Items:
 - a. There were no other items.

LCS Collaborative Planning Team Meeting 12/10/2020

1. Welcome - Paul began the meeting at 4:30
2. Cases affecting LCS (students and staff) - Alicen

- a. Some family members are out due to being in the same home as identified close contacts. 2 staff and 7 students.
3. Community Spread?
 - a. Over 400 new cases in ME today
 - b. 102 active cases in Knox and Waldo County combined as of today.
 - c. LCS is fielding many inquiries from nervous families and providing COVID information.
 - d. Transmission rates in schools is at 15%
4. Students and staff going remote
 - a. 2 staff members have gone remote on advice of their PCP.
 - b. 6 additional middle school students
 - c. 5 additional K-5 students
5. Length of quarantine (10 v 14 days)
 - a. Recent changes to the CDC guidelines state, "Individuals that have been in close contact with an infectious individual need to quarantine for 14 days after the LAST exposure. For continuous contact (i.e., household contact): the 14 day countdown does not begin until the end of the infected individuals' isolation. Someone is considered contagious until they are released from isolation, so the close contact needs to quarantine the entire time and then complete the quarantine based on the last day of isolation being the last day of exposure." The CPT supports having the nurse inform and work out what is best with families involved based on the CDC recommendation within the 10 to 14 day window.
6. Recent language change as per school committee.
 - a. ***Through May 3, 2021, the superintendent has the authority to move between the green, yellow and red instructional scenarios as deemed necessary, not to last more than 5 school days. Any extension of a new plan beyond 5 days requires a vote of the school committee.***
7. Other items
 - a. Cliff note version of our plan? The committee discussed the development of a more readable version of the learning plan, or parts of it to make it more user friendly. Other formats were discussed. This will be considered for all future outgoing communication.
 - b. First day back - Paul Gave a brief report of the first day back.

LCS Collaborative Planning Team Meeting 1/7/2021

1. Updates to the Learning Plan,

- a. Pg 9 - Changed language to reflect updated requirements for masks on the playground.
 - b. Pg. 13 - Updated language for snow days.
 - c. Staff reported that the Wednesday planning days were viewed as a very positive change.
2. Update on upcoming testing,
 - a. Aimsweb testing for grades K-2 will take place during the first week of Feb.
 - b. NWEA winter testing will take place during the week before Feb. break. We will test both math and reading.
3. Discuss the results of a staff survey sent from Kate,
 - a. It was noted that many staff members did not complete the survey.
 - b. Staff shared thoughts about concerns that arose over some of the questions on the survey.
4. Other items:
 - a. Overall staff morale seems to be improving significantly.

LCS Collaborative Planning Team Meeting 2/4/2021

1. Bus windows and daily disinfecting. The CPT discussed the possible benefits of requiring busses to keep the front and back windows open when transporting students.
 - a. Questions discussed were:
 - i. Would additional ventilation help reduce the risk of spread?
 - ii. What does science say?
 - iii. Would opening of bus windows limit the need to designate students as close contacts if there is an infected child on the bus?
 - b. The members felt that requiring the windows to be open in the middle of a Maine winter would be unwise given the lack of data.
 - i. We will look further into this.
 - c. Based on the latest research, transmission of the virus from surfaces is rare. Therefore, the daily disinfecting of the bus does not any longer seem necessary and continuing to do so would cost a significant amount of money.
2. Update regarding testing during quarantine
 - a. Alicen Heintzman reported the new recommendation from the CDC is that close contacts should test immediately, then again 5 to 7 days after being notified. Many parents have opted not to test their children and simply wait out the quarantine duration of 10 days. This also poses a risk as untested people may be asymptomatic and shedding virus without knowing it. Significant discussion followed regarding how to communicate with the school community and whether or not to require testing of close contacts even though it is not what the CDC requires. We also discussed asking those who choose not to test to quarantine for 14 days instead of 10. It was agreed that would need to be left up to families as it was beyond what the CDC recommends.
3. Vaccine status for staff/evaluation of priority
 - a. The question was raised as to whether there has been any indication of when staff may be receiving vaccinations, and if a priority list will be drafted.
 - i. Kate Clark reported it will likely be May or June before school staff received vaccinations.
 - ii. No priority lists will be generated by the school.

4. ESSERF II Funding Priorities. The school will receive roughly \$96,000.00 in additional COVID 19 support funding. The CPT is required to give input regarding how to target those funds. Priorities were:
 - a. Keep staffing at current levels to support student growth and achievement in the coming school year.
 - b. Promote student social and emotional learning.
 - i. This can be through the adoption of a formal program and/or through staff professional development.

5. Questions and Comments
 - a. Some minor adjustments to the learning plan will be made to make it more clear and concise.
 - b. The framework sent by the middle school will also be tweaked for clarity.
 - c. An updated version of the Learning Plan will be reposted on the LCS webpage.

Collaborative Planning Team Meeting - March 4, 2021

1. Health Update - Alicen
 - a. General information was shared regarding new cases in the LCS community.
2. Wellness - Staff
 - a. Staff members reported out on several ongoing initiatives focussing on staff wellness.
 - b. There was general agreement the overall level of staff stress seeme to be lower than last month.
3. Spring Sports - Paul
 - a. All of our spring sports programs are combined with other schools.
 - b. None of our current partners are planning for these combined teams this spring.
 - c. Paul reported that we will attempt to put together a spring intramural program.

4. Eighth Grade Planning - Paul
 - a. The eighth grade is currently making plans to have appropriate end of the year activities.
 - b. Any activities will comply with guidelines from the MDOE and MCDC.
5. Music Education - Paul
 - a. The new music guidelines were distributed prior to the meeting and discussed.
 - b. We will make every attempt to provide appropriate programming.
6. Other Items -
 - a. Paul reported that if the new round of federal funding comes through, we will focus a significant amount of effort on summer programming for our students.

Collaborative Planning Team Meeting - April 6, 2021

1. COVID Update - School/Community
 - a. Alicen updated the committee regarding COVID related issues within the school community. Things seem to be slowing a bit.
2. Class limits and returning students
 - a. A number of students have returned or are planning in the near future to return to in-person learning. The committee reviewed possible options including the current hybrid model outlined in the learning plan calling for two days per week in-person learning for half of the students on Monday and Tuesday, and two days for the other half on Thursday and Friday, with Wednesday as a planning day. Members of the CPT discussed an option of reducing possible overcrowding by assigning one remote day per week to students in affected classrooms so that only 4/5ths of the students would be in attendance in-person on any given day. No formal plans were made as we have not yet reached the point where action is required.
3. Spring Sports
 - a. Both our spring soccer and running club will begin after vacation. Mr. Edes is heading up the soccer for students in grades 6-8, and Mr. Russo will manage the running program open to grades 5-8. Signups have begun.
4. Graduation Planning (*Guidelines shared)
 - a. The middle school team will utilize the latest guidelines provided by the MDOE to craft a graduation exercise for our 8th graders and their families.

5. Other Items

* Guidelines as of 4/6/21

Today Maine's Department of Economic and Community Development released their updated guidance for large venues. We have compiled for you the relevant guidance for graduation venues, along with other ideas for inspiration.

Decisions around whether to host graduation ceremonies will remain at the discretion of local school boards and superintendents and must be conducted in accordance with Governor Mills' Executive Orders and DECD and CDC guidelines. As we remain in a state of civil emergency, planners of important events are urged to consider the fact that regulations and recommendations are subject to change, due to the dynamic nature of this situation.

The following guidelines must be taken into consideration when planning events: [Large Venue/Ticketed Events Checklist](#) includes guidance for graduation events in a public venue or school setting. For schools who are considering the use of a [Drive-in theater](#), this guidance has been updated as well.

- Capacity limits for indoor spaces will be 75% as of May 24th, and 100% capacity for outdoor venues.
- Physical (social) distancing of at least 6 feet between people (or household groups of up to 10 people) must be maintained at all times.
- Cloth face coverings must be used in all public settings.
- Some municipalities have additional requirements and guidelines that must be followed.

ADDITIONAL IDEAS and CONSIDERATIONS

- Provide a professional photographer to provide commemorative photos for families.
- Record music and speeches ahead of time and stream to the audience.
- Communicate and coordinate with town/city public safety officials as needed.
- Limit the number of participants, staff, and guests.
- Develop accommodations, with increased distancing and precautions, for those with underlying health issues.
- Mark the standing locations of graduates waiting in line and during processional at 6-foot intervals.
- Ensure additional staff support to monitor and maintain acceptable distance.
- Utilize one-way direction of movements and use separate entrances and exits if possible.

- Consider how diplomas will be collected when a student's name is called. Staff may consider placing the diploma on a table for the student to collect. Students may walk across the stage, collect the diploma from the table, and pose for a picture individually or appropriately distanced from a school/district official.
- Diplomas and awards can be placed under the seats prior to ceremony.
- Communicate expectations and guidelines in advance to ensure understanding and compliance.
- Develop plans for use of restrooms and access to soap and water for hand washing with marked waiting spaces at 6-foot intervals to avoid crowding at bathroom stalls or sinks. Arrange for a custodian to monitor and replenish soap/paper towels.
- Provide hand sanitizer in multiple areas.
- Contact your local law enforcement to help with planning and crowd control.
- Consider designating a single person to take an official photo/video of each graduate receiving their diploma and prohibit others from approaching the area to take their own pictures or video.
- Consider other creative options for honoring graduates:
 - Virtual Ceremonies or video tributes: Ask seniors to send individual videos with short messages to their graduating classmates. This can be compiled with more traditional speeches that can be done by video or livestream to create a keepsake video.
 - Hashtag Campaigns: Highlight seniors on social media each day with special hashtags that allow for family, friends, and community members to congratulate individual students (who agree to participate) with photos and messages.
 - Yearbook Highlight Reel: Utilize senior photos, quotes, and senior projects for a highlight reel to display the senior class. This provides students an opportunity to showcase their work. This can be playing as added entertainment and be shared with families.

May 6th Minutes:

1. Student Vaccinations:
 - a. Alicen Heintzman presented some details on a newly announced program to offer the Pfizer COVID 19 vaccine to students age 12 and up at school with parental consent. More details will follow.
2. Update on Pooled Testing

- a. Alicen H. gave an update on the proposal for pooled testing for the virus at school.
- 3. Discussion around the updated CDC guidelines on masking outside.
 - a. Paul Russo presented results of two surveys conducted and reported out on what other local schools are doing with regard to the loosening of the mask restrictions for outside gatherings, which is essentially no change.
 - b. Members agreed that staff in small group, controlled settings, such as classes conducted outside, could safely allow students who remain at least 6' apart to remove masks. This seemed to be manageable.
 - c. No changes were recommended by the group to the current masking at recess practice as there was general agreement that management of the 6' requirement would be difficult with large numbers of students spread out over the playground and limited staff on duty.
 - d. We will continue to ask people to wear masks during drop off and pick up.
- 4. Other Items
 - a. None.

May 20th Emergency Meeting Minutes.

- 1. Updated mask requirements from CDC
 - a. The Collaborative Planning Team met to discuss the updated CDC guidelines regarding the wearing of masks outside. **The team decided to continue to follow the guidelines set forth by the CDC and make the wearing of masks outside of the actual school building optional for staff and students.**
 - i. This applies to recess, lunch, outside classes, and activities. Students may enjoy lunch together outside again with no restrictions.
 - ii. Students who wish to continue to wear masks outside will be fully supported.
 - b. Students arriving at school should don their masks prior to entering the building. At the end of the school day, during dismissal, they should keep masks on until they are under the supervision of their parents.
 - c. It was agreed that Paul would write a letter to the school community informing all of this change.

August 10, 2021 Meeting

- Review the draft document "Safety Measures That Will Be In Place For the 2021-2022 School Year."
 - No remote option
 - Medbot discussion -
 - Modify and simplify the question and send it per family rather than per student.
 - Continue daily
 - Review as necessary
 -
- Focus on pooled testing so that team members are clear as to the purpose.
 - Alicen reviewed the purpose of pooled testing and how it works.
 - Weekly
 - Classroom level
 - Consent based
 - We will continue to monitor the effectiveness of Pooled Testing in other settings and consider using it at a later time.
 - We will administer a Rapid Test to symptomatic students with parental permission. Those students will need followup testing through their PCP.
- Discuss next steps:
 - Email out to the school community
 - Post the plan draft on FB
- Communication plan (How best to disseminate the information after it has been presented to the school committee.)
 - Follow up with parents and staff.
- Other items

Collaborative Planning Team LCS
 Meeting Minutes from 9/29/21
 September 29, 2021

- Superintendent's update
 - Participating in monthly briefings with area superintendents and MDOE helps gather and share information.
 - Confusion re Standard Operating Procedures (SOP) vs MCDC guidelines for safe operation. The SOP, based on CDC guidance is preventive in nature while the MCDC guidelines are merely suggestions

for schools to operate safely. Two different documents have differing goals.

- We are following SOP as preventative measures and monitoring the other document.
- 2080 in school cases of Covid were reported this month in Maine. These are not cases being transmitted in schools.
- The team discussed briefly the school committee guidelines regarding the superintendent's ability to move the school to a more restrictive environment. They appear to restrict superintendent's ability to react to emergency situations, which may be problematic.
- Nurse's Update
 - Covid testing is difficult
 - Monitoring staff vaccination rates we are in the high 70%
 - MedBot is going fairly well. We are not at 100% compliance, but are managing it.
 - It works well for reporting illness.
 - The reduction of questions yields good results.
- Revisiting Pooled Testing
 - An additional layer to keep kids from quarantine
 - Going well in other parts of state.
 - It may be necessary if we are going to remove masks at some point?
 - Rapid tests can be inaccurate.
 - Pooled testing would likely be run on an opt-in system with no one being required to participate.
 - Could allow for non-vaccinated staff to avoid quarantine if they opt in.
 - Confidentiality issues were discussed to be clear that no personally identifiable information would be shared..
 - It seems wise to begin to share information about pooled testing and what benefits we might see if we institute it. The nurse and principal will review CDC information available to share with parents.
 - Kate is willing to take questions about the process and how it works in schools to the commissioner of education.
 - Both of our medical advisors (Nurse Heintzman and Dr. Yetman) shared concerns that allowing students who participate in pooled testing to come to school even if they are considered close contacts, could potentially lead to a greater spread of the virus. (Participants in pooled testing are not required to quarantine)
- School Sports
 - The Busline League fall sports are going on, but have suffered some interruptions due to covid in some schools.

- Winter sports schedules have been developed and all schools will respect local rules and individual school safety plans. The schools are taking it very slowly.
- Snacks from Home to the Classroom.
 - Individually wrapped snacks for birthdays, etc... are fine.

October 27, 2021 Meeting

- Updates
 - Kate Clark updated the members on lessons learned from the recent COVID related closures at Appleton and LCS, specifically with regard to variables that play into CDC decision making and school closures/quarantines.
 - Pooled Testing - It was decided to recommend beginning pooled testing with willing staff. That effort will be managed by school nurse, Alicen Heintzman.
- Winter Sports
 - Paul Russo shared his concern that not all Busline schools are yet on the same page with regard to mitigation measures. The CPT members agreed that our focus should be on what we can control and make sure our approved measures are maintained at home games for everyone and at away venues for our students and staff.
 - Masking Recommendations
 - Players and coaches on the bench should be required to mask at all times.
 - Players while playing should be allowed to remove masks if they are fully vaccinated, or participate in pooled testing. Others must wear masks at all times.
 - Spectators must wear approved masks at all times.
 - Spectators
 - The recommendation with regard to spectators was to begin the season by limiting spectators to one guest per player for both participating schools. It was agreed that in the event the administration feels it is safe to allow additional spectators, they may do so.
 - Seating - spectators will be responsible for safely seating themselves.

December 9, 2021 Minutes

- Superintendent's Update:
 - Met with Dr. Cheryl Lechty? To hear thoughts for winding down from our current situation. Discussed important data points to watch when making decisions. Positivity rates vs. case rates and information not always readily available to schools. The latest wave of covid has dampened this a bit. At some point we will need to make plans for how to reduce mitigation measures.
- Nurse's Update:
 - Pooled testing for staff and winter athletes has begun and is going well.
 - Looking to extend the offer to include the rest of the school beginning after the winter break.
 - Basketball - How is it going/working so far?
 - PR reported on the opening of the season and issues with players avoiding wearing their masks. This has been addressed with parents and coaches.
 - Clarification on the status of our drama program (as requested).
 - LCS is looking into ways to have students perform either in drama or music, but staff members do not have the capacity to put on a musical, or major production at this time.
 - There was general agreement that we should involve students in the process of coming up with creative ways to focus on performance standards outside of the classroom.

Collaborative Planning Team Minutes 1/20/22

- Nurse's Update
 - Quite a few cases of late, 17 since Jan. 3rd.
 - Pooled testing report showed that we were able to detect and identify positive cases at school.
- Pooled testing - does it still make sense?
 - Followup testing can be tricky due to a number of reasons that were explained
 - Omicron moves very quickly, so the weekly testing does not keep up with the pace of spread.
 - The number of pooled testing student participants was shared. Very low numbers in the K-4 range, slightly more in upper grades. The greatest concentration is in middle school due to requirements for student athletes.

- Requirements for returning students in the 6-10 day range after testing positive (lunch room, playground, etc...) were discussed.
 - Discussed how to safely manage the lunchroom without compromising confidentiality or making children bad.
 - Should we suggest "test to stay?"
 - We already have several safety measures in place, but are they enough?
 - What measures can we put in place prior to the next school Committee meeting? Voluntary testing prior to return was suggested, and the group agreed with the idea of having the nurse suggest to parents that we test children at school on the day of their planned return to school.
- Reporting cases to the public. How best to do that?
 - We can report weekly, the total number of students who have tested positive by PLC and send it out via SwiftReach. This will be done by PLC grouping, i.e. K-2, 3-5, and 6-8 in order to better respect confidentiality.
- Student activities Update:
 - The basketball season has had many Covid related interruptions and cancellations.
 - We are looking to focus more on utilizing our LCS Youtube channel as a way of highlighting our student performances. This can be done for any school performance.
 - P. Russo reported that, given the level of disruption to the sports season, it is not feasible to do a major drama production due to the likelihood that covid related absences would undermine the program.