



WOCSD SCHOOL COMMITTEE

MISSION STATEMENT

The Wells-Ogunquit C.S.D. commits to ensuring that each scholar develops the social, academic, critical and creative thinking skills necessary to meet with success in college, career, citizenship and life. The responsibility for education is shared by student, family, school and community.

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MINUTES

The Wells-Ogunquit C.S.D. School Committee held a regular meeting on Wednesday, **September 2, 2020** via **ZOOM** (click [ZOOM meeting directions](#) for more information).

School Committee members attending included: Chair Helena Ackerson, Vice-Chair Jason Vennard, Boriana Dolliver, Aneliya Georgieva-Petrov, and Heather Sittig.

Administrators in attendance included: Superintendent, Jim Daly; Director of Instruction/Spec Svcs, Stacey Schatzabel; Director of Finance/HR/Operations, Jay Moore; Director of Technology, Michael Richards; Director of Athletics 6-12, Pierce Cole; Director of Nutrition Services, Chris Pasternak; Director of Adult Ed, Chris Chessie; K-12 Instructional Strategist/IEP Coordinator, Karen Tufts; WHS Principal, Eileen Sheehy; WHS Asst. Principal, Kevin Jackson; WHS Director of Student Activities, Jack Molloy; WJHS Principal, Josh Gould; WJHS Asst. Principal, Doug Perley; WES Principal, April Noble; and WES Asst. Principal, Theresa Curran.

1. Call to Order/ Mission Statement

- Chair Ackerson called the meeting to order at 6:00 pm.
- Chair Ackerson read the Mission Statement.
- Chair Ackerson noted that the meeting was being conducted via ZOOM, a web-based conferencing tool, under 1 M.R.S.A. § 403-A, which authorizes the District to hold remote meetings during the state of emergency declared by Maine Governor Janet Mills due to the outbreak of COVID-19.
- Chair Ackerson conducted a verbal roll call of the School Committee members.

2. Pledge of Allegiance

3. Adjustments to the Agenda

- CHANGE:** Section 6D, Notification of Transfer, item vi. WES Ed Tech II to Grade 4 TO
WES Ed Tech III to Grade 4
- ADD:** Section C. Notification of Resignation, item ii. WJHS Food Service Specialist
- ADD:** Section F. Notification of Hire, item iv. WJHS Ed Tech III
AND item v. WES Ed Tech II - One Year Only
- ADD:** Section G. Notification of Long-term Substitute, item iii. WES Grade 2 Teacher

4. Public Comment

-There was no public comment

5. Consideration and approval of minutes of the School Committee meeting held on:

A. August 5, 2020

Motion to approve the WOCSD School Committee Meeting Minutes of August 5, 2020 as written.

Moved: *Sittig*

Seconded: *Vennard*

Vote: 5-0

6. Superintendent's Report

A. Items for Information

i. Superintendent's Update

- Supt. Daly thanked the building Administrators, Head Custodians, secretaries, and Directors Cole and Moore for all of the work accomplished over the summer to prepare the buildings for staff and students to safely return to school. The necessary PPE and classroom and hallway signage and spacing is all ready for the first day of school next week.

School Reopening Plan Update

-Supt. Daly provided an update of the reopening plans noting that of the current student population in the WOCSD, 230 students had opted to do remote learning instead of in-person learning. Of the 230, 107 were from WES, 76 from WJHS with 47 students from WHS. Additionally, the number of students registered to be home schooled this year doubled over prior years to 42. The combination of remote and home schooled students has reduced most class sizes to between 14 and 17 students, enabling students and staff to maintain a minimum of 4 ½ feet for social distancing and providing for 5 ½ - 6 feet of distancing in most areas. This is more than the 3 feet required by the CDC.

- Supt. Daly noted that many staff and teachers had requested accommodations to enable them to work from home or to use FMLA. This required hiring 14 additional staff, including custodial staff due to the increased cleaning required, as well as shuffling current staff and hiring long-term substitutes to fill spots. He noted that all districts in Maine are facing the same problem and all are competing for a limited supply of employees.

- In terms of transportation for the coming school year, Supt. Daly noted that 4 meetings had been held with Ledgemere over the course of the summer to discuss bus safety and schedules. Because of the required limit of 19-26 students per bus, an additional bus run has been added for both the morning pick up and afternoon dismissals. The additional cost to the District will be \$210,000 and COVID relief funds will be used to pay for this and the necessary PPE (masks and hand sanitizer) required for bus drivers and bus riders.

-Thermal temperature machines have been ordered for each building which will be used to scan each person entering the building and red-flagging anyone with a temperature reading of 100.4 degrees or higher. Protocols are in place should any student or staff member be red-flagged. These machines are currently backordered but are expected to be delivered and installed very soon.

-Supt. Daly reported that professional grade, all weather tents have been installed at each school building which will provide additional outdoor classroom and cafeteria space for students and staff through the fall season.

-Supt. Daly also reported that professionally recorded videos have been added to our District website with introductions by each building principal and an inside view of each school building. The videos review and explain the extensive protocols and procedures that have been put in place throughout the District and answer many frequently asked questions.

- Lastly, Supt. Daly shared that cameras had been installed in each and every classroom by Dir. of Technology Michael Richards in order to provide synchronized instruction for our remote students. The technology is simple and easy to use and will enable teachers in the classroom to present their lessons to in-person learners while simultaneously connecting to remote learners by video and audio. This will enhance the learning experience for the remote students.

-S.C. Member Sittig thanked Supt. Daly and his team for the amazing and thorough work that they had done in preparing for the new school year. She asked Supt. Daly about students who had opted out of in-person learning for remote learning and whether they could opt back in and how that would affect spacing within the classrooms and buildings.

- Supt. Daly responded that students could opt out of in-person instruction and choose remote learning at any time. However students who had previously opted out and wish to return to in-person learning will need to be on a 3 week waiting cycle to provide administrators time to reorganize cohorts and teachers in order to be able to maintain the required social distancing.

- Member Sittig also inquired if students and staff would be self-reporting their temperatures.

- Supt. Daly responded that there is a checklist for students and staff to go through at home prior to arriving to school and that temperatures will be taken at each building upon arrival every day as a secondary filter of protection. The District is taking as many safety precautions as possible.

-S.C. Member Georgieva-Petrov asked if upon seeing the extensive preparation that our District has done, could families outside of the WOCSD but within York County be able to switch their children to attend school in the Wells-Ogunquit District if they wanted to.

-Supt. Daly explained that in order to attend a school outside of their district, students would need to apply for a Superintendent Agreement. Due to the social distancing rules this year we have had to cap our classes and we do not have the capacity to create more classroom space. As a result, this year we have had to deny 38-40 new requests for Superintendent Agreements and are only able to honor prior year agreements.

-Member Georgieva-Petrov also asked about how we can work with single parents to assist them if the District needs to switch to remote learning.

-Supt. Daly acknowledged that although remote learning worked well in the spring, it was difficult for some families that have limited access to computers and/or internet or who were juggling work schedules. He shared that Wells Rec is holding their before

and after school programs and that some local churches have begun to provide daycare in an effort to help parents navigate school and work schedules. Supt. Daly emphasized that the District plans to continue with the Yellow Hybrid A model with small class sizes and students in school everyday but the situation remains fluid and safety is the priority.

-S.C. Member Dolliver asked what the policy is if a student were to test positive for Covid-19.

-Supt. Daly noted the strict District policy that has been put in place in compliance with the CDC and the Maine Department of Education. There is a checklist for school nurses and administrators to follow that is detailed in a letter that was sent by the WOCSD school nurses to all parents and which is posted on the District website. He noted that guidance from the CDC would be provided for if there is a case where a class has been exposed and if contact tracing is needed.

B. School Calendars - September 2020

-September calendars from each building were shared with the School Committee

C. Notification of Resignation

i. WHS Ed Tech III

-Supt. Daly shared that he had received a letter of resignation from WHS Ed Tech III Nicholas Boudreau, effective immediately.

ii. WJHS Food Service Specialist

-Supt. Daly reported that he had received a letter of resignation from WJHS food Service Specialist Susan Gebhardt, effective immediately.

D. Notification of Transfer

i. WJHS Ed Tech II to WHS Ed Tech III

-Supt. Daly notified the Committee that upon a recommendation by Stacey Schatzabel, Dir. of Instruction/Spec. Svcs, WJHS Ed Tech II Kaleigh Moore has been transferred to WHS as an Ed Tech III.

ii. WHS Ed Tech II to WJHS Ed Tech II

-Supt. Daly notified the Committee that upon a recommendation by Stacey Schatzabel, Dir. of Instruction/Spec. Svcs, WHS Ed Tech II Kelsey Tessier has been transferred to WJHS as an Ed Tech II.

iii. WHS Ed Tech II to Ed Tech III

-Supt. Daly notified the Committee that upon a recommendation by WHS Principal Eileen Sheehy, WHS Ed Tech II Gabriel Doss has been transferred to an Ed Tech III position.

iv. WES STEM to Grade 3 (1 yr.)

-Supt. Daly notified the Committee that upon a recommendation by WES Principal April Noble, WES STEM teacher Mark Kafkas has been transferred to a Grade 3 classroom teacher for the 2020-2021 school year only.

v. WES Kindergarten to Grade 1 (1 yr.)

-Supt. Daly notified the Committee that upon a recommendation by WES Principal April Noble, WES Kindergarten teacher Emily Roche (Lewia) has been transferred to a Grade 1 classroom teacher for the 2020-2021 school year only.

vi. WES Ed Tech III to Grade 4

-Supt. Daly notified the Committee that upon a recommendation by WES Principal April Noble, WES Ed Tech III Katherine Sevigney has been transferred to a Grade 4 classroom teacher through December 30, 2020.

E. Notification of Leave of Absence

i. WES Ed Tech II

-Supt. Daly shared that he has approved a 1 year Leave of Absence requested by WES Ed Tech II Rachel Lucas for personal reasons. This is for the 2020-2021 school year.

F. Notification of Hire

i. WHS Math Teacher

-Supt. Daly shared with the Committee that Shane Daly has been hired to fill the WHS Math teacher position.

ii. WHS Ed Tech II

-Supt. Daly shared with the Committee that Abigail Moulton has been hired to fill an Ed Tech II position at WHS.

iii. WHS Ed Tech II

-Supt. Daly shared with the Committee that Elizabeth Curtis has been hired to fill an Ed Tech II position at WHS.

iv. WJHS Ed Tech III

-Supt. Daly shared with the Committee that Melissa Demers has been hired to fill the WJHS Ed Tech III position. She will be working a combination of remote and in-person.

v. WES Ed Tech II - One Year Only

-Supt. Daly shared with the Committee that Christine Johnson has been hired to fill a One Year Only Ed Tech II position at WES.

G. Notification of Long-term Substitute

i. WJHS Grade 5 Teacher

-Supt. Daly notified the Committee that Cynthia McDonnell has been hired as a Long-term Substitute teacher for WJHS Grade 5.

ii. WJHS Grade 8 Math Teacher

-Supt. Daly notified the Committee that Greg Trzaskowski, currently an Ed Tech III at WJHS, has been hired to fill in as a Long-term Substitute for WJHS Grade 8 Math.

iii. WES Grade 2 Teacher

- Supt. Daly notified the Committee that Lauren Pelzer has been hired as a Long-term Substitute for WES Grade 2 teacher position through December 30, 2020.
- S.C. Member Dolliver asked about certification needed for teaching, particularly an Ed Tech III moving to a teacher role.
- Supt. Daly reported that the Maine Department of Education, under Governor Mills' Executive Order #7 FY20/21, has made flexible certification for teachers available to school districts in order to fill staffing vacancies. This has enabled some of our staff who meet the requirements to attain certification ahead of the current 3-6 month backlog for certification that exists at the MDOE.
- Supt. Daly also noted the flexibility of the District staff has been tremendous and that several staff members have volunteered to move around in order to fill vacancies. This has been very helpful. All surrounding school districts are experiencing shortages in staff due to Covid-19 and are vying for a small pool of qualified candidates.

H. District Reports

WHS Principal's Report- E. Sheehy

- Principal Sheehy shared that all WHS staff is back and everyone has been outstanding and flexible. They have been meeting each day to review protocols, instruction, classroom spacing, restroom policies etc. Teachers are excited to be able to utilize the tents outside for classes and lunch. Guidance Counselors worked hard over the summer recalibrating student schedules into cohorts and getting them ready for distribution. The priority is to keep the school as safe as possible.
- Principal Sheehy reported that there has been lots of communication with parents over the summer and that teachers have been making connections with those students who will be remotely learning this year.
- Principal Sheehy welcomed Assistant Principal Kevin Jackson to WHS and commended him for "hitting the ground running".

WJHS Principal's Report - J. Gould

- Principal Gould thanked the School Committee for their positive feedback and Supt. Daly for making himself available 24 hours a day to answer questions and offer guidance.
- Principal Gould reported that the WJHS staff has been back and working hard going over expectations for classroom set up and layout, procedures, student assessments and readying materials for all students. Student schedules were mailed out today and he thanked the Custodians for the amazing job they did in getting the school ready with all of the necessary changes to the building.
- Principal Gould reported that there are a number of staff members that will be working remotely from home this year and that the staff has worked hard to create a "remote learning school within a school", matching remote teachers with remote students. A singular website has been created for these remote students that will allow 1 click access to video instruction and communication for these students and their parents.
- Supt. Daly added that Zoom meetings for parents have been held throughout the summer with the building principals, Director of Instruction and Special Services, Stacey Schatzabel, and with Pierce Cole, Director of Athletics 6-12. These meetings were helpful in answering questions and alleviating many of the concerns that parents had.

WES Principal's Report - A. Noble

-Principal Noble shared that the Kindergarteners were welcomed to the school over the last 2 days for a combination of kindergarten screening and a sneak peek at the school. The staff came together to organize ways to teach the safety protocols to the kindergarteners and to give them a chance to practice social distancing and hand sanitizing. It worked very well.

-Principal Noble explained that WES has one teacher for each grade level who has volunteered to teach remotely those students who have opted for remote learning. These teachers will have classes of 20-24 students and like WJHS, there is one central platform where students and parents will be able to access their school work.

-Principal Noble shared that the teachers have been fabulous, Zooming together to create orientation days for each class. A full staff Zoom meeting is scheduled for Thursday to review building safety protocols with Director of Operations, Jay Moore and PPE and protocols with School Nurse Finch.

-S.C. Member Dolliver asked how recess would function this year.

-Principal Noble detailed the recess plan reviewing sanitizing procedures, face mask coverage, keeping students in cohorts and teacher directed structured play resources and options. She noted that students will not be allowed on the playground equipment.

Director of Finance/HR/Operations - J. Moore

-Dir. Moore shared that the summer has been extremely busy making sure there is enough PPE for the start of school. Because the District started ordering PPE in the spring, there is a stockpile on hand that will last well into the fall, and orders will continue to be placed.

-All school buildings are ready thanks to the custodians working hard to make adjustments to classroom and office space.

-Dir. Moore added that transportation plans are in place with Ledgemere and the District vans will continue to be used to transport out-of-district students. The vans and buses will also be stocked with PPE.

Director of Instruction/Spec. Svcs. - S. Schatzabel

-Dir. Schatzabel highlighted that there have been quite a few students who have moved into the District, with 5-6 new Special Ed students and 5 homeschooled students who will receive Special Ed resources. Twenty-seven of the current Special Ed students will be remote learners.

-Dir. Schatzabel thanked everyone for the extensive preparations made District-wide and that the Special Ed team feels safe, supported and excited to be back in school.

Director of Technology - M. Richards

-Dir. Richards shared that it was a busy summer distributing devices to new staff and helping the school buildings with technology to be ready for success in the new school year. He thanked his tech staff for their hard work.

-In collaboration with Dir. Cole, an outdoor camera was installed at Memorial Field to enable field and sporting events to be viewed from home. Additionally, thermal cameras were installed in each school building.

Director of Athletics 6-12 - P. Cole

-Dir. Cole reported that the fall sports season schedule has had many changes throughout the summer and continues to be fluid. The original start date of August 17th was moved to September 8th and then again to September 14th by the MPA. There continues to be a lot of uncertainty as to which fall sports will or will not be allowed this season. He has been in constant contact with his coaches who in turn are communicating with the players on their teams.

-In summation, Supt. Daly reiterated that because the situation with the coronavirus remains fluid, the District is remaining as flexible as possible. There was a tremendous amount of time spent over the summer achieving unity and consistency in all the buildings and taking every safety precaution possible. He noted that we are one decision away from a change of color coding by the Governor and although many other districts have had to extend their opening dates, the fact that we are still on schedule says a lot about our planning and preparation for this school year.

-Vice-Chair Vennard took the opportunity to congratulate Josh Gould on his new role as WJHS Principal and also welcomed WHS Assistant Principal Kevin Jackson to the WOCS D.

-Chair Ackerson echoed Vice-Chair Vennard's comments and thanked Supt. Daly for sharing the videos from each school building which provide a unified and consistent message.

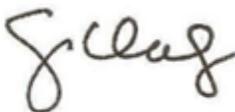
7. New Business

-There was no new business

8. Adjournment

- Chair Ackerson asked for a motion to adjourn
- Vice-Chair Vennard motioned to adjourn
- Member Sittig seconded the motion
- The motion passed 5-0.
- The meeting was adjourned at 7:01 pm.

Respectfully submitted,



James P. Daly, Secretary
Wells-Ogunquit CSD School Committee