

**MINUTES**  
**Community District Education Council 30**  
**Virtual Calendar Meeting**  
**August 11, 2020**

The August Virtual Calendar Meeting of Community District Education Council 30 was held on Tuesday, August 11, 2020, via the Zoom platform.

Roberto Cruz, Co-President, called the Calendar Meeting to order at 6:34PM.

Mr. Cruz explained the format of the meeting.

**Roll Call**

Deborah Alexander, Co-President, conducted roll call for the Calendar Meeting.

Present:

Deborah Alexander  
Roberto Cruz  
Jonathan Greenberg  
Fatima Lakrafl  
Shannon Lee  
Amina Maiza  
Nuala O'Doherty  
Scott Sharinn

Absent and Excused

Ka-Trina Harris (Medical)

**Presentation: High School and Specialized High School Admission Information Session**

Christian Barnes and Glennis Gomez, from the Office of Student Enrollment explained the application process for high schools and specialized high schools. The High School Guide, which includes both High Schools and Specialized High Schools, is available online in 10 languages. Programs can also be explored in the MySchools account. Ms. Alexander asked about administering the SHSAT during covid and Mr. Barnes stated that the Office of Student Enrollment is considering the best way to administer the test safely. There is a possibility that the timeline may shift for specialized high schools and auditions. Mr. Greenberg is concerned about students taking the SHSAT in person. He suggested that the DOE provide resources to schools to help market their schools. Many schools relied on open houses in the past. Mr. Barnes clarified that students can receive an offer to a specialized high school and up to 6 programs at LaGuardia High School. The score on the SHSAT will be included on the offer letter. High Schools are required to accommodate a student's IEP.

**Dr. Philip A. Composto, Community Superintendent's Report:**

The Superintendent's report follows the minutes.

Ms. Alexander congratulated Q300 for their diversity plan.

Schools will not receive an exception to allow lunch at the end of the day so that students can go home. There are concerns about schools balancing the number of teachers teaching in person and remote, and if there will be enough teachers. There will be synchronized instruction 15-25 minutes several times each day.

Ms. O'Doherty requested data on the number of students requesting blended and remote learning per school. Summer school data will be shared when received. Ms. O'Doherty suggested finding a way for parents to communicate with each other.

Mr. Greenberg stated that some parents were being told to purchase their own devices. Dr. Composto reported that schools will receive money for devices and parents should not purchase a device. There are concerns about recess. Students and teachers need movement. Move to Improve will be used.

The DOE will be providing all cleaning supplies including hand sanitizer, soap, bleach, partitions for safety agents and the main office, hand washing stations, and masks.

### **Public Agenda and Speaking Time**

If a child has asthma, they are not required to wear a mask all day.

Standards and rubrics need to be developed for grading.

PA/PTA guidelines have not yet been finalized.

Portfolios were used to determine if a student was invited to summer school. Promotion was determined by reviewing the spring and summer school portfolios.

Schools were encouraged to have a plan for all remote learning if needed.

Social emotional supports will be available to all students in blended and remote learning.

Parent Adriana Lynch stated that parents are enrolling in blended but plan on changing to all remote because it's safer.

Plans are being created to insure that teachers are available for dual language programs.

### **Adjournment**

There being no further business Deborah Alexander made a motion to adjourn the meeting. Amina Maiza seconded. All in favor. Motion was passed unanimously. The meeting adjourned at 9:12PM.

Respectfully submitted,

*Shannon Lee,*

Shannon Lee  
Secretary

The recording of this meeting is available on the Council's website [cec30.org](http://cec30.org)

### **Superintendent's Report**

### **Community District Education Council CDEC30 Meeting**

### **In support of the Framework for Great Schools under Supportive Environment**

### **Dr. Philip A. Composto**

As we get closer to start of the new 2020-2021 school year and preparing for blended learning, District 30 remains committed to ensuring that its students, families, school staff and community are given all the

proper remote tools needed for them to use during these difficult times. Our number one priority is safety. I would like to thank you all your continued support and dedication and all the work you do to support our children and community.

- **Continuation Award**

Grant Award Amount: \$300,000

The District 30 schools involved in this grant are: PS 11, PS 69, PS 234

District 30 just received the continuation award for the Arts Grant; Roots, Routes, & Rhythms: Integrating Social Studies, Community Resources and the Arts. We can now continue the grant until September 2021.

Roots, Routes, & Rhythms is a 4-year professional development program for teachers that engage teachers and students in investigating the roots of contemporary music and dance cultures in their boroughs and neighborhoods. The program focuses on the cultural influences of diaspora communities from Africa, the Americas, Asia, and Europe on music, dance, and related artistic expressions of the United States. The program is designed to help young people make connections between the music and dance cultures that have a strong presence and roots in their boroughs and the music that they listen to and perform with their peers. It emphasizes arts that bridge home, school, and community.

- **Diversity Proposal for PS/IS 300Q**

**Proposal:** Q300 would like to prioritize 40% of incoming kindergarten seats to students who get an overall score of 97 or above and who meet any or all of the following criteria:

- students who qualify for free and reduced lunch and/or currently reside in:
- citywide section 8 housing
- citywide NYCHA
- citywide temporary housing

Attached you will find the Diversity Proposal for PS/IS 300Q.

### **School Schedules and Programming Models FAQs**

As principals work with their School Leadership Teams (SLTs) and communities in selecting a program model by August 14, school leaders will be asked to select one of three programming options for school reopening. Schools can apply for an exception to the three programming options to implement an innovative model, under extenuating circumstances. All school reopening plans will be reviewed by District Review Committees, led by superintendents and other key stakeholders. Families will be notified of their child's specific schedules by the end of August, once all levels of approval are finalized. See more information below.

### **Chancellor's Health and Safety Update - 8-5-2020**

Attached you will find the recently submitted plan that Chancellor Richard Carranza sent to the State Department of Health. This plan, which covers a great deal of information related to school operations for the 2020-21 school year, was also sent to school officials. The major components of our health and safety planning include the following:

#### **Building Safety Measures:**

- At all times, students and staff must wear face coverings protecting their nose and mouth while on school property or on DOE-provided transportation, unless students cannot medically tolerate a face covering or wearing the face covering is developmentally inappropriate.
- Central will provide these, along with disinfectant; hand sanitizer; and electrostatic sprayers.

- o School leadership and facilities staff in every school are reviewing school space and making necessary repairs and adjustments to ensure safe conditions for in-person student learning, including repairs to HVAC systems, maximizing ventilation, and replacing regular air filters with higher efficiency types.
- o Schools will be cleaned throughout the day and disinfected each night, with special attention to high-touch areas.
- o School buildings will display signage on face coverings, hand washing and physical distancing.
- o Schools will be allowed to modify or reconfigure spaces to ensure compliance with physical distancing rules.
- o More information and guidance on non-school workplaces will be forthcoming as well.

### **Test, Trace & Other Health Protocols:**

- o DOE recommends that all staff take a COVID-19 test in the days before the first day of school and monthly throughout the school year. Staff will have priority access for testing at [34 city-run testing locations](#), with tests provided free of charge and with expedited results. Free testing is also available for families citywide.
- o If a student or teacher is feeling sick, they are required to stay home and, if their symptoms are consistent with COVID-19, are asked to get tested.
- o If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their parents or guardians.
- o Staff members who become symptomatic at school are asked to notify administration and immediately leave the building.

In the event of a confirmed COVID-19 case in a school, NYC Test + Trace and NYC Health will investigate to determine close contacts within the school.

All students and teachers in the classroom with the confirmed case are assumed close contacts and will be instructed to self-quarantine for 14 days since their last exposure to that case. In older grades where students may travel between classes, this applies to all classes that the confirmed case was in.

- o If there's more than one case in a school, and it's not in the same classroom, learning will continue remotely and the school building will close for at least 24 hours while NYC Test + Trace and NYC Health investigate. Depending on the outcome of the investigation, affected classrooms or the whole building will remain closed for 14 days for quarantine. [The protocol](#) lays out additional steps for each possible exposure scenario.
- o There will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by the NYC Test + Trace Corps and DOHMH to determine close contacts within the school, and to work with the DOE to issue clear guidance and decisions based on the outcome of the investigation. Schools will communicate to all families and students within the school any time a case is laboratory confirmed.

### **Screening, Entry/Dismissal and Movement Protocols:**

- o To minimize the number of individuals who come in contact with each other, and to identify potentially sick students and staff to the greatest extent possible, schools will be required to develop entry and dismissal protocols consistent with all applicable health guidance, as well as to redesign building movement protocols to keep people in cohorts and allow for physical distancing consistently.

As a reminder, full details of the protocols are available on the DOE website.

I also encourage you to read the plan we recently submitted to the State Department of Health, which covers a great deal of information related to school operations for the 2020-21 school year. More information and guidance on non-school workplaces will be forthcoming as well.

**NEW YORK - Mayor Bill de Blasio and Schools Chancellor Richard A. Carranza announced on 7-31-2020**, health and safety protocols, including guidance for testing and tracing, for schools for the start of the 2020-21 school year. These protocols will apply to all school communities and will help prevent the spread of COVID-19.

On August 3, the Chancellor prepared a letter for parents regarding the protocols. (Please see the attached letter to parents). The letter also features a reminder that families who wish to participate in 100% remote learning this fall should have let the DOE know by Friday, August 7.

### **Preliminary NYC School Reopening Plans for Fall 2020**

The City announced preliminary plans for reopening schools in September, assuming the city continues to meet all necessary COVID-19 public health thresholds.

Driven by the health and safety of school communities, schools will be provided with specific models to develop schedules for students that include in-person and remote instruction every week.

Personalized schedules will be shared with families in August, and the Department of Education will continue to update families so they can plan for a successful return to school buildings.

Reopening plans will cover four main areas: health and safety (Personal Protective Equipment, hygiene, and social distancing); building programming and scheduling; blended learning; and family engagement. This equitable approach balances academic needs with the health and safety of our communities. Multilingual learners will receive an instructional program that ensures continued progress in language development and area knowledge.

In-person services will be offered to students with Individualized Education Programs (IEPs) who opt to receive them. All students will have an option to be all-remote in the fall. Parents and guardians can opt their child into a fully remote learning model by filling out a form at [nycenet.edu/surveys/learningpreference](https://nycenet.edu/surveys/learningpreference).

Families who choose full-time remote learning for September can opt back into in-person instruction by filling out the form again up until August 7. After August 7, families who chose full-time remote learning will be able to opt back into in-person instruction during designated time frames during the school year, starting this fall.

Schools may present their students' families with two potential models during the initial engagement period—either two recommended models or a recommended model and an exception model. By **August 14**, principals should submit preferred models for approval by District Review Teams. District Review Teams will review submitted models on a rolling basis beginning **July 31**.

If, for any reason, a District Review Team, rejects a school's submission, schools will need to reassess their proposed models with their school community, including SLTs, and reach out to families in writing for a second time.

- The City will continue to coordinate closely with the State as these plans develop to ensure a safe reopening. Read the press release.
- Visit [schools.nyc.gov/returntoschool2020](https://schools.nyc.gov/returntoschool2020) for more information. Principals will hold parent meetings in July to discuss individual school plans

### **Breakfast and Lunch Meal Service for School Reopening**

The DOE will be providing grab-and-go meals to all students when school buildings reopen in September, including those students who will be continuing remote learning.

Food service managers will be reaching out to principals in the coming weeks to schedule a call or meeting (to take place by **August 28**) to discuss how breakfast and lunch meal service will be carried out

at their school, as well as to answer any questions they may have.

### **Return to School Family and Student Information Sessions with Chancellor Richard A. Carranza.**

As a reminder the FACE office has been hosting a series of Return to School Family and Student Information Sessions with Chancellor Richard A. Carranza. These are virtual citywide information sessions for students and families to share information and answer questions about the DOE's plans for the 2020-21 School Year.

The remaining sessions will be from 6:30-8:00PM on the following dates:

**Wednesday, August 12, 2020**

**Thursday, August 27, 2020**

Registration is open for these sessions. You can access the landing page for updated information and register by using this link: <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020> or join the Livestream by accessing this link: <https://learndoe.org/face/live/> You can also select your preferred language (English, Spanish or Chinese) and submit a question.

The recordings for the past two Family and Student Information Sessions on July 16 and July 28, 2020 are available through the DOE website. You can access the recording directly here - <https://learndoe.org/face/recordings/>.

### **Reopening Schedule for In-Person Instruction for Co-Located Charter Schools**

In prior years, many charter schools with locations in DOE buildings have started instruction prior to the DOE's designated first day of school.

This year, due to the many health and safety concerns, as well as operational challenges posed by the COVID-19 pandemic, in-person instruction will not be allowed in DOE buildings prior to the DOE-designated first day of school. The DOE continues to work with state and local officials to ensure health and safety measures and numerous other protocols are in place by the first day of school, which are critical to the safe reopening of school buildings.

Charter schools and district schools are expected to collaborate to implement the new set of COVID-19-specific shared-space guidelines, which are forthcoming.

Charter schools in DOE space that are planning to begin instruction earlier than the DOE's first day of school will need to do so using remote instruction until school buildings can safely reopen. The DOE will continue to work with district and charter schools throughout the reopening process to ensure a safe and orderly return to school buildings.

### **Citywide Summer Enrichment Challenges for Students**

The DOE is hosting citywide summer enrichment challenges for students in grades K–12, through August 17. Participants will have the opportunity to engage in fun challenges and activities, including:

- Expressing oneself through dance or song;
- Designing a better world in Minecraft;
- A backyard bird scavenger hunt; and
- Urban Design Challenge (for students in grades 6–12).

New challenges and activities are being added each week. Students will need to obtain their parent's permission to participate.

Note that some challenges and activities will require students to access third-party applications using their DOE student account. School officials were asked to share this flyer with their school community and encourage their students to participate.

### **August Graduations**

Please review the guidance below on August graduation ceremonies:

Drive-in/Drive-Through/Drive-by Ceremonies; in accordance with NY State guidelines, schools may consider drive-in, drive-through, and drive-by August graduation ceremonies for grades 5, 8, and 12.

Please note that drive-by ceremonies are referred to as individualized ceremonies in the NY State guidelines. All drive-in, drive-through, and drive-by ceremonies are subject to strict adherence to all New York State Department of Health (DOH) and the DOE guidelines listed below. Approval of all school plans by superintendents, in consultation with executive superintendents, is required before proceeding. Please note that all approvals are subject to review by various city agencies, including the NYC Police Department (NYPD) and NYC Department of Transportation (DOT).

Prior to submitting the survey to apply for approval, school officials must carefully review NY State guidelines and consult with your School Leadership Team (SLT). In particular, you must ensure your ceremony will adhere to the following requirements:

- If school chooses to hold drive-in or drive-through ceremonies, these events will require precise scheduling and traffic control.

Multiple ceremonies may be needed depending on the class size. Students and families without vehicles would need to be provided alternative accommodations and transportation that complies with social-distancing requirements.

- If school staff, on a voluntary basis, choose to drive-by each graduate's home to congratulate them and take photos of each graduate in their cap and gown and holding their diploma, they must remain outside and at least six feet apart. This type of recognition may need to be conducted over the course of several days depending on the class size.

- Students, staff, or family members cannot attend if they display symptoms consistent with COVID-19, have tested positive for COVID-19 within 14 days prior to the date of the ceremony, or were in close or proximate contact with an individual who had symptoms of COVID-19 or tested positive for COVID-19.

- All staff facilitating the event must follow social-distancing guidance, remaining six feet apart and wearing face masks at all times.

In addition, schools should note that:

- Staff participation in drive-in/drive-through/drive-by graduation events is purely voluntary;

- Schools should ensure they have parent consent to conduct drive-by ceremonies.

In-person Ceremonies: In-person graduation ceremonies may not be conducted at this time. After a careful review of the state guidance on outdoor ceremonies of 150 participants or less, and in consultation with the NYC Health Department, the DOE maintains its position that in-person graduation ceremonies (indoors or outdoors) are not permitted at this time.

### **Complete August Promotion Process**

Principals are responsible for making final promotion decisions for students in grades 3–8, who were not promoted in June. They should review June promotion portfolios and summer schoolwork in alignment with DOE guidelines for promotion portfolios. Principals must enter final promotion decisions using the PDEC function in ATS between **August 7–14**.

Principals and their school staff must share decisions to retain students in August with parents and guardians via email. Families should receive promotion decisions between **August 19–24**.

### **Free Childcare for 100,000 Students in Fall 2020**

The City is planning to provide quality, safe, free childcare options for 100,000 children this fall. These childcare options will provide relief for families who cannot stay home or find alternate care for their children on days they are not in school buildings. Childcare will be made available for children in 3K through 8th grade, and there will be approximately 50,000 seats available each day. Given the nature of a blended remote and in-person approach, this means the City plans to serve at least 100,000 students total.

The Administration is working to identify locations and maximize available space for childcare in schools, community centers, libraries, cultural organizations, and more.

New Yorkers with available space that could potentially be utilized for childcare should visit [www.nycsca.org/realestate/sites](http://www.nycsca.org/realestate/sites). The City is working to have as many seats as possible ready for the first day of school, with capacity building out over time.



## **Updated ELL Transfer Request Process for the 2020–21 School Year**

In accordance with Commissioner's Regulation (CR) Part 154, families of students identified as multilingual learners/English Language Learners (MLLs/ELLs) have the right to request a bilingual program—transitional bilingual education (TBE) or dual language (DL). Part 154 of the regulation requires schools to create programs if there are 15 ELL students (for elementary or middle school) in two contiguous grades, or 20 ELL students (for high school) in one contiguous grade, who speak the same home language.

If the student's current school does not have enough students who speak the same home language to create the bilingual program, the parent/guardian has the right to request a transfer to a school with their child's bilingual program using these updated transfer request authorization forms, available in all DOE-supported languages on InfoHub. Schools must continue to provide English as a new language (ENL) services to the student while the transfer is being pursued.

## **Student Access to Buildings to Retrieve and Return Items**

Regarding building access guidance, if students or families reach out to principals or their staff with an urgent need to collect an item left behind or to return an item to the school, school officials were asked to please coordinate directly with that family to determine next steps. Note that this is a reminder regarding student access to buildings, and there has been no update to the previous guidance. School officials were asked to refer to the July 8 Building Access Guidance for additional information.

When a student or family member is allowed into the building, a staff member must be present to meet the family, and a Building Access Appointment Form must be submitted in advance of the appointment. If students are unable to return to the building to retrieve items, principals may choose to ship the items to the students as an alternative.

## **Learn at Home App for DOE-Issued iPads**

A new app, called **Learn at Home**, is now available on all DOE-issued iPads.

The Learn at Home app is helpful in supporting students' remote-learning needs—giving parents, students, and staff the ability to stay connected and informed through quick access to student accounts, other learning apps and technical support.

The app provides students with links to all the tools they need to attend class, complete assignments, and track their progress. The Learn at Home app features include:

- Student apps in one place;
- Easy access to schedules and homework;
- Easy-to-find links to DOE tech support;
- Additional learning resources by grade level; and
- A notification system for DOE news and information.

Note that the Learn at Home app is only available on DOE-issued iPads at this time. Principals were asked to please encourage their students to access the app on their DOE-issued iPads. Students who enabled app notifications on their devices can receive updates about DOE news and information.

## **School Device Policy**

The DOE has loaned 321,500 internet-enabled iPads to students since transitioning to remote learning. We have made great strides in closing the digital divide and get devices into the hands of our students who need them. The DOE will not be centralizing the purchase of additional student and staff devices for the fall, as we did in the spring.

If an iPad requires repair/replacement, one should please call the DIIT help desk at 718-935-5100 or entering a ticket online using the DIIT Help Desk to access this service at no charge. Further, if a student is in need of a device and a school does not have the capacity to distribute one in a timely manner, there are approximately 30,000 LTE-enabled iPads centrally available, and the DOE will work with schools to distribute them accordingly. The family device request form on the iPad Distribution page will remain active so schools can see any requests from members of their school community that are not yet fulfilled. If you have students who reside in homeless shelters or domestic violence shelters, they will receive devices as needed through coordination between the DOE and staff at the shelter.



## **Maintaining a School Library During Remote Learning**

As a reminder, in accordance with collective bargaining agreements and Commissioner's Regulation 91.1, all schools and campuses are required to have a school library that provides open access for all students to obtain books and materials, technology, and instruction. In addition, Commissioner's Regulation 91.2 requires secondary schools serving students in grade 7 or above, to hire a certified school librarian. During remote and blended learning, school librarians should use the NYC School Library System's Translation of Practice and the Empire State Information Fluency Continuum to teach information and digital literacy through an inquiry lens and additional guidance provided to the.

## **Early Intervention Transition Coordinator Citywide Supports**

Building on the DOE Early Intervention Transition Bronx Pilot program, and in collaboration with the Department of Health and Mental Hygiene (DOHMH), the DOE is launching a team to support families citywide as they transition from Early Intervention (EI) to preschool. The transition from the DOHMH EI program to preschool can be a challenging time for families, as they must engage with two different agencies and transition to a new system that is different from EI. The goals of this initiative, and the actions below, are designed to support families' smooth transition, to prevent gaps in services, and to assist families in accessing inclusive preschool options.

Schools were asked to share the resources below about the EI transition coordinator team with families. The DOE EI transition coordinator team will support children and families citywide who are transitioning from EI by:

- Responding to inquiries from families via email at [eitopreschool@schools.nyc.gov](mailto:eitopreschool@schools.nyc.gov) and through a telephone helpline at (646) 389-7171.
- Making outreach calls to families transitioning from EI, providing information about how to access preschool special education services and inclusive preschool options.
- Providing workshops for families and staff on inclusive preschool options.

## **Fall 2020 SAT Updates**

The next weekend administration of the SAT is scheduled for August 29. However, due to continued closure of school buildings, the August SAT administration is now cancelled at all DOE schools/buildings that opted to be a weekend testing center.

## **Large Events Are Canceled Through September 30**

Under the Mayor's Executive Order, large events requiring a city events permit will be canceled through September 30 as the City works to prioritize open spaces for public use. The City will not issue a permit for any event in a location that interferes with the Open Streets or Open Restaurants programs. Permits will also be denied for all events larger than one block, stage/video events that require amplification, street fairs, and events in parks that may unreasonably diminish public use. The City will refund or defer fees paid in connection with a denied permit. Events that do not conflict with Open Streets or Open Restaurant areas and are for locations, one city block or smaller, can still apply for a permit. Demonstrations, religious events, and press conferences will be exempt from the Mayor's Executive Order and may receive permits.

## **Updated SY 2020-21 ELL Parent Notification Letters**

In accordance with Commissioner's Regulations (CR) Part 154, schools must keep parents of Multilingual/English Language Learners (MLLs/ELLs) updated regarding their child's eligibility for ELL services, placement in an ELL program and continued progress, in their preferred language.

In preparation for the start of the school year, all ELL parent notification letters have been updated to be accessible and fillable. These parent notification letters are available in the ten DOE-supported languages.