



KENTUCKY DEPARTMENT OF EDUCATION
Principal Advisory Council (PrAC)
SUMMARY
JULY 22, 2020

PrAC Members Present: Lester Diaz, Melanie Erwin, Jennifer Hutchison, Michael Kelley, Darla Payne, Lisa Perdue, Kym Rice, Michelle Ritchie, Toyah Robey, Jerri Rowland, Peggy Sincalir-Morris, Shervita West-Jordan

PrAC Leadership Present: Kevin Brown, Stacy Noah, Paul Prater, Jenny Ray

Guests Present: Kay Kennedy, Lauren Moore, Katie Embree, Elisa Hanley, Tom Thompson

MEMBERS ABSENT: Josh Blevins, Michael Goodenough, Tamala Howard, Bryne Jacobs, Robert King

WELCOME

Interim Commissioner of Education Kevin C. Brown welcomed the group and thanked the PrAC members for joining the meeting. He expressed the importance of feedback from the group and said even though guidance around today's topic has been developed, they are continually updating and improving the guidance based on actionable feedback from the advisory groups.

Agenda Item: Review Minutes from Last Meeting

Presenter: Jenny Ray, Kentucky Department of Education (KDE), PrAC Liaison

Summary of Discussion:

Motion was made to approve the minutes from the third quarter, April 22, 2020 meeting. A second was made. The minutes were approved by consensus.

Feedback: None

Follow-up Required: None

Agenda Item: Facilities Guidance

Presenter: Kay Kennedy, KDE Office of Finance and Operations**Summary of Discussion:**

Guidance on opening facilities during COVID-19 was shared. Information was shared on cleaning/sanitization, facility utilization, building systems, emergency drills, and operations. The direct contact/link for what to do should a confirmed COVID-19 case occur in a building was also shared. Free signage for COVID-19 is available and the link to print out all the signage was shared. Water fountains need to be turned off unless these are “fill your own bottle” stations. Safety drills were discussed and how they need to occur during the pandemic and following social distancing guidelines. Drop-off for arrival and dismissal was discussed and planning for changes in traffic flow.

Questions & Concerns:

There has been a little confusion in our district regarding the use of common areas for student arrival. Can common areas, such as the gymnasium, be utilized in the morning during arrival as opposed to students reporting directly to their classroom? Social distancing to be monitored by school staff.

We will run into problems with enough staff available to do temp checks and monitor students because drop offs from parents and buses occur before teachers' contracted times.

Communication with parents about arrival and dismissal times would be very important. The use of small tables for small groups of students was discussed - having one or two students on opposite ends of the table would be acceptable as well as more students using face masks is also possible.

These questions were addressed by Kay Kennedy reiterating social distancing guidelines and contact tracing guidelines.

Follow-up Required: None

Agenda Item: Food Services Guidance

Presenter: Lauren Moore, director, and Katie Embree, manager, Division of School and Community Nutrition, KDE Office of Finance and Operations

Summary of Discussion:

Positive impacts of food services during COVID-19 wereshared: 530,000 students have benefited from the Pandemic Electronic Benefits Transfer program (P-EBT). P-EBT is a program administered by the Kentucky Cabinet for Health and Family Services in partnership with KDE. Information for schools to consider concerning food services when opening during the COVID-19 pandemic was shared. The information that was provided included meal service environment (meal service methods, logistics and staffing); meal patterns (menu planning as well as accommodations for disabilities); food safety plan (safe food practices and reopening of the kitchen); and operational supports (operational procedures, outreach, and communication with households). Extra cleaning will be required of course especially when students use the same tables or areas. Self service food stations cannot be used and also measures must be taken to prevent student-to-student food sharing.

Feedback: The use of commons areas was addressed as well as duty free lunch for staff. One idea shared was to utilize resources and sharing space that the Kentucky Association of School Superintendents (KASS) provides.

Follow-up Required: None requested.

Agenda Item: Plan for Reopening Secondary CTE Labs During Summer 2020

Presenter: Tom Thompson, KDE Office of Career & Technical Education (CTE) & Student Transition

Summary of Discussion:

General requirements and guidelines that relate specifically to CTE labs and classrooms that are required to be followed during the COVID-19 pandemic were shared. Arrival and dismissal at a CTE center was shared. Transition between classrooms and labs was discussed as well. Area-specific guidance was shared including classrooms, computer labs, and CTE lab areas. Schools were encouraged to work closely with their local health department and Healthy at Work officer and to plan for what to do when a student might test positive for COVID-19. Communication with parents and students who are 18 or older was discussed as well as daily recording keeping for contact tracing purposes and the required daily temperature checks were discussed. The requirement for masks was shared as well as exceptions - if you move, you wear a mask. Flame retardant masks are available for purchase if needed by students or staff in areas where safety might require these. Small spaces like tool rooms were discussed and limiting traffic to only one person - possibly the teacher.

Feedback: None.

Follow-up Required: None.

Agenda Item: Transportation Guidance

Presenters: Elisa Hanley and Kay Kennedy, KDE Office of Finance and Operations

Summary of Discussion:

Pupil transportation options were discussed, which include students who walk as well as car riders and bus riders. Mitigation strategies that are necessary to ride the bus were discussed including wearing a mask, assigned seating, temperature screening, and hand sanitization. Hand sanitizer should be available on buses, but should not be stored on the bus because of flammability. Information was shared on the number of students that can be on a bus while adhering to COVID-19 safety and social distancing guidelines. This includes risk mitigation, capacity charts, and bus ventilation. Back to front loading should be followed. Ventilation should be increased by opening windows and roof hatches as much as possible. Bus seating must be followed daily for contact tracing purposes. Employee health and safety was discussed; this included self-assessment health screening, personal protective equipment, and increased bus cleaning and disinfection after each route and at the end of the day. Drivers should wear masks and gloves at all times, but driver barriers are not approved for use at this time. A variety of available forms was shared with PrAC members.

Feedback: None

Follow-up Required: None

Agenda Item: Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12): Q&A,

Presenter: Kevin Brown

Summary of Discussion:

A question was asked about required documentation for “return to work” or “return to school.” This is a district decision and there is no state mandate on how to handle this, but districts can make these requirements. A question was asked about what occurs when a student or staff tests positive for COVID-19. Forms were discussed and working closely with the local health department was encouraged and working with the health department through all the steps when and if this does occur. The school’s responsibility would be to provide any necessary forms/documentation to the health department and work closely to assist the contact tracing staff at the health department. The ability to isolate students and staff who are exhibiting symptoms during the school day is a consideration that schools need to prepare. Questions were raised about graduation and graduation requirements. Commissioner Brown shared that it was too early to make decisions on this and that the new commissioner will be involved in this and making those decisions and communicating those to schools as they are made. A question was asked about whether schools would even be allowed to start face-to-face at this time because of the current increase in COVID-19 cases. Schools should prepare to open schools as they feel is best, but be prepared to go to non-traditional instruction (NTI) if mandated by the governor. Staff evaluation was discussed also.

Feedback: Questions and Answers are included, above.

Follow-up Required: None

Motion to adjourn and second.

A motion to adjourn was made. A second was given. The meeting adjourned at 11:47 a.m. (ET)

COMM: JGG