

**Lumen Christi School Commission  
Meeting Minutes**

<b>Topic</b>	School Commission Meeting – <b>Special Session (School Re-Opening Plans)</b>
<b>Date</b>	07 July 2020
<b>Time</b>	06:35 pm – Start 08:10 pm – Adjourn
<b>Attendees</b>	Kelly Fyfe, Megan DeGuire, Kim Althaus, Father Matthew Jacob, Craig Miller, Beth Crowley, Paul Manning, Angie Lenzen, Steve Sewart, Erin Strohbehn, Lisa Kass, Nancy Maciolek, Julie McCarragher
<b>Absent</b>	Dave Sortino, John Germano, Joe Russell

**1). Introductory Remarks:**

**Note:** Given that this is a Special Session of the School Commission, the meeting will not follow the standard agenda. Kelly Fyfe presented the draft School Re-Opening Plan to the Commission, followed by a questions and comments segment.

Father Matthew Jacob opened the meeting by commending the work of Kelly Fyfe, Kim Althaus, and Megan DeGuire. He acknowledged that the administrative team has been working tirelessly to formulate the re-opening plans and thanked them for their continued efforts.

**2). School Re-Opening Plan:**

**Note:** Discussion and minutes are based on what was known as of meeting date. The current version of LC’s protocols and plans are available on our website, lcsaints.org.

Kelly Fyfe briefed a PowerPoint presentation covering the draft Re-Opening Plan. Kelly added that tonight’s discussion would be focused on the major components of the Plan. Teacher Work Committees will be established and will meet over the next several weeks regarding detailed next steps. The next School Commission meeting in early August will cover the more detailed Plan.

There are five (5) areas of the School Re-Opening Plan:

1. Learning Experiences
2. Strategic Social Distancing
3. Cleaning & Disinfecting
4. Wellness Protocols
5. School Day Protocols (day-to-day, masks)

1. **Learning Experiences:** Lumen Christi has enough physical space for all students and will begin the 2020-21 school year in the school building for all-day instruction 5 days a week. LC is prepared to accommodate individuals, classes, or the entire school to be quarantined or locked down at any point, and is prepared to move between the following models:
  - Face-to-face instruction
  - Temporary short-term quarantine for an individual
  - Temporary distance teaching for a class
  - School closure - extended period distance teaching
2. **Strategic Social Distancing:** Classrooms will be modified to accommodate strategic social distancing between all students and teachers, allowing for a minimum of 6 feet between students.

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- Specials Rooms (art, music, and library/Spanish rooms) and the cafeteria will be repurposed for classes needing a larger space to accommodate social distancing.
  - Art, Music, and Spanish will be held in homerooms. Physical Education will be outside for as long as possible. Mrs. Hussey will be working with students in the Community Room. The cafeteria will be used for the half-day 3K class. The Teacher's Lounge will be converted into an Isolation Room.
  - The three middle school rooms not large enough to accommodate classes will be used for: 1). Teacher Lounge 2). Middle School Special Assistance 3). Speech and Language.
  - Students will be assigned to a group and the day will be structured to limit the amount of interactions between student groups. Teachers, rather than students, will move between classrooms (e.g. Fourth grade math will be taught in two blocks – one to each homeroom). Middle school requires some additional movement, but the overall goal is to minimize movement within the school to the greatest extent possible.
  - All of these changes will have schedule implications.
3. **Cleaning and Disinfecting:**
- Enhanced cleaning protocols are being established to disinfect the building daily.
  - High touch surfaces will be regularly cleaned and sanitized throughout the school day.
  - The Parish has been very proactive in procuring the necessary cleaning and disinfecting materials, which will be provided to all teachers and staff.
4. **Wellness Protocols:**
- Parents will be asked to complete a screening protocol and temperature check on their child prior to dropping their child off at school. LC is working with the Ozaukee Dept. of Health on developing this protocol and guidelines for when a student should stay home. These guidelines will be standard and used by all schools within Ozaukee County.
  - If a student tests positive for COVID-19, the Health Department will contact the school.
  - At this time, only essential volunteers/visitors will be allowed in the building. Any volunteers/visitors must answer a health screen questionnaire and will require a temperature check. LC is looking into installing plexiglass in the Front Office.
5. **School Day Protocols:**
- Staff and students will be required to bring a clean cloth face covering or surgical mask to school daily. Face coverings/masks will be required in the building whenever social distancing is not possible.
  - Water bottle filling functions on water fountains will be operable; the drinking fountain function will be disabled.
  - School supplies will not be shared between students. Shared resources in classrooms (e.g. books) will need to be fully sanitized before another student's use and/or quarantined for 72 hours. Papers will need to be quarantined; teachers can correct with gloves and masks on. LC is looking into electronic learning platforms.
  - All students will eat lunch in their classrooms, and students will have recess with their classroom and teacher. Students using the restrooms at the same time will be limited.
  - All field and service trips will be postponed.

Kelly Fyfe also noted that there is still a lot of information that we still need (including but not limited to: busing, hot lunch, athletics, extracurricular programs, health protocols for symptomatic students and staff and confirmed cases). Kelly added that COVID-19 cases are expected to spike in September with

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the return to schools, and LC will be strongly encouraging families to have a mindset of limiting interactions outside of school.

### 3). School Commission Questions & Comments on Re-Opening Plan:

- There was considerable discussion regarding masks. Some members expressed concern that mask wearing will not be mandated when students are at least 6 feet apart. Kelly said Lumen Christi is following the guidance provided by the Health Department, which has stated that keeping students 6 feet apart is as effective as wearing masks in the classroom. She also stated that it is not sustainable to mandate a mask policy from 8am – 3pm, especially for younger children. Kelly polled the Commission on their opinions – some members expressed agreement with the direction LC is taking, others are still undecided, and others had concerns.
- **Question** – if a family is not comfortable with the mask policy is there an option for distance learning? **Response:** No – LC is not set up for distance learning and face to face models.
- **Question** – if a family chooses to leave LC based on disagreement with policy implications, will they be able re-register in future, when/if things change? **Response:** LC would work with alumni families that want to come back. Kelly Fyfe added that all inquiries from external families currently looking to enter the school are on hold.
- **Question** – if a family has twins, will the twins be placed in the same classroom? **Response:** Health Dept is recommending twins stay together; LC is still looking into.
- **Question** – if a positive COVID-19 case has siblings in other classrooms within the school, how does this impact the other classrooms? **Response:** LC is still working with Health Dept.
- **Question** – if a student’s family member tests positive for COVID-19, will the student have an option participate in distance learning during the 2 week quarantine? **Response:** LC is looking into webcams in the classrooms.
- **Question** – if parents don’t want their children to physically attend weekly mass, how will the school handle? **Response:** Live stream into classroom is the most likely option.
- **Question** – with so much time in the classroom, will the children be given energy breaks, and allowed to go outside? **Response:** Scheduling committee will consider; teachers will be encouraged to take children outside.
- **Question** – concern expressed regarding stagnant airflow with students in classrooms for extended periods of time, what type of ventilation will be in place? **Response:** in the older part of the school (4K-2<sup>nd</sup> grade, 3-5 grade), windows can be opened and fans can be used. In the new part of building (middle school classrooms), there is sophisticated ventilation, 100% fresh air can be pumped into classrooms with tweaks to the settings. Julie McCarragher added that the middle school teachers would prefer middle school students wear masks, and that there is a lot of concern and anxiety among teachers about mask policy and staying safe.
- **Question** – How did LC arrive at 5 days per week – DPI guidelines appear to be geared to 4 days or less per week? **Response:** DPI guidelines provided options if a school couldn’t do 5 days.
- **Question** – Has MTSD released their plans yet? **Response:** No, they are expected around the end of July.
- **Question** – with our substitute teacher pool consisting of older, retired teachers and possibly at risk, what qualifications are required to be a substitute? **Response:** Bachelor’s degree, emergency license (good for 1 year), safeguarding class, background check, 3 hour class (future).

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### **4). Next Steps:**

- Re-Opening Plan (summary document) will be sent to all families on Wednesday, July 8<sup>th</sup>.
- Kelly will cover the Plan in more detail during her Sunday, July 12<sup>th</sup> chat.
- LC will send a survey during the week of July 13<sup>th</sup> asking parents about their intentions for next year based on the Re-Opening Plan provided.
- Teacher Work Committees will meet throughout the month of July.
- Kelly will provide a Re-Opening Plan update to the School Commission during the week of August 3<sup>rd</sup>.

### **Next Meeting Date:**

Tuesday, August 4<sup>th</sup> (Special Session)

### **Commission Members / Committees:**

- President – Craig Miller
- Secretary – Beth Crowley
- Finance – Paul Manning
- Development – Steve Sewart, Angie Lenzen
- Evaluation – Nancy Maciolek
- Technology – Open
- Policy – Dave Sortino, Beth Crowley, Lisa Kass, Erin Strohbehn

Pastoral Council Liaison – Joe Russell

Faculty Representative – Julie McCarragher