

**WESTPORT BOARD OF EDUCATION**

**SPECIAL MEETING**

**AGENDA \***

(Agenda Subject to Modification in Accordance with Law)

**SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:**

Pursuant to the Governor’s Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportps.org and shown on Optimum Government Access Channel 78 and Frontier Channel 6021. Emails to BOE members can be sent to BOE@westportps.org. Comments to be read during the public comment period must be submitted to the meeting’s GoogleDoc during the submission period. Please see the following link for instructions and guidelines: [https://www.westportps.org/uploaded/Procedures\\_and\\_Guidelines\\_for\\_Public\\_Participation\\_in\\_Remote\\_Board\\_Meetings.pdf](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf). We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportps.org along with the meeting notice posted on the Meeting Agenda page.

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

7:00 p.m., Held Remotely Via Zoom Pursuant to Executive Order 7B

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

**MINUTES:** June 29 and July 6, 2020, *pages 1-2*

**DISCUSSION**

- 1. Update from the Coleytown Middle School Building Committee Mr. Don O’Day
- 2. Update from the School Reopening Committee, *pages 3-22* (Encl.) Dr. Anthony Buono  
Mr. John Bayers  
Ms. Christine Jewell

**DISCUSSION/ACTION**

- 1. 2020-2021 School Lunch Program, *pages 23-24* (Encl.) Mr. Elio Longo

**ADJOURNMENT**

\* A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

**PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:**

- Public comment will be accepted via a Google doc and the comments will be read aloud at the meeting. A link will be provided on Monday, prior to the meeting.
- There will be no in-person public comment due to public health concerns.
- A maximum of 15 minutes will be provided for public comments.
- Comments on agenda items are limited to 1 minute each.

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport’s ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*

**WESTPORT BOARD OF EDUCATION  
Special Meeting**

**Board Members Present:**

Candice Savin            Chair  
Elaine Whitney        Secretary  
Karen Kleine  
Vik Muktavaram  
Youn Su Chao  
Lee Goldstein

**Administrators Present:**

Anthony Buono        Asst. Superintendent, Teaching and Learning  
Elio Longo            Chief Financial Officer  
John Bayers          Director of Human Resources and General Admin.

**Board Members Absent:**  
Jeannie Smith

**Administrators Absent:**  
David Abbey, Interim Superintendent  
Tina Mannarino, Assistant Superintendent, Pupil Personnel Services  
Valerie Babich, Interim Director, Pupil Personnel Services

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE:** 7:00 p.m.        Held Remotely Pursuant to Executive Order 7B, via Zoom and Google Docs

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

Vik Muktavaram announced his resignation from the Board of Education effective at the end of the meeting of June 29, 2020. Members of the Board and administration recognized him for his four and a half years of service on the Board, which began with his appointment on February 12, 2016.

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES:** June 22, 2020

Elaine Whitney moved to approve the minutes of June 22, 2020; seconded by Vik Muktavaram and passed unanimously.

**DISCUSSION**

Update from the Coleytown Middle School Building Committee

Update from the School Reopening Committee

**ADJOURNMENT:** Vik Muktavaram moved to adjourn at 10:19 p.m.; seconded by Karen Kleine and passed unanimously.

Respectfully submitted,  
Elaine Whitney, Secretary, Board of Education  
(minutes written by Lisa Marriott)

**WESTPORT BOARD OF EDUCATION  
Special Meeting**

**Board Members Present:**

Candice Savin            Chair  
Jeannie Smith        Vice Chair  
Elaine Whitney       Secretary  
Karen Kleine  
Youn Su Chao  
Lee Goldstein

**Administrators Present:**

Thomas Scarice    Superintendent of Schools

**PUBLIC CALL TO ORDER:** 4:08 p.m.

Staples High School Cafeteria

**DISCUSSION**

Establishing the Parameters for the Board/Superintendent Relationship

**ADJOURNMENT:** Candice Savin moved to adjourn at 7:54 p.m.; seconded by Jeannie Smith and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary, Board of Education  
(minutes written by Lisa Marriott)

# Reopening Schools Update

2020-2021 School Year



July 13, 2020



# Goals

- Develop plans that work well in our community relative to the reopening of schools and communicate these plans to all district stakeholders.
- Develop a plan that ensures an effective distance learning program in the event school closures extend beyond the 2019-20 school year.
- Develop a blended learning plan that allows for appropriate social distancing and other health and safety measures that will minimize and mitigate the spread of COVID19.
- Develop plans for transitioning from one educational model to another.



# Guiding Principles

- The health and safety of our students, teachers and staff will inform all decisions
- Recommendations will conform with federal, state, and local mandates and guidelines.
- Distance and blending learning models will be designed to provide high quality, interactive learning experiences for students
- Fiscal implications will be estimated and considered for all recommendations.



## Working Group - Health and Safety

**Chair: Suzanne Levasseur, Supervisor of Health Services**

### **Update:**

- Revisions to Health & Safety Plan based on state guidance issued 6/29/20
- Recommendations from the Connecticut State Department of Health to the Connecticut State Department of Education on 7/10/20



# Working Group - Facilities and Operations

**Chair: Elio Longo, Chief Financial Officer**

## **Update:**

- Purchasing of Personal Protective Equipment (PPE)
- Status of Upgrades and Improvements to Facilities
- Fiscal Year End Financial Reports / Carryover Fund Timeline



# Working Group - Teaching and Learning



**Co-Chairs:** Allison Moran, Elementary Curriculum Coordinator

Lauren Francese, 6-12 Social Studies Coordinator

## Update:

- Overall Updates
  - Scheduling
  - Special Education Services
- Further Guidance Expected from the Connecticut State Department of Education



## Working Group - Co-curricular

**Chair: James Farnen, Staples Assistant Principal**

### **Update:**

- Revisions to plan with guidance received on 6/29/20
- Implementation of Phase 1 small cohort athletic reconditioning program
- Continue to plan for the implementation of streaming of athletic contests
- Website development (where necessary) for all clubs and activities to be housed on each school's website via Finalsite.



## Important Upcoming Dates:

- Next Board of Education Update on July 20, 2020 - 7:00 p.m.
- Submission of District Plan to the Connecticut State Department of Education - July 24, 2020

Additional special meetings of the Board of Education and Reopening Steering Committee will be scheduled in the weeks ahead.

# Connecticut LEA Reopening Template

Connecticut State Department of Education • June 29, 2020



This document identifies the critical “REQUIREMENTS” needed for each local educational agency (LEA) or school operator to submit a reopening plan in accordance with the Connecticut School Reopening Plan — *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together*. In providing the LEA’s response, it is imperative to work through the Connecticut School Reopening Plan, which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing the unique local approach.

While the submitted plans do not require approval by the Connecticut State Department of Education (CSDE), plans will be retained. Receipt and consideration of the plans will allow the CSDE to share best practices and provide technical support for those LEAs who require it.

LEAs should submit a reopening plan that clearly and specifically addresses the requirements outlined in each section below. The CSDE recommends plans be developed inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, nutrition services, transportation services, boards of education, local health officials, municipal leaders, parents and other relevant stakeholders.

## Additional Details:

**Plans should be submitted in font size no greater than 11pt, in PDF format.**

**Due:** July 24, 2020

**Submit to:** [SDE.REOPEN@ct.gov](mailto:SDE.REOPEN@ct.gov)

Include the following completed table at the top of your submitted plan:

Date of Submission:	
LEA Name:	
Reopening Plan Point of Contact:	
Contact Email:	
Contact Phone:	
LEA COVID-19 Health and Safety Compliance Liaison:	
Liaison Email:	

If schools plan to iterate and/or improve their plan as result of newly released guidance and/or changes in their local communities, those should also be submitted to the CSDE at the email listed above.

This document reflects preliminary guidance and considerations as of the date published, and should not be interpreted as mandates, except where there is indication of a requirement. The Connecticut School Reopening Plan — *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together* may be updated due to the rapidly changing response to this pandemic emergency and ongoing updates from Centers for Disease Control and Prevention (CDC) and/or changes to federal and state orders and guidance. The Connecticut State Department of Education will provide any such updates to Superintendents.

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Priorities	School Plan
<p><b>Fall Reopening Model</b></p> <ul style="list-style-type: none"> <li>• LEAs should plan to have all students, in all districts, return to schoolhouses for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment and class cancellation plans.               <ul style="list-style-type: none"> <li>– In addition to full-time instruction plans as indicated above, LEAs must be prepared to modify their plans to support a partial reopening or to allow for scaling back at a future date if the public health data changes.</li> </ul> </li> <li>• Identify gaps and develop action plans for reopening that specifically address inclusion, equity, and access for all learners with strategies and clearly defined action steps.</li> </ul>	
<p><b>Temporarily Choosing Not to Participate</b></p>	
<ul style="list-style-type: none"> <li>• Plan for parents and students who may temporarily choose not to participate in the return to school.</li> </ul>	
<p><b>School Liaison, Communications Plans, and Data Collection</b></p>	
<ul style="list-style-type: none"> <li>• Designate an employee to serve as a COVID-19 Health and Safety Compliance Liaison. This designated person will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns (e.g., school nurse).</li> <li>• Put systems in place to communicate the most up to date policies and protocols related to the considerations herein, for staff, students, and families.</li> <li>• Make communications plans available in relevant languages of families in the community, as well as accessible to those with visual and/or hearing impairments.</li> <li>• Ensure the development of plans for ongoing two-way communication with the school community (staff, families, and students) about any new policies and/or protocols <i>prior</i> to reopening, any time there is a significant policy change, and upon re-entry if a school closes temporarily during the year.</li> <li>• Develop expectations around frequency of communication, and ensure detailed updates are provided any time critical information regarding policies, protocols, or health data changes.</li> <li>• Put in place a plan for how the community will be notified of any changed policies, need to cancel classes, or other changes or restrictions.</li> <li>• Make plans easily accessible, including but not limited to being visible on the main landing page of the LEA and school websites.</li> <li>• Prioritize gathering information from families prior to reopening. Collect information from families to properly plan for resuming classes in the fall.               <ul style="list-style-type: none"> <li>– This should align with the forthcoming CSDE District Reopen Survey</li> </ul> </li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Operations Plan	School Plan
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout.</li> <li>• Where necessary, assess other space that may be repurposed for instruction in the school, in municipal or other community space, or if the school will require additional modular space.</li> <li>• Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction.</li> <li>• Ensure all signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population.</li> <li>• Identify the training needs of staff related to health and safety protocols; perform such training prior to the first day of classes.</li> <li>• Consider having training days and days to practice new protocols with staff only prior to having students enter the building.</li> <li>• Plan an in-person or online training that includes: social distancing; cleaning protocols; and hygiene practices. Require attendance by all students and staff, and make available to families who are interested. Consider repeating this training during the first months that school reopens, and as needed.</li> <li>• Ensure training is provided to substitutes or others who may enter the school outside of the first day or typical calendar start.</li> </ul>	
<p><b>Daily Operations</b></p> <ul style="list-style-type: none"> <li>• Implement the key strategy of establishing stable cohorts within the school population, when feasible. Placing students in cohorts is <b><i>strongly encouraged</i></b> for grades K-8, and <b><i>encouraged where feasible</i></b> for grades 9–12.</li> <li>• Develop consistent policies to address when clubs, before- and after-school programs, or other voluntary groups may be allowed to use school space. Include ways to safely allow access for before- and after-school and childcare programs.</li> </ul>	
<p><b>Child Nutrition</b></p> <ul style="list-style-type: none"> <li>• Schools and institutions that participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, and Special Milk Program (SMP) as applicable, must continue to determine eligibility for and make available free and reduced-price meals and snacks and free milk to all eligible students.</li> <li>• Schools and institutions must comply with the U.S. Department of Agriculture’s (USDA) regulations and policies for school meals and milk including the meal pattern requirements.</li> <li>• Schools and institutions that participate in the NSLP are required to claim meals/milk provided to eligible students using accurate counting and claiming methods.</li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Operations Plan, continued	School Plan
<p><b>Transportation</b></p> <p><b>Low Transmission Risk</b></p> <ul style="list-style-type: none"> <li>• Plan to operate at full capacity or close to while maximizing health and safety protocols, as well as considerations outlined in the plan.</li> <li>• Require passengers to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus.</li> <li>• Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat.</li> </ul> <p><b>Moderate Transmission Risk</b></p> <ul style="list-style-type: none"> <li>• Plan to operate at significantly reduced capacity while maximizing health and safety protocols, as well as considerations outlined in the plan.</li> <li>• Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating.</li> <li>• Require passengers to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus.</li> <li>• Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat.</li> </ul>	
<p><b>Health Practices and Protocols</b></p> <ul style="list-style-type: none"> <li>• Ensure that students are educated and engaged in the new expectations related to all public health policies and protocols. As part of this requirement, assess the best approach to communicating the information for the age group, and plan to set aside time at the beginning of the school year, as well as frequent reminders, to review the new policies and protocols.</li> <li>• Familiarize all participants of the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to:             <ul style="list-style-type: none"> <li>– social distancing;</li> <li>– frequent hand washing and use of hand sanitizer;</li> <li>– use of face coverings that completely cover the nose and mouth;</li> <li>– respiratory and cough etiquette; and</li> <li>– enhanced cleaning/disinfection of surfaces.</li> </ul> </li> <li>• Provide adequate supplies, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot-pedal trash cans.</li> </ul>	<p><b>School Plan</b></p>

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Health Practices and Protocols, continued	School Plan
<p><b>Reporting Illnesses and Addressing Vulnerable Populations</b></p> <ul style="list-style-type: none"> <li>• Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.</li> <li>• Develop consistent protocols for information reporting, and a point person to appropriately receive and safeguard this information, such as the school nurse, district nursing supervisor, or principal.</li> <li>• Educate staff and families about when to <a href="#">stay home</a>. Schools should properly communicate the content of this or any updated guidance. <ul style="list-style-type: none"> <li>– Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the <a href="#">symptoms consistent with COVID-19</a> that require keeping their students at home.</li> </ul> </li> <li>• Establish and communicate school-wide sick protocols, including signs and symptoms of COVID-19, and temperature thresholds requiring students or staff to stay home.</li> </ul>	
<p><b>Social Distancing</b></p>	
<ul style="list-style-type: none"> <li>• Assist staff and students to maintain maximum social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.</li> </ul>	
<p><b>Use of Face Coverings, Masks, and Face Shields</b></p> <ul style="list-style-type: none"> <li>• Adopt policies requiring use of face coverings <b>for all students and staff when they are inside the school building, with certain exceptions listed below.</b> <ul style="list-style-type: none"> <li>– For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, <a href="#">per CDC guidance</a>.</li> <li>– For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required.</li> </ul> </li> <li>• Be prepared to provide a mask to any student or staff member who does not have one.</li> </ul>	
<p><b>Health Monitoring Plan</b></p>	<p><b>School Plan</b></p>
<p><b>Planning and Distribution of Information</b></p>	
<ul style="list-style-type: none"> <li>• Include in the LEA reopening plan written protocols for monitoring of symptoms that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus and maintaining oversight related to the pandemic while complying with relevant privacy and health laws.</li> </ul>	



Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Containment Plan	School Plan
<ul style="list-style-type: none"> <li>• <i>The Connecticut Department of Public Health will be providing a tiered system to assist leaders and define the decision-making approach should partial or full class-cancellation become necessary. Anticipate this will be available at the time decisions will need to be made related to containment and possible school class cancellations.</i></li> <li>• Include in the LEA reopening plan written protocols for containment and immediate response if an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19. The purpose of containment plans are to decrease the risks of spreading COVID-19, and shall include the following: <ul style="list-style-type: none"> <li>– Immediate coordination with the local health department, including being ready to comply with requests for information from the local health department to assist with contact tracing.</li> <li>– Identification of a response team within the school and LEA with specific responsibilities.</li> <li>– Consideration of what signs and symptoms exhibited by students or staff would require their immediate dismissal from school; for what period of time; and conditions for their re-admittance to school.</li> </ul> </li> <li>• Identify an “isolation room” (besides the health office) to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives.</li> <li>• Create a consistent policy for dismissal of students or staff who exhibit symptoms of COVID-19 and must be dismissed from school.</li> </ul>	
Cancellation of Classes, Remote Learning, and Reopening Plans	School Plan
<ul style="list-style-type: none"> <li>• <i>The Connecticut Department of Public Health will be developing specific community and school-based indicators to assist leaders and define the appropriate decision-making approach.</i></li> <li>• Develop a plan for school class cancellations and reopening to be implemented in the event that the superintendent, their designee, or state government suspends or cancels in-school classes for some or all participants.</li> <li>• Notify and consult with the CSDE immediately if the LEA is contemplating class cancellations.</li> <li>• Include a communication plan and clear policies for faculty and staff regarding individual roles and responsibilities in the event of a shutdown occurring during the school year.</li> <li>• Prioritize ongoing educational opportunities when drafting the plan for shutdown. Materials for continuity of learning must be made available to allow for school sessions to continue remotely.</li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Cancellation of Classes, Remote Learning, and Reopening Plans, continued	School Plan
<p><b>Future Planning for Remote Blended Learning</b></p>	
<ul style="list-style-type: none"> <li>• Be prepared to provide remote blended learning opportunities immediately upon cancellation of in-school classes.               <ul style="list-style-type: none"> <li>– Consider implementing a plan to gather feedback from families, students, teachers, and leaders on experience with remote learning. Incorporate any feedback into a revised remote learning plan and incorporate into hybrid learning model.</li> </ul> </li> <li>• Develop a plan for extended absences and communicate it with parents or guardians in the event of a second extended closure.</li> </ul>	
<p><b>Academics</b></p>	<p><b>School Plan</b></p>
<p><b>Special Education</b></p>	
<ul style="list-style-type: none"> <li>• Prepare with the understanding that there has been no waiver of requirements under the IDEA for provision of a free and appropriate public education (FAPE) in the least restrictive environment (LRE). During COVID-19 school closures, schools were required to provide FAPE consistent with the need to protect the health and safety of students, as well as those individuals providing education, specialized instruction, and related services to these students. Schools may not have been able to provide all services in the same manner that they are typically provided. Federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services.</li> <li>• Treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input. Consider blended learning schedules if needed.</li> <li>• Do not make programming decisions based on a student’s disability category. However, the nature and/or severity of a student’s disability may require unique considerations. Protocols should consider the student’s developmental level and skills.</li> <li>• Address mask and face covering use for the population of special education students, including cases where masks may need to be removed to provide appropriate services, and the approach to implementing any other possible mitigating strategy, including but not limited to maximum social distancing.</li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Academics, continued	School Plan
<p><b>English Learners (ELs)</b></p> <ul style="list-style-type: none"> <li>Understand that like all other students, ELs are entitled to FAPE. The Civil Rights Act of 1964, Title IV, the Equal Educational Opportunities Act (1974) and the Elementary and Secondary Education Act (1965) provide guidance on the services to which ELs are entitled. ELs must have access to the general education curriculum as well as to a supplemental language instruction education program. During school closures due to COVID-19, ELs continue to be entitled to receive their supplemental EL instructional program in addition to their general education program of mainstream, grade-level and content-area instruction. Such language instructional education programs may consist of a range of services, including bilingual education, English as a Second Language (ESL), Sheltered Instruction and others. When returning to school buildings, language instruction education programs must continue</li> <li>Comply with the requirement that eligible students in bilingual mandated districts are offered bilingual education programs. During COVID-19, school districts that are mandated to provide bilingual education remain required to offer a bilingual program to eligible students who have opted into the program. While program implementation may be altered during COVID-19 as compared to traditional in-building schooling, students in bilingual programs are still entitled to receive native language support as part of their school’s designated bilingual program model. As with other language instruction education programs, when returning to traditional schooling, bilingual programs must continue.</li> <li>Communicate with parents and guardians that have limited proficiency in English in a language they understand as required by Title III of the Elementary and Secondary Education Act. As during traditional schooling, communications during school closures due to COVID-19 may be provided through translation and/or interpretation.</li> <li>Provide ELs who are also identified as students with disabilities supports for their EL needs, as well as supports for their disabilities. During COVID-19, these dually identified students must continue to receive these supports. As in times with traditional schooling, dually identified students should have their language needs represented in their annual meetings about their IEP.</li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Family and Student Engagement	School Plan
<b>Family Support and Communication</b>	
<ul style="list-style-type: none"> <li>• Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic.</li> <li>• Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.</li> <li>• Continue to engage with families and students as the reopening moves forward to ensure they are informed and have the ability to provide feedback.</li> <li>• Make reopen plans available on the LEA website, accessible, and clearly identify the school liaison.</li> </ul>	
<b>Social-Emotional Learning (SEL) and Mental Health</b>	
<ul style="list-style-type: none"> <li>• Develop a detailed plan to reengage all students, staff and families. Particularly identify strategies to identify and engage populations and specific students that have been disengaged.</li> <li>• Prepare staff to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.</li> </ul>	
<b>After-school Programming</b>	
<ul style="list-style-type: none"> <li>• Programs receiving funding from the CSDE through the State After School, Extended School Hours (ESH) and 21st Century Community Learning Centers (21CCLC) programs, consult with the CSDE for individual grant-specific guidance.</li> <li>• Follow the requirements outlined in this document, as applicable, including but not limited to requiring the use of face coverings that cover the nose and mouth, and maximizing social distancing.</li> </ul>	
<b>Career And Technical Education</b>	School Plan
<ul style="list-style-type: none"> <li>• Develop a plan for cleaning and disinfecting shared equipment in the shop or lab, before and after each use.</li> </ul>	

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Staffing and Personnel	School Plan
<b>Certification and Personnel Planning</b>	
<ul style="list-style-type: none"> <li>• Prepare with school human resources and board counsel to comply with legal and regulatory requirements related to personnel, including but not limited to the EEOC <a href="#">guidance</a> related to the ADA and the COVID-19 pandemic.</li> <li>• Assess how to engage a full roster of staff, including potential substitute plan, and whether stipends or changes in substitute pay is required to support the needs of the school.</li> </ul>	
<b>Professional Development</b>	
<ul style="list-style-type: none"> <li>• Prioritize mandatory training for staff, before the beginning of the school year, that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SEL. Plan ongoing trainings as changes occur in recommendations and public health data.</li> </ul>	



# Westport Continuing Education

A division of Westport Public Schools

203-341-1209 | [conted@westportps.org](mailto:conted@westportps.org)

[www.westportcontinuinged.com](http://www.westportcontinuinged.com)

## 7/13/20 Board of Ed Meeting:

### 1) Summer 2020 Programs

- Westport Continuing Ed (WCE) successfully converted about 30% of our summer programs to an online learning format.
  - 334 students to date
  - including 108 students in High School Academics
  - Programs running through the week of August 3 and one online program Aug 17 - 21
  - Online classes include Art, Culinary Arts, Digital Photo, Filmmakers Ink, Comedy, Musical Theater, STEM

### 2) High School Academics

- All classes moved to an online format
- 1-credit classes meet 6/29 - 8/7, 8:00 am - 12:15 pm
- **PILOT PROGRAM:** Laurie Gray, Geometry teacher, live broadcasting class from BMS
- & Will Jones / Domenick Messina, Chemistry, live broadcasting from SHS

### 3) Summer Sports

- Currently opening Coach K Lacrosse, Gamebreaker Lacrosse, Field Hockey & Tennis on 7/20
- WCE developing [COVID guidelines](#) with input from Mark Cooper & Sue Levasseur
  - Guided by protocols established by CDC, state of Connecticut, Office of Early Childhood Development and CIAC
- ALL staff and parents must complete the [Informed Consent form](#) provided by Office of Early Childhood Education
- All programs have provided COVID guidelines
- WCE director & staff will be monitoring all sports programs for health & safety

### 4) Budget

- WCE FY21 Budget: \$900,000
- Updated COVID budget without summer revenues: \$400,000
- Shortfall: \$130,700
- Summer Revenue to date: \$151,276

### 5) Westport Continuing Education Fall Programs:

- Developing a hybrid of online learning and in-person classes for adults, teens, and children

- WCE staff regularly communicate via SchoolDude and with admin, secretaries, and custodial staff at all of the schools to ensure that spaces are cleaned after use for after school and evening programs
- Enrollment will be limited to 10 - 15 students with one teacher for elementary school programs
- After School Programs
  - Offered in all 5 elementary schools nearly every day
  - Also serves BMS & SHS
  - Provides valuable activities and enrichment to over 800 students each session
- Adult Programs
- Offered mostly at Staples HS
- Evening programs typically run Monday - Thursday beginning after school and ending at about 9:00 pm

### AMENDMENT NUMBER THREE

THIS AMENDMENT NUMBER THREE, effective July 1, 2020, is between the **Westport Public Schools** (“SFA”) and **Compass Group USA, Inc. by and through its Chartwells Division** (“FSMC”).

WHEREAS, the SFA and FSMC are parties to a certain agreement, dated July 1, 2017, and as amended by Amendment Number One effective July 1, 2018, and as amended by Amendment Number Two effective July 1, 2019 (collectively, the “Agreement”) whereby FSMC manages the SFA’s food service operation and facilities; and

WHEREAS, the parties now desire to amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Per Section 1.3 of the Agreement, the parties agree to exercise their right to renew the Agreement beginning July 1, 2020 and ending June 30, 2021. Thereafter, the Agreement may be renewed for up to one (1) additional one-year term.
2. Section 6.1 (C) is being amended to reflect that FSMC Management Fee shall be a flat rate of \$4,076.40 per month for ten (10) months (September through June).

This increase is based Section 6.1 (C) of the Agreement permitting the CPI adjustment of 3.2%, (a \$126.40 increase) added to the existing Management Fees of \$3,950.00.

3. Section 6.1 (D) is being amended to reflect that FSMC Administrative Fee shall be a flat rate of \$25,223.11 per month for ten (10) months (September through June).

This increase is based Section 6.1(D) of the Agreement permitting the CPI adjustment of 3.2%, (a \$782.11 increase) added to the existing Administrative Fee of \$24,441.00.

4. Section 6.3 is being amended to reflect that FSMC guarantees that the bottom line of the operational financial report (exclusive of the cost of repairs, maintenance, replacements and small wares) for the 2020-2021 academic year will reflect a breakeven. If the actual bottom line (exclusive of the cost of repairs, maintenance, replacements and small wares) is less than a breakeven, the FSMC will reduce its Management and Administrative fees by the difference between the actual and guaranteed amount, but in no event shall the reimbursement obligation exceed the total of the Management and Administrative fees. It is understood that the SFA will not participate in the



National School Lunch Program or National School Breakfast Program for the 2020-2021 academic year. This guaranteed breakeven is based on the following the conditions/assumptions set forth in the Agreement, and the following are amended as noted below:

- 1. The number of full service lunch days during the school year will not be less than 182 days
- 2. Student enrollment for the current year will be not less than 5,203 including kindergarten;

In the event the foregoing conditions are not met during the school year, FSMC’s guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

- 5. This Amendment is effective July 1, 2020. All other terms and conditions contained in the original Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

**Westport Public Schools, CT**

**COMPASS GROUP USA, INC. by and through its Chartwells Division**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Belinda Oakley  
Title: CEO, Chartwells K12  
Date: \_\_\_\_\_