

# Pullman School District

## PEA and Admin Meetings, 2020-2021

Labor Management Discussion Item	Action to Take + Responsible Parties	Status
<p><b>1. Finances</b> (ongoing discussion item)</p>	<p><b>5/26/20:</b> The state recently announced that we will receive less funding for transportation in 2020-2021. Depending on the way we structure school in 2020-2021, we could see an increase in our transportation expenditures. There might be a summer legislative session that could potentially impact district funding. Any new legislative funding could be postponed, adjusted, or suspended.</p> <p><b>9/3/20:</b> A shortfall of transportation funding will negatively impact district finances.</p> <p><b>12/15/20:</b> The shortfall continues and the decrease in enrollment will negatively impact district finances. Bob will continue to advocate for the district with the legislature. Bargaining is on the horizon and hoping to get started sooner rather than later but funding is going to be the big item.</p> <p><b>1/19/21:</b> State legislature is now looking at the second round of ESSER funds to find how much will be given to districts and how much will be reserved for the state. The funds will be distributed based on the Title I formula. More information to come.</p> <p><b>4/21/21:</b> The district is working on ESSER 2 and 3 plans which will be spread out over next 2 years. ESSR 1 funds are spent - funds were spent primarily on safety gear.</p> <p><b>5/18/21:</b> No update at this time.</p>	<p>5/26/20: In Progress 9/3/20: Update 12/15/20: Update 1/19/21: Update 4/21/21: Update <b>5/18/21: No Update</b></p>
<p><b>2. Curriculum Updates</b> (ongoing discussion item)</p>	<p><b>5/26/20:</b> Bridges Elementary math curriculum was approved, ordered, and received. In the last few weeks, staff have worked hard to organize and deliver all materials to schools. June 8-9 are scheduled for teacher training on the new curriculum.</p> <p><b>9/3/20:</b> Joni will host meetings with each grade level next week regarding the implementation of Bridges materials in a distance learning format. Teachers will have flexibility in how they may need to adjust to the implementation of content/schedule of bridges curriculum.</p> <p><b>4/21/21:</b> Working on Bridges PD plan for next year. Elementary ELA Adoption is in the field-testing stage with Collaborative Learning Curriculum (CCC or CL). Field testing with teachers that are on the instructional materials committee.</p>	<p>5/26/20: In Progress 9/3/20: In Progress 1/19/21: No update 4/21/21: In Progress <b>5/18/21: In Progress</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p><b>5/18/21:</b> Instructional Materials Committee recommended that there not be a pilot of a second set of materials and to move forward with Collaborative Learning Curriculum. Will go to CAC on Monday (5/24), and then to the board on Wednesday (5/26). There will also be an opportunity for community review and materials will be shared at staff meetings. Will adopt curriculum after the first meeting in June and then will work on ordering materials and establishing professional development for staff.</p>	
<p><b>3. Collaboration Time</b></p>	<p><b>8/13/19:</b> Will revisit in the spring  <b>5/26/20:</b> Tabled  <b>9/3/20:</b> After some discussion, it was decided to keep LIDs as already planned, on Fridays. Friday's learning experiences will move to Wednesday's on the week of a LID. Collaboration Days will be on designated Wednesdays. Roberta will develop the calendar based on last school year. Part of the LID days may include 'self-guided study'.   <b>4/21/21:</b> Before spring break, draft calendar for 2021-22 was sent to team leaders. Reviewing feedback and putting together a revised calendar to send back out to team leaders and principals before sharing publicly.   <b>5/18/21:</b> No update at this time.</p>	<p>8/13/19: In Progress            9/17/19: In Progress            10/15/19: In Progress            11/19/19: In Progress            12/17/19: In Progress            1/21/20: In Progress            5/26/20: TABLED            9/3/2020: In Progress            1/19/21: No Update            4/21/21: Update  <b>5/18/21: No Update</b></p>
<p><b>4. TPEP Evaluations for Counselors, Psychs, and SLPs</b></p>	<p><b>11/19/19:</b> Counselors, Psychs, and SLPs have expressed interest in having their evaluations more in line with the Danielson and TPEP model. Some draft examples have been shared with the special services administrative staff. Since this is a part of the PEA CBA, it needs to be developed in partnership with PEA and Admin. This is typically a committee process, and would require joint approval.   <b>12/17/19:</b> PEA will follow up with counselors/psychs/SLPs to see if there is still interest in a Danielson and TPEP model.   <b>2/18/20:</b> There is still interest in updating the evaluation process for Counselors, Psychs and SLPs – suggestion to have a sub-committee to work on the evaluation process to have a document ready to go to be included in the bargaining process, to save significant time during bargaining.   <b>5/26/20:</b> No update, will revisit when we have more information.   <b>9/3/20:</b> No update, will revisit when we have more information.</p>	<p>11/19/19: Informational Item            12/17/19: Informational Item,            Update            1/21/20: In Progress            2/18/20: In Progress            5/26/20: In Progress            9/3/20: In Progress            1/19/21: No update            4/21/21: No update  <b>5/18/21: Update</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p><b>4/21/21:</b> No update, Cristina is working on TPEP evaluation template for itinerants. Should have some drafts to bring to bargaining.</p> <p><b>5/18/21:</b> Cristina has been working on drafts that will be shared during bargaining for counselors, psychs, and SLPs.</p>	
<p><b>5. SPED Staff Discretionary Days</b></p>	<p><b>11/19/19:</b> SPED teachers have 4 extra contract days, one is being requested for a required transition process day. Concern about this being a required use of one of the 4 discretionary days. Agreement that transitioning students is a vital process. This transition process is impactful to many staff and departments, not only SPED teachers. There is value in finding quality time to have the necessary conversations to ensure that our students start the next school year well, with transportation, nursing, IEPs, accommodations, and more proactively planned well in advance. If staff have suggestions for ways to accomplish this process other than using one of the four discretionary days, please send them to PEA or district administrators.</p> <p><b>12/17/19:</b> Luke shared a few potential options: 1) Pay SPED teachers a per diem rate for an additional day, 2) Use a LID day for this work, 3) Get subs to cover SPED teachers for a day while this work is done. Bob and Roberta will explore ideas with special ed directors and bring some feedback and/or ideas to the next meeting.</p> <p><b>1/21/20:</b> Bob noted that the transition process can be completed in a half day. The four extra days bargained into special education teacher contracts were included with the intention of using part of that time for the transition process. This transition process has historically been done at a time the individual teacher chose, not as part of extra days negotiated at a time outside of the contract day that the district decides. Caseloads for special education teachers have been reduced as the district has hired many more special education teachers. This process can potentially be done on an evening or weekend, not just the Monday after school gets out – scheduling is flexible and can be on a mutually agreeable day and time.</p> <p><b>2/18/20:</b> The May 13<sup>th</sup> collaboration time will be used for the transition meeting for Special Education teachers.</p> <p><b>5/26/20:</b> May 13 transition time had to be cancelled due to COVID. All transitions are almost complete. At the beginning of the next school year we are hosting a back to</p>	<p>11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress 5/26/20: In Progress 9/3/20: TABLED <b>5/18/21: Update</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p>school activity for families of students receiving special services. We will be working with principals to confirm dates.</p> <p>We are now just finishing up transportation plans. Our team is in the home stretch.</p> <p><b>9/3/20:</b> Tabled for a later date.</p> <p><b>4/21/21:</b> Tabled for a later date.</p> <p><b>5/18/21:</b> Will be a topic of discussion in bargaining.</p>	
<p><b>6. State Discipline Law Changes + Discipline Toolbox</b></p>	<p><b>11/19/19:</b> PEA voiced teacher concerns about feeling unsafe in classrooms, having unsafe classroom environments, high levels of anxiety, classrooms having to be evacuated. All acknowledged that the new laws are challenging, statewide and nationwide. Steps the district is taking: Behavior Support TOSA, Mental Health Therapist position, CLEAR, an additional CLEAR grant application, administrator support, consultants and specialists. Working hard to address these concerns and challenges within the law. Working to develop additional discipline training and mental wellness opportunities for staff.</p> <p>Staff should document any violent behaviors with the following forms (as they apply): incident report, restraint form, exclusion report form, de-escalation form. This also helps us get the most accurate data for better supports.</p> <p><b>11/19/19:</b> Would like to collaboratively develop a comprehensive toolbox that teachers can use to see discipline related options they CAN use. OSPI also has a best practice menu/manual available: <a href="https://www.k12.wa.us/studentuccess/support-programs/learning-assistance-program-lap/menus-best-practicesstrategies/behavior-menu-best-practices-strategies">https://www.k12.wa.us/studentuccess/support-programs/learning-assistance-program-lap/menus-best-practicesstrategies/behavior-menu-best-practices-strategies</a></p> <p><b>12/17/19:</b> Bob shared a list of 17 different discipline/behavior/classroom management offerings from LID days in the last two years – we know discipline and law changes are a challenge and are working hard to provide support to teachers. Stephanie suggested a “primer” – an overview of the basics and a very clear list of what teachers can do to address behavior challenges. Stephanie and Luke will collect questions and scenarios from teachers that we can use to collaboratively develop a resource for our staff to use. Stephanie and Luke shared that teachers would like more</p>	<p>11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress 5/26/20: In Progress 9/3/20: TABLED 4/21/21: In Progress <b>5/18/21: In Progress</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p>training. Roberta noted we could potentially have something ready by the March LID day – would likely be mandatory for all teachers to ensure that everyone hears the same information. Roberta noted that the OSPI best practice manual (linked above) is lengthy – best sections are the first four pages and the toolbox sections.</p> <p><b>1/21/20:</b> An update related to LID days: SB 5082 will require that one LID day in 2021-22, and then one day every other school year after that, be used to focus solely on social emotional learning or a related issue.</p> <p>More information: <a href="https://app.leg.wa.gov/billsummary?Year=2019&amp;BillNumber=5082">https://app.leg.wa.gov/billsummary?Year=2019&amp;BillNumber=5082</a></p> <p><b>2/18/20:</b> Some principals have done training to help support their building and staff well. The district still plans to do a training for teachers at a LID day.</p> <p><b>5/26/20:</b> Professional Development for discipline tools for teachers will be scheduled in the future, date and format TBD.</p> <p><b>9/3/20:</b> Tabled for a later date.</p> <p><b>4/21/21:</b> New policy and procedure revisions for 2021-22 school year. Roberta, Bob and building principals are reviewing the revisions. There will be an opportunity for teacher input. It is important to have a group of teachers, ideally a teacher representative from each building, review the revisions and provide feedback. There is some flexibility with what occurs in the classroom, but there won't be too much change from the teacher perspective. The biggest revisions are an increase in annual notification requirements and greater restrictions around suspensions and expulsions. Looking at incorporating an annual stakeholder review as part of the Community Truancy Board.</p> <p><b>Action:</b> Bob will request that a teacher representative from each building participate in a discussion on a drafted policy/procedure. <i>Action Item Completed</i></p>	
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## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p><b>5/18/21:</b> Meeting scheduled for June 9 with principals and teacher representatives from each school to review new student discipline policy/procedure changes. Will continue to work on standardized discipline PowerPoint to share with staff.</p>	
<p><b>7. Reopening Plan</b></p>	<p><b>9/3/20:</b> Progress reports at the elementary level was discussed. The distance learning subcommittee will review and make adjustments to the reopening plan, as appropriate. Bob and Stephanie Horn will meet to discuss and problem solve elementary attendance.</p> <p><b>4/21/21:</b> There is a Learning Loss Plan that is due June 1<sup>st</sup>. Template has been received along with a manual. This plan is part of ESSR Fund requirements will need to be approved by the school board. A big element of the Learning Loss Plan is the plan for summer school. Bob and Roberta are still reviewing the manual, and it is possible that there are portions that need teacher input but at this time there needs to be further review and understanding of the required elements.</p> <p><b>5/18/21:</b> Families/staff were surveyed. Bob and Roberta will review the feedback received and will make adjustments/clarifications the Recovery Plan as needed. The board will take action on the plan on 5/26 and then the plan will be reviewed again in November and April as required by the state. The plan is based off of a lot of our current practices, and there shouldn't be a ton of changes coming in the document unless there is a change with OSPI. In regards to the Recovery Plan, there won't be a huge impact on teachers in the classroom.</p>	<p>9/3/20: In Progress 4/21/21: In Progress <b>5/18/21: In Progress</b></p>
<p><b>8. Expectations of Staff</b> (ongoing discussion item)</p>	<p><b>9/3/20:</b> Distance learning family communications were discussed. It was determined that Bob would send out language to staff clarifying the Family Weekly email and Week-at-a-Glance expectations. This will also be clarified in the Reopening Plan. <i>[Action item completed: Email to staff from Bob on 9/4, Reopening Plan updated 9/10]</i></p> <p>Also clarified was the expectation for Wednesday afternoons at the elementary level. Teachers are expected to create 2 hours of learning experiences for Wednesdays. These activities may be independent, asynchronous, or synchronous at the teacher's discretion. These activities should-be thoughtfully chosen and support the curriculum.</p> <p><b>4/21/21:</b> No update. Will revisit at a later date.</p> <p><b>5/18/21:</b> Ongoing discussion. No update at this time.</p>	<p>9/3/20: In Progress 1/19/21: No Update 4/21/21: No Update <b>5/18/21: No Update</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

<p><b>9. Posting Recorded Zooms of Students Online</b></p>	<p><b>9/3/20:</b> The concern about posting recorded zooms of students online was discussed. Alternatives are in place for those students that do not want to be included. Student media opt out requests must be honored.</p> <p><b>Action:</b> Bob is checking on how long we have to keep recorded zooms online for students.</p> <p><b>1/19/21:</b> Bob hasn't heard back. Will revisit.</p> <p><b>4/21/21:</b> No update.</p> <p><b>5/18/21:</b> Ongoing discussion. No update at this time.</p>	<p>9/3/20: In Progress 4/21/21: No Update <b>5/18/21: No Update</b></p>
<p><b>10. LMS Construction – No Summer Access for Staff (also includes FES/JES/SES)</b></p>	<p><b>4/21/21:</b> LMS is planning for final push on construction this summer and as a result staff will not have access to LMS over the summer. Staff are encouraged to take what they need home. If there is an emergency, staff can contact Cameron or Joe to schedule a time to access what they need to pick up. LMS WILL BE CLOSED FOR THE SUMMER.</p> <p><b>5/18/21:</b> Summer Access to LMS/FES/JES/SES – now applies, to a limited degree, JES/SES/FES staff due the HVAC cooling system installation. Staff can come in but need to make appointment if they want to come in over the summer. Staff will still have access to the building the week following the last day of school.</p>	<p>4/21/21: Announcement <b>5/18/21: Update</b></p>
<p><b>11. ESSR 2/3 Funds Plan</b></p>	<p><b>4/21/21: The team discussed the plan for ESSER 2/3 funds.</b></p> <ul style="list-style-type: none"> <li>• Technology: <ul style="list-style-type: none"> <li>- Classroom projectors/monitors – in rooms where it is possible, move from projector to wall monitors.</li> <li>- Chromebook replacement.</li> </ul> </li> <li>• Temporary Positions (can't use funds for salaries but can use them for temporary 2-year positions since they are one-time funds) <ul style="list-style-type: none"> <li>- Summer School Interim Principals</li> <li>- ELD teacher (1.0 FTE for 2 years to help with learning loss)</li> <li>- (2) 4<sup>th</sup>/5<sup>th</sup> grade teachers for 1 year only to address bubble at a couple schools to lower class sizes</li> </ul> </li> </ul>	<p>4/21/21: In Progress <b>5/18/21: In Progress</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

- (1) Additional learning loss teacher for each school (building will determine how position will be used)
- Possibly some additional paras to help with coverage in schools (which has helped greatly with supervision/recess)
- Additional counselor at PHS (indication from CEE data – a lot of students indicated a need for more assistance with setting goals/planning for future and would also help with students needing to graduate)
- Additional learning loss teacher at secondary level (building determined)
- 2 Associate Administrators at elementary level – 1 per 2 buildings – to help manage learning loss plan over the next 2 years
- Additional SLP (would be out of Special Ed funds)
- Special Education TOSA (would be out of special ed funds – requested by admin for additional support)
- **NOTE:** The Asst Director of Special Services will not be posted – there is a need for more support for the classroom.

Trying to use one-time ESSR funds to provide support to staff and a majority of funds will go into hiring teachers. These positions will help over the next 2 years with class sizes and addressing learning loss as a result of the pandemic.

Teachers that are interested in one of the 2-year positions would have the flexibility to return to their continuing contracts at the completion of the temporary position's contract.

Learning Loss teachers will be teaching and supporting classes which could be in the form of small group pull out and possibly rotating through grade levels, team teaching, etc...

The summer school principal positions are taking on the responsibilities that a principal would typically do. They will be spearheading the coordination of summer school which includes supporting the hiring process, and communicating with students/families. Positions have been filled already.

**5/18/21:** ESSR funded positions will go away in 2 years. Teachers will have the opportunity to return to their original positions at the end of the 2 years, and for staff filling vacant positions they will be on a 2 year only contract.



## Pullman School District

### PEA and Admin Meetings, 2020-2021

<p><b>12. Posting of ESSR Fund Positions</b></p>	<p><b>4/21/21:</b> It is important to start generating a pool right away. Need to let building principals know in order to start the internal part of the process and then move to posting outside as soon as possible. Would like to be able to fill and hire early and we can make assignments later. The team was on board with beginning the hiring process as soon as possible.</p> <p><b>5/18/21:</b> Positions were posted and all are filled except for 1 position. ELD position was just recently posted.</p>	<p>4/21/21: In Progress 5/18/21: In Progress</p>
<p><b>13. Bargaining</b></p>	<p><b>4/21/21:</b> The team discussed bargaining themes moving forward into summer 2021.</p> <p><b>5/18/21:</b> The team is working on setting a date (hoping to meet before the end of the school year) for an in person bargaining meeting that will be open to the public.</p>	<p>4/21/21: Ongoing <b>5/18/21: Update</b></p>
<p><b>14. 2021-2022 Plans</b></p>	<p><b>4/21/21:</b> Right now planning on in person, no distance option. There are a lot of unknowns at this time. There probably will be some physical distancing and masking requirements but with the vaccinations available that may be it. The goal would be in person instruction, but if we have to go online then we can take what we have learned, and review/possibly modify any current processes/models.</p> <p><b>5/18/21:</b> Communications have been sent to families about offering full time, 5 days a week in-person learning with no distance learning option. Q&amp;A came out today from OSPI which will be shared with staff. Guidance is subject to change. So far daily screenings are not required, masks will need to be worn, some physical distancing will be in place, and there will be COVID testing but still working on what that will look like.</p>	<p>4/21/21: In Progress <b>5/18/21: Update</b></p>
<p><b>15. Morning Prep Time</b></p>	<p><b>4/21/21:</b> Concern that morning prep time is lacking. There was discussion about if it was possible to have paras run a morning supervision time outside. There are some challenges with how differently paras are used in each building and managing para absences.</p> <p><b>Action:</b> Bob and Roberta will check in with principals to review options. <i>Action Item Completed</i></p> <p><b>5/18/21:</b> No update at this time. Bob and Roberta have talked with principals.</p>	<p>4/21/21: In Progress <b>5/18/21: No Update</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

<b>16. Chromebook/Technology Check In</b>	<b>5/18/21:</b> Working on a plan for staff and students to check in Chromebooks to start collecting and tracking inventory. Looking at a way to automate this process.	<b>5/18/21: In Progress</b>
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### 2020-2021 Meeting Dates:

#### Time: 3:45pm-5:00pm

- September 3, 2020
- September 15, 2020
- October 20, 2020
- November 17, 2020
- December 15, 2020
- January 19, 2021
- February 16, 2021
- March 16, 2021
- April 20, 2021
- May 18, 2021

## Pullman School District

PEA and Admin Meetings, 2020-2021

### CLOSED TOPICS

<b>1. Substitute Protocols</b>	<p><b>9/3/20:</b> Roberta shared preliminary substitute teacher planning criteria for distance learning and will communicate plan to building administrators.</p> <p><b>10/20/20:</b> Grace is working on training modules with an emphasis on online teaching and health/safety protocols. Dagny is working on contacting past substitutes and teacher applicants to see if they would be interested in returning to expand the sub pool. Working on reviewing emergency certifications through a vetting process.</p> <p><b>1/19/21:</b> Melissa Mayer joined the meeting to discuss contract language around substitutes. Currently at the elementary level, if someone is not able to teach they are following the sub protocol. Dagny has conducted a survey and should have those results by the end of the week. Need to have a procedure in place if there is a sub shortage in order to be prepared. Do have a handful of emergency subs that are ready to go. With staff needing a sub for 3 or more weeks, we are seeing the impacts in our sub pool. The team discussed the expectation of the language that would be incorporated into an MOU. There is also an option to move students online for a period of time to navigate any sub shortage. The team agreed to work on language for elementary and then wait to see what the model will be for secondary.</p> <p><b>Action:</b> Bob will ask Dagny for clarification on the sub pool and will see how many are elementary and how many are secondary. Bob will also review substitute protocols. <i>Action Item Completed</i></p>	<p>9/3/20: In Progress 10/20/20: In Progress 1/19/21: In Progress <b>4/21/21: CLOSED</b></p>
<b>2. Expectations around Focused Feedback</b>	<p><b>9/3/20:</b> The expectation of focused feedback is that the comments are meaningful and can be concise. If you are giving a meaningful assignment, then that would warrant some meaningful feedback. Feedback should be thoughtful and helpful for student to improve.</p> <p><b>Action:</b> Roberta made a note to include focused feedback as a professional development offering for staff.</p>	<p>9/3/20: In Progress 1/19/21: No Update <b>4/21/21: CLOSED</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p><i>Action Item Resolved</i></p> <p>4/21/21: The issue was resolved. Closed.</p>	
3. Shift Wednesday to Friday	<p>9/3/20: Discussion regarding asynchronous learning on Wednesday vs Friday occurred. Tabled for a later discussion.</p>	<p>9/3/20: TABLED 4/21/21: <b>CLOSED</b></p>
4. K-1 Reopening Planning	<p>10/20/20: Update from K-1 meeting and what's needed for the transition to in-person learning for staff and families. Continuing to address the questions from staff. Very fluid situation and will need to remain flexible. The expectations of teachers in a hybrid schedule was discussed and once finalized example schedules will be shared with staff. Discussion around what the distance learning program will look like and where distance learning teaching will take place. Need to also start planning for student meals for distance learning.</p> <p><b>Action:</b> Supply lists will be sent to families by the district.</p> <p><i>Action Item Completed</i></p> <p>1/19/21: K-1 students returned in-person on January 4, 2021.</p>	<p>10/20/20: In Progress 1/19/21: <b>CLOSED</b></p>
5. Health and Safety	<p>10/20/20: The new guidance provided by Troy Henderson was discussed. A health and safety protocols PowerPoint has been developed to be shared at staff meetings and will be shared with staff as a google link so it can remain a live document. Various health and safety protocols were discussed including notification and communication around the response to suspected or confirmed cases. Discussion around what the testing and quarantine process will look like. Meetings scheduled with medical community to provide further clarification and a decision making tree has been provided and is included in health and safety PowerPoint. Working on a plan for providing access to COVID testing for staff. Building administrators will also conduct "walk through" of protocols with small groups of staff.</p> <p>Bargaining team is working on language for health and safety protocol recommendations that might include disciplinary protocols for administrators to use with those not following health/safety protocols, and the notification and communication for confirmed cases. The bargaining team is also working on language on the prioritizing of staff that qualify to teach online due to "high risk" or "an increased risk" status.</p>	<p>10/20/20: Ongoing 1/19/21: Update 4/21/21: <b>CLOSED</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p><b>1/19/21:</b> Procedures and protocols at LMS in special education. Bob met with Cameron. LMS has ordered more comfortable face shields to address those concerns.</p> <p><b>4/21/21:</b> Safety materials were ordered as requested. Closed with the understanding that health and safety is an ongoing concern.</p>	
<b>6. Start Dates &amp; Hybrid Models</b>	<p><b>10/20/20:</b> Troy is still recommending for the youngest learners to return in hybrid model but it is a fluid situation. There is an emphasis on what groups are affected the most in our community. The hybrid schedule for K-5 is still in process.</p> <p><b>1/19/21:</b> Hybrid start dates are scheduled for K-5. Grades 6-12 are still to be determined.</p> <p><b>4/21/21:</b> Students in grades 6-12 are in attending school in a hybrid model. Closed.</p>	<p>10/20/20: In Progress 1/19/21: Update <b>4/21/21: CLOSED</b></p>
<b>7. Snow Days</b>	<p><b>11/17/20:</b> Snow days were discussed and with the idea of shifting all students to online learning instead of making up days. Teachers would work from home in the event of a “snow day”. The concern about staff who do not have access to adequate technology at home was discussed. If staff do not have adequate internet access at home, staff can access technology at school and classes would have a delayed start time to allow those who do not have access to get to a place where they do have access safely. If staff are unable to safely get a place with internet access they would have the option of calling a sub. Lessons and periods could also be adjusted to fit a “snow day” and/or emergency lessons can be prepared for those days. Buildings will be open if staff prefer to work from the building. Will explore the option of providing asynchronous lessons those days.</p> <p><b>Action:</b> Roberta will email principals to gather information about the number of staff that do and do not have adequate access to technology at home. Roberta will also work on the elementary schedule for those days. <i>Action Item Completed</i></p> <p><b>1/19/21:</b> Staff were surveyed and there was an adjustment to the elementary schedule. There will be no 1 hour delays to the challenges with zoom scheduling.</p> <p><b>4/21/21:</b> Closed for 2020-2021 school year.</p>	<p>11/17/20: In Progress 1/19/21: Update <b>4/21/21: CLOSED</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

<p><b>8. Health Providers and Inconsistent Quarantine Instructions</b></p>	<p><b>11/17/20:</b> Health providers are working on providing more consistent information. Best way to clarify for health providers is through Pullman Regional.</p> <p><b>Action:</b> Roberta will make contact to ensure that Pullman Regional and Health providers are clear that the messaging needs to be consistent. <i>Action Item Completed</i></p> <p><b>12/15/20:</b> District staff meet with the Whitman County Department of Health at minimum weekly. Haven't had any issues with inconsistent instructions recently. Feel that the issue of inconsistent messaging has been resolved. Quarantine requirements were discussed. WCDH has instituted the changes from the CDC. Our current process has been working just fine. Any questions regarding personal quarantine instructions, staff should reach out to Michelle Hyatt.</p> <p><b>1/19/21:</b> Roberta did make contact. Haven't heard of any other concerns.</p> <p><b>4/21/21:</b> Closed. The district continues to have conversations with WCDH weekly.</p>	<p>11/17/20: In Progress <b>1/19/21: CLOSED</b></p>
<p><b>9. Learning Pods</b></p>	<p><b>11/17/20:</b> For the next 3 weeks, will look at students most in needs to bring in small groups of students for some in-person learning for a ½ day or so. The schedule of those pods and the process for rolling it out is still being developed. The concern about conducting in-person pods along with distance learning was discussed. Students won't be in teacher's classroom for the entire ½ a day but will be scheduled to receive services or completing online learning in communal spaces while adhering to the health and safety protocols. The needs of each student may need to be addressed differently depending on the needs of the student and grade level teams will meet with building administrators to develop that schedule. Pods will be strictly structured and students will be required to adhere to their schedule. There will be some flexibility in the scheduling of students with classroom teachers to best meet the needs of staff and students. Building plans for learning pods will be reviewed by Bob and Roberta. There will be options and opt out choices for staff in regards to learning pods.</p> <p><b>1/19/21:</b> Have implemented learning pods. Will continue to review as the secondary model is finalized.</p>	<p>11/17/20: In Progress 1/19/21: Update <b>4/21/21: CLOSED</b></p>
<p><b>10. COVID Testing</b></p>	<p><b>11/17/20:</b> State pilot program is in process. The goal is for the COVID testing of staff and students to have no out of pocket cost. Insurance will be billed but no copay. If students are symptomatic the rapid antigen test would be administered. If positive they</p>	<p>11/17/20: In Progress 1/19/21: Update <b>4/21/21: CLOSED</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

will get PCR test which would have no cost. Surveillance testing for staff will also be conducted through a pilot program which would consist of a take home kit. Surveillance testing would be a sampling of staff on a rotating basis which would equate to a staff member being tested once a month. All testing is voluntary. Pilot program will start first.

Local plan for testing would start prior to January 4<sup>th</sup>. Testing would start with K-1 teachers and all in-person staff with direct contact with students. Staff that would remain online would not be tested immediately along with staff that have already tested positive. Baseline testing needs to be a few days before starting in-person and notification will be sent out to staff to schedule an appointment with the hospital for testing. This testing will happen 3-4 days prior to January 4<sup>th</sup>. To follow would be the testing of teachers in grades 2-3, and following that group would be teachers in grades 4-5 in order to get a baseline. Testing is voluntary. No out of pocket cost.

#### **Testing plan will consist of:**

1. Baseline testing
2. Symptomatic testing
3. Surveillance testing

**12/15/20:** Concerned about the number of staff that have lack of sign up for round 1 of COVID testing. If there are extra slots, testing will be opened up for staff in round 2. Testing is voluntary but Bob will continue to schedule those rounds so staff continue to have the opportunity to get tested. Going to work on reaching out and determining if there are any challenges or barrier for staff which is resulting in a low sign up.

Waste water testing will begin at the elementary schools on January 4<sup>th</sup> and testing will take place twice a week. That will then expand to secondary to determine if more testing is needed at specific buildings.

**1/19/21:** No positive waste water test results since we have begun testing. Bob will share results in Friday emails in the COVID section. If there is a positive result, there will be a rapid test sampling from that building. The district is continuing with PCR tests and 4<sup>th</sup>-5<sup>th</sup> grade staff will have the opportunity to test prior to February 1<sup>st</sup>. Curative testing has begun and notification has been sent out for staff to get rapid tests. These rapid tests will also be available for students that are showing symptoms.

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	4/21/21: Closed with the understanding that this is an ongoing concern. Open to continue with COVID testing for the 2021-2022 school year. More information to come.	
11. Distance Learning Classes	11/17/20: Distance learning classes need to be formed prior to winter break. Get K-5 classes figured out by Friday, December 11 <sup>th</sup> . The following Monday, would start with new group. 1 week prior to winter break would be transition activities for those students in those new classes. If in-person learning does not resume on January 4 <sup>th</sup> , the groups will remain and teachers will continue with new group.	11/17/20: In Progress 1/19/21: <b>CLOSED</b>
12. Sending Students Home	12/15/20: For students exhibiting COVID-19 symptoms, there is an isolation and screening protocol. Nurses will follow the COVID Screening Flowchart.	12/15/20: Update 1/19/21: <b>CLOSED</b>
13. New OSPI Metrics	12/15/20: This is on hold right now. Probably won't have those new numbers until the beginning of the new year.  1/19/21: New metrics presented to the board last week. Stages of Reopening has been revised and clarifications have been added. The edited new metrics and stages of reopening plan will be presented to the board on January 27.	12/15/20: Update 1/19/21: Update 4/21/21: <b>CLOSED</b>
14. Hybrid – Extended Period of Time	12/15/20: An extended period of a hybrid schedule for grades K-1 was discussed and the slow start model. Important to follow the hybrid schedule to see what the COVID numbers look like in January before making the shift to all students every day. Will need to reassess January 13 <sup>th</sup> for K-1. Principals will gather feedback which will be reviewed with Elementary Principals, Bob and Roberta. Confident that the transition can happen at the elementary level from a hybrid schedule to all students every day. This looks very different at the secondary level and need to start working on that plan as soon as possible. Infrastructure in place to notify families when that shift would take place as long as staff are ready.  <b>Action:</b> Set up meeting with principals, K-1 Team Leaders, PEA, and Bob and Roberta to reassess hybrid schedule for grades K-1. <i>Action Item Completed</i>  1/19/21: Had a meeting and there is still some hesitation with moving back to 5 days at the elementary level. Talked with principals and are working to gather what the barriers are from teachers. Bob, Roberta, Stephanie, and Principals will review those barriers and will work to find solutions to make staff more comfortable with coming back 5 days a week. Space is the main issue and the possibility of moving classrooms to bigger spaces. Staff and families would be notified at minimum one week in advance before	12/15/20: In Progress 1/19/21: Update 4/21/21: <b>CLOSED</b>



## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p>moving to 5 days a week, especially the transportation and food service departments. Asynchronous instruction would be eliminated with the move to 5 days a week.</p> <p><b>Action:</b> Bob is working to address the desk/space issue and storage space. Bob will work with Stephanie and Principals to continue to address barriers and create solutions to alleviate concerns. <i>Action Item Completed</i></p>	
<b>15. Secondary – Return to In-Person Planning</b>	<p><b>12/15/20:</b> Continuing to look at hybrid A/B schedule at secondary. Not sure if a distance learning only option will be available because there may not be enough staff to accommodate that. Will have to continue to explore that option. It was discussed that possible sending out a survey to 6-12 families to gather data to help guide that decision. Will have to get creative with staffing at the secondary level. Bob and Dagny will follow up with staff and accommodations needed.</p> <p><b>Action:</b> Secondary team leader meeting for an initial discussion in anticipation of WCDH recommendation for secondary students to return in-person at some point. <i>Action Item Completed</i></p> <p><b>1/19/21:</b> Secondary team leaders met. Bob will meet with Juston and Cameron to get an update this week. Secondary principals are reaching out to other districts that have brought back secondary grades to help create plans. Also looking at streaming options and experimenting to see what the best set up is as a possibility. Having streaming capabilities would be the least disruptive to student schedules, but no decisions have been made. Secondary team leaders will continue to meet and plan.</p>	<p>12/15/20: In Progress <b>1/19/21: Update</b> <b>4/21/21: CLOSED</b></p>
<b>16. Student Teachers and Interns</b>	<p><b>1/19/21:</b> Bob would like to propose that we bring in our student teachers to help with the sub pool now that we have testing capabilities. A negative curative rapid test would be required for student teachers before they enter the building and then they would need to be tested once a week. This would allow the district the ability to closely monitor that group. Student teachers are really beneficial for our sub pool. Test results are available within 24-36 hours. There was concern about the risk of student teachers being brought in consistently but with the testing capability that alleviated some of that concern. WSU is doing a much better job at testing their students. WSU is doing initial testing, waste water testing, and some random sampling. The district has the capability and enough rapid tests to test student teachers weekly at this point. The team will</p>	<p>1/19/21: In Progress <b>4/21/21: CLOSED</b></p>

## Pullman School District

### PEA and Admin Meetings, 2020-2021

	<p>continue to discuss and weigh the risk. Student teachers are the only group that would be tested regularly.</p> <p>4/21/21: Vaccination rollout occurred. Will continue to limit outside visitors. Closed.</p>	
<p>17. Families First Coronavirus Act</p>	<p>1/19/21: No action from the government currently. In the interim, if staff contract the virus at school the district is covering those 10 days so there is no negative impact on staff. Staff that contract it outside of school, those 10 days are not covered by the district.</p> <p>4/21/21: Expired. Have our own protocols in place. <b>Closed but will continue to monitor.</b></p>	<p>1/19/21: Update 4/21/21: <b>CLOSED</b></p>
<p>17. Vaccine Update</p>	<p>1/19/21: Find Your Phase link was sent out to staff. It is highly encouraged that all staff fill it out because they may be able to get a vaccine sooner than the district. The district is working with Whitman County if they have extra doses. Teachers are in “round 2B” phase but if staff have underlying health conditions or they meet the age requirements they would be eligible for a vaccine earlier. Anticipating a vaccine for round 2B earlier than April. Dagny is getting a list together to have it ready to go to contact employees when vaccines are available.</p> <p>4/21/21: Anyone that hasn’t been vaccinated has had the opportunity. Looking at having a vaccination clinic for high school students and hopefully middle school as well that will take place during school hours. More information to come.</p> <p>5/18/21: <b>CLOSED</b> - Vaccinations will be recommended but cannot be required when we return to school in the fall. Vaccination clinics are taking place for everyone ages 12+.</p>	<p>1/19/21: In Progress 4/21/21: In Progress 5/18/21: <b>CLOSED</b></p>
<p>18. Online Students Returning to In Person Learning</p>	<p>4/21/21: There has been some concern about caps on classroom sizes at the elementary level. There have been some new students that have moved into our district, however all decisions are based on space availability. If a school/class is full families have the option to find an opening at one of the other elementary schools and provide their own transportation. Administrators are also watching students that are not engaging online and encouraging them to return to in person learning if there is space available. Buildings are continuing to watch class sizes and maintaining physical distancing requirements is of the utmost importance. Not considering 3-foot physical distancing rule at this time and will not consider it until we are in phase 3. Classrooms are capped based on 6-foot physical distancing requirements.</p>	<p>4/21/21: In Process 5/18/21: <b>CLOSED</b></p>

**Pullman School District**

PEA and Admin Meetings, 2020-2021

	5/18/21: CLOSED	
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