

EDUCATIONAL CABINET MINUTES

August 10, 2021, 11:00 a.m.

Cafeteria

Attendees: Jim Conway, Megan Coker, Jeff Crotty, Kellie Dudla, Lisa Fox, Ashley Gershen, Courtenay Hall, Emily Holderman, Robin Larson, Ann Moellman, Ginny Mondschein, Deb Quillinan, Kenneth Schenk, Brian Thomsen, Heather Usher

Cabinet Goals for 2020-2021:

1. To take care of the safety & social emotional needs of students/staff
2. To manage the delivery of our academic program both virtually and in person
3. To continue to grow our home/school communication

Discussion - Cabinet Goals for 2021-2022:

Discussion took place surrounding the following points.

1. We want to make sure we are aligned with SPARC goals and the district level goals.
2. Possibly will be a goal connected to SEL/DEI (Diversity, Equity, Inclusion). There has been no discussion among the administrators regarding the new framework and what it means. Jim shared the following - [NYS Board of Regents Framework on DEI](#).
3. Curriculum review/alignment
4. Review feedback provided from families and LIM score from our parent, student, and staff surveys.. (Score looked at leadership, culture & academics). One area that stood out as a score to improve upon was student academic goal setting.

Cabinet Membership for 2021-2022:

Jim Conway (Principal), Geoff Bizan (Science CL), Megan Coker (Instructional Innovation), Bridget Crossman (Social Studies CL), Jeff Crotty (5-6), Kellie Dudla (K-2nd), Ashley Gershen (3rd-4th), Courtenay Hall (Parent), Emily Holderman (ELA CL), Robin Larson (Special Ed CL), Ann Moellman (Lighthouse Coordinator), Ginny Mondschein (Curriculum Coordinator), Deb Quillinan (EST), Kenneth Schenk (MCI), Summer Steves (Parent/PTSO Rep), Brian Thomsen (Math CL), Heather Usher (MCI CL)

UPDATES

Principals Update	<p>KUDOS</p> <p>End of School Year - Thanks for a positive ending to the school year including our Flag Day ceremony, moving up ceremony, annual staff breakfast, etc. What a year!</p> <p>Summer Reading - Thanks to Bridget and Renee for all that has happened in the library this summer!</p> <p>Jumpstart - Thank you to the office staff and teaching staff for making this program a success for our students. Jim will get feedback regarding the timing of our summer intervention for next year.</p> <p>UPDATES</p>
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	<p>Enrollment Current LGES enrollment is 280 K-6. Average Class sizes are 15.5 students. These class sizes are allowing us to Bridge the Gap.</p> <p>Lighthouse Recertification We need to complete our evident binder and Jim needs to get feedback from cabinet members. Please look at this and add information. Add any thoughts to this document. Jim and Ann will take feedback and complete the document.</p> <p>ACTION ITEM: Cabinet members please look at and add to the lighthouse virtual certification evidence binder document .</p> <p>Direct-Teach Lessons Direct-teach lessons must be taught K-6 by all teachers to ensure that we have a consistent approach to SEL, leadership, and now the NYS DIE expectations that will be heading our way. In addition to SEL, DIE concepts are covered effectively with our LIM lessons and approach. It does not require an overhaul of our curriculum and or more programs if we follow what's already in place.</p> <p>COVID-19 updates We are in a much better position to start the school year this year than last year. The reality of what this coming school year will look like is not foreign to us.</p> <p>At the time of this meeting the state was not offering guidance on reopening of schools. They are suggesting local school boards make decisions using guidance from CDC and local DOH. LGCSD Opening committees from last spring/summer have reconvened and are focused on finalizing our plans. We learned a great deal from last year and will be in much better shape to open this year. Further discussion below.</p> <p>Staffing Updates - Welcome to our new staff! Sarah Dillman - School Psychologist Kelsey Cox - 5th Grade Katie Gibbons - Reading department T.A. Jessica Egan - Special Education Lyn Derway -School Business Official Interim Lorrie Wolf - Custodian</p> <p>New staff training on The 7 Habits and the Leader in Me will take place on August 30.</p>
PTSO (Summer)	<p>Fall Festival:</p> <ul style="list-style-type: none"> ● We are currently planning the Fall Festival. If anyone is interested or knows anyone who would be interested in donating to the raffle event, it would be greatly appreciated. ● We are also looking for volunteers to run the activities. Here is a link to the volunteer

	<p>sign up list: https://docs.google.com/document/d/1M2dwNHI7GCHBMTdhAJJCWoW9Ld2YkU_1L09HctAPMul/edit?usp=sharing</p> <ul style="list-style-type: none"> ○ Some of the activities have teams listed -- those were the teams that ran those activities last year. People are free to change them if they would like to run different stations but if changes are made, please make a note of it on the list so I know who to contact, just in case there are any changes or questions. ● We understand that teachers like to ask parents to only commit to 30 minutes, which is why 30-minute sign-up slots. That being said, we are asking as many volunteers as possible to cover 1-hour shifts to mitigate confusion and chaos. Having 4 volunteer shift changes for a 2-hour event can get confusing. ● Is Primary willing to ask parents for ice cream sundae donations again this year? ● Is Intermediate II willing to ask parents for bottled water donations again this year? ● We especially need adult volunteers for all money stations -- raffle ticket sales, admission sales, and food sales. If any staff are willing to help us out in these areas, it would be greatly appreciated. <p>Glen Drive-In Theater: Summer has reached out to the owner of Glen Drive-In Theater to see if we can arrange an October fundraiser there with family-friendly Halloween movies.</p>
ELA	
Math	
MCI	<p>Will the library need to quarantine our books after use? Jim will look into this -he has not seen guidance changes yet. After school musical ensembles - what will that look like?</p>
Science	
Social Studies	
Student Leadership	<p>The Student Lighthouse Team finished the year strong! We completed nearly every goal we had. We are looking to create an opportunity for our younger students to contribute to the work of the SLHT this coming year.</p>
Special Education	Special Education June Minutes
EST	EST June Minutes
K-2	Kindergarten / Primary June Minutes
3-4	Intermediate I June Minutes
5-6	Intermediate II June Minutes

Educational Cabinet Shared Decision Making Discussion Items

I. COVID-19 Procedures & the Opening of School 2021-2022

Early August - Reopening committees met separately to discuss/update plans

Tuesday August 17 - Reopening committees meet to firm up plans

Tuesday August 24 - BOE return to school meeting/plans finalized

Some of our current thinking (not approved yet):

- We will not open in a hybrid model like we did last year at 5th/6th.
- Specialist requirements to wash down desks/chairs in between classes impacted our schedule last year. That requirement is lifted, so the schedule can return to one similar to two years ago. Cleaning supplies will still be available in all rooms at all times.
- We are not expecting teachers to teach live virtually. There is no planning now for virtual students or live meets.
- We are in conversation with Capital Region BOCES for the small number of medically excused virtual students. Students must qualify for this program. This would be a one year commitment.
- The expectations for students and teachers when short term quarantines occur is in discussion. Google Classroom was used effectively last year and may be used again in the event of COVID-19 absences/quarantines. We have TA's available to check in after school with these students. There is no expectation for live meets for quarantine situations. More discussion is needed regarding how services will be provided for these students.
- We will continue to use hand sanitizer or hand wash upon entering, before/after specials, lunch, recess, etc. -This worked!
- We will continue to avoid sharing supplies!
- Procedures will not change regarding books in the library and classrooms - Jim will look into this further.
- Use of individual bins continues to avoid congregation in areas inside the classroom
- Desks can be placed 3 feet apart -no longer 6 feet! This means we can use kidney tables, as long as we are maintaining 3 feet. If you place tables less than 6 feet apart you must be mindful of snack time
- Cafeteria use corresponds with allergies as needed. K-2 will be eating in classrooms. 3 -6 will eat in the cafeteria. The cafeteria tables will be placed 6 feet apart.
- Masks must be worn at all times inside with the exception of snack/lunch. Alternate those snacking to avoid distancing issues if desks are less than 6 feet apart and ensure less than 10 minutes with masks off.
- Current CDC guideline recommends 6 foot distancing during meals. This has a significant impact on where students eat which can impact classroom layout. 6 feet does not allow more than one grade level at a time to eat in the cafeteria. It is likely that this won't change.
- Jim will check in with the K-2 teachers and discuss how they would like to space their desks.

Sample of Questions still to be answered:

- We want to know from DOH what will necessitate quarantining to help guide us
- YMCA program status
- Music distancing requirements
- Finalize several teaching locations - dependent on above items, & lunch location needs
- Procedures for screening students/staff each morning still in discussion.
- Special events such as LGAN-parents only -schedule in large spaces?

Additional items for discussion:

Jim will review the guidance on paper and books and the quarantining of these.

II. LGES Leadership Structure Discussion

At the last June cabinet meeting members agreed to hold off on any decisions until after the BOE meeting and the sharing of district wide goals.

Jim shared the Committee Reviews 5/11 cabinet meeting and an [Educational Cabinet description](#) review of Cabinet & Curriculum leader roles and purpose of the committees. Discussion took place regarding curriculum leader meetings.

- What systems can we put in place that maximize grade level work time (working meetings)? Do large group meetings hinder the focus of curriculum leaders.
- Goal setting helps to define the focus of each committee and measure success. The setting of goals leads to the defining of tasks.
- How do we prioritize our goals and tasks?
- Is it more effective to use google meet for some, not all, meetings?

III. Other items

1. Jim will meet with Jamie to discuss special education students and where support is needed. This will help determine final TA responsibilities.

Ended: 2:00