

**McNamara Elementary**  
**Shared Decision-Making Committee Minutes**  
**October 9, 2020**  
**3:15-4:30 PM**

**Members Present:**

Toufic Elachkar  
Carol Applebaum  
Melanie Brooks  
Sanfora Foote  
Charity Maina  
David Sadof  
Lindsey Turner

**Agenda Items:**

**Welcome:**

- In-Person learning will resume on Monday, October 19.
- McNamara chose the hybrid model.

**Arrival Procedures for Faculty and Staff:**

- All faculty and staff will receive entry screening.
- Check-In App- Faculty and Staff are asked to check their temperatures prior to arrival and complete the 3 question check in (3 “No’s”-cleared and 1 “Yes” not cleared- do not report to work).
- Axiom medical health screening will contact all faculty and staff members who received alerts.
- In addition, for extra precaution teachers have agreed to have temperatures taken upon arrival, in the event they did not have time before arriving.

**Arrival Procedures for Students:**

- All students will receive entry screening.
- Temperatures cleared will be allowed entry, students will be checked outside while in car, and walkers will be escorted by parents. Temperatures 100.1 and above must return home.
- Pre-Kindergarten, kindergarten, and first grade will enter on Jason Street.
- Second grade, third grade, fourth grade, and fifth grade will enter on McAvoy Street.
- Siblings will enter on McAvoy.
- Students will report directly to class.
- Student arriving after 8 must enter through main office.
- What happens if a minor brings the student and the student has a temperature? A parent must escort their child/children to school.

- We want to limit what kids bring to school; backpacks, iPads, chargers, jackets, and basic school supplies.

#### **DISMISSAL:**

- Students will be dismissed using the **Group Me App**. Teachers will download the app and call students' number. This will allow students to stagger.
- Pre-Kindergarten, kindergarten, and first grade will dismiss on Jason Street.
- Second grade, third grade, fourth grade, and fifth grade will dismiss on McAvoy Street.
- Siblings will dismiss on McAvoy.
- Identification will be checked at the door for early leave and dismissed at door.

#### **STRUCTURED RECESS:**

- 8 minutes to give kids break from the mask rather have 3 classes
- Playground equipment is off limits.
- No tag or touching activities.
- Designated areas, grassy area by Jason, pavilion, in between the buildings and by Grape street to keep classes separated.
- Rainy day schedule- indoor recess but no exertion or movement in place
- No athletics

#### **MEALS:**

- Breakfast and lunch are in the classroom.
- Fresh Fruits and Vegetable Program- Snacks at the end of the day to take home on Tuesdays and Thursdays

#### **TRANSPORTATION:**

- Buses- making sure there is no overcrowding
- Staff members on morning/arrival duty will check temperature of kids as they get off of the bus.
- We don't have many students riding the bus.

#### **SECURITY/SAFETY:**

- HISD plan and SBC guidelines will be closely followed.
- A police officer will be outside in morning and afternoon.
- High touch areas will be cleaned every hour and a checklist will be completed.
- We have two plexiglasses per classroom, one on teachers' desks and one on the kidney tables.
- Number of students are limited, max 11 and t-building 9.
- Very few classes with those numbers
- Students will face same direction.
- Students will remain in desks, 6 feet apart.
- Restroom breaks will be scheduled and monitored by an adult to ensure social distancing.

- Lunch visits are prohibited.
- Water fountains have been sealed. Students can bring disposable water bottles and will be provided water during breakfast.
- One directional traffic in the hallway.
- Sanitizer stations in main hallways and in classrooms.
- Office staff will be provided plastic for shared keyboards.
- Library books will not be used.
- Every classroom will have a sanitization kit.
- We want to keep non Covid illnesses separated, thinking about T=1.
- We have very limited space.
- Students will take devices home daily.

#### **Other Procedures:**

- Substitutes are in place, Ms. Hicks, Ms. Simpson, Ms. Elzie, Mr. Belmonte, Ms. Diaz, Ms. Debbie.
- We may or may not be able to use cafeteria for class because it is used as storage.
- Custodial staff is putting markings on the floor 6 feet apart over the weekend.

#### **Questions/Comments:**

- It is very crucial that students and teachers remain in their BUBBLE.
- Assign seats carefully and thoughtfully.
- Students need to remain in space daily no switching desks.
- Backpacks remain with students on back of desk.
- How will we handle discipline issues? We will talk to the parent about reverting to virtual learning, communicating safety risk to self, students, and staff.

Do you approve McNamara's 2020-2021 **Reopening Plan**?

Do you approve McNamara's 2020-2021 **School Improvement Plan**?

All members approve McNamara's Reopening Plan and SIP.