

Environmental Charter School
October Board Meeting
October 21, 2020
6:30 pm-8:00 pm Eastern Time

1. **Call to Order** (Michael Aronson) at 6:30pm
2. **Pledge of Allegiance** (ALL)
3. **Recognition of Guests** (Michael Aronson)
4. **Public Comment**
5. **Consent Agenda motion to pass at 6:44 pm all in favor none opposed so moved**

Board Meeting Minutes - September 2020

Financial Reports as of July/August 2020

- i. Draft Balance Sheets July & August 2020
- ii. Draft Budget vs. Actual - July 1, 2020 - July 31, 2020 & Draft Budget vs. Actual July 1, 2020 - August 31, 2020
- iii. Draft Income Statement , July 1, 2020 - July 31, 2020 & Draft Income Statement , July 1, 2020 - August 31 2020

Payments over \$500, including credit card transactions over \$500 July/August 2020 Financial Statements

9.30.20 Cash Flow

Quotes/Invoices/Contracts over \$10k

- i. Family Behavioral Resources for Personal Care Assistant(s) - \$200 per day/approx. \$32,000
- ii. Western Pennsylvania School for the Deaf 2020-21 School Year Tuition Agreement- \$50,991.00
- iii. Z Corporation - ADA Ramp, \$51,079.40
- iv. Wesley Schools - approx. \$55,000
- v. School Outfitters - \$11,196.99, tabletop dividers
- vi. Maxim Healthcare Services Rate Changes

Audit Reports and related documents as of June 30, 2020

- i. Draft Audited 6.30.20 Financial Statements
- ii. Draft ECS 990
- iii. Draft Foundation 990
- iv. SAS 114
- v. Draft ECS Management Letter

Payroll Approval - Salaries by Title

Resolution 2020-10-2031 be it resolved by the Board of Trustees of the School, that the Consent Agenda for October 2020 be approved.

6. **Board Education**

Pandemic Plan - Preparations for Phase 2 (James Doyle - COO)

Approval Annual Audit (Ben Witsberger)

Resolution 2020-10-2032 be it resolved by the Board of Trustees of the School, that the 2019-2020 Environmental Charter School annual financial audit be approved. 7:33pm approved

7. **Other Business 7:37pm motion to move to executive**

Executive Session

HR/Staffing Monthly Report (James Doyle - COO)
ECS Collective Bargaining Agreement Update

Payroll Authorization

HS Real Estate Update

motion to close at 8:13pm back in general

Resolution 2020-10-2033: be it resolved by the Board of Trustees of the School, that expenses not to exceed \$100,000 related to environmental, engineering and site review for the ECS High School be approved. motion moved to approve at 8:14 all in favor none opposed

Adjournment of Trustee Meeting/ Board Committee Meetings adjourned at 8:15

ECS Phased Reopening



We grow citizens.



Context and Framework

We recognize that the safe reopening of schools is complicated and requires attention to many different variables. Our work must **prioritize the health and safety of our community and the refinement of our tools and practices to support learning (both in person and virtually), socio-emotional growth, and the well being of our students.**

At this time, we are working in a state in which every district, private, and parochial school are required to interpret and implement safety and learning protocols during a pandemic without strong leadership from the national, state, or regional government. We have defined our process and guiding principles to three categories: health-focused, data driven, and the collective community agreements.

The mission of ECS is to educate each student to high academic standards using innovative curricula that will foster knowledge, love of, and respect for the environment and preserve it for future generations.

We grow citizens.



Problem Statements & Guiding Principles

Health Focused

The health and safety of the ECS school community (students, staff, and families) is our highest priority.

We know that everyone has different risks and situations. We need to ensure we follow the critical measures set forth by the CDC, the PA Department of Education and the PA Department of Health in every situation possible.

Data Driven

We have data protocols from various agencies. ECS must interpret the guidelines set forth to create constraints in a context that lacks regional, state, or national leadership.

We need a plan that generates data, provides purposeful and careful plans/procedures and then adapts to the humans in the spaces to continually minimize community risk.

Collective

Creating and adjusting plans in a pandemic requires norms and procedures that *everyone* has to agree to in order to move forward, and to protect children, ourselves, and the community.

We need a plan that shows the what, how, and why to our community in a time that everyone is doing this differently, while also holding everyone accountable to the collective health of our community.



Health Focused: Prerequisites/Non Negotiables

1. PPE is provided for anyone who needs it
2. Ventilation system is fully operational and equipped with new filters; ventilation system provides sufficient airflow to every part of the building being utilized
3. Expectation is set that **all people in the building** wear masks properly and maintain 6 feet of social distance to the largest extent possible
4. All students to remain fully remote or are able to revert to fully remote if experiencing symptoms or are on a Covid-related quarantine



Data Driven: Prerequisites/Non Negotiables

1. There are clear and safe protocols in place to react to cases in our community and/or community spread
 - a. Clear procedures for positive cases in schools, and contact tracing plans are in place
2. Our plans are at least as safe as CDC guidelines for schools and the PDE guidelines for school reopenings
 - a. The Allegheny county percentage of RT-PCR tests that are positive during the last 14 days is 3% to <5% **OR** the Number of new cases per 100,000 persons within the last 14 days is 5 to <20 **AND** Ability of the school to implement 5 key mitigation strategies: *Consistent and correct use of masks; Social distancing to the largest extent possible; Hand hygiene and respiratory etiquette; Cleaning and disinfection; [Contact tracing](#) in collaboration with local health department.*
 - b. If county restrictions on restaurants, gatherings, or other closings are initiated, ECS immediately re-evaluates in-person procedures and ability to remain open.
3. School communities are fully and clearly informed of reopening steps (and related decision-making data) at all times



The Collective

Prerequisites/Non Negotiables

1. **Everyone agrees** to protocols of masks, staying home when you are sick, and honestly providing information regarding travel, participation in events, and other risk-associated behaviors toward the spread of the virus
2. Families/students who opt into fully remote learning are not disadvantaged by doing so
 - a. None of our planned curriculum is exclusive to or more accessible for in-person learners than for remote learners
3. Community health and well-being of our staff, students, and families are at the core of all planning



Reopening Checkpoints

Allegheny County Health Indicators

ECS Health & Safety

Physical Space/ Student and Staff Reintegration

The Collective

Instructional Model and Socialization

Staffing/ Scheduling

- ❑ The Allegheny county percentage of RT-PCR tests that are positive during the last 14 days is 3% to <5% **OR** the Number of new cases per 100,000 persons within the last 14 days is 5 to <20 **AND** Ability of the school to implement 5 key mitigation strategies: Consistent and correct use of masks; Social distancing to the largest extent possible; Hand hygiene and respiratory etiquette; Cleaning and disinfection; [Contact tracing](#) in collaboration with local health department.
- ❑ Indoor gatherings above 15 individuals are permitted in Allegheny County
- ❑ Restaurants in Allegheny County continue to stay open
- ❑ Personal Protective Equipment (PPE) and other necessary supplies are available for school use
- ❑ No ECS staff enter buildings experiencing COVID-19 symptoms
- ❑ Students scheduled to participate in-school have no COVID-19 symptoms
- ❑ There is a clear plan in place for communicating and reacting to any community spread
- ❑ There are [closure plans](#) - when 2-4 cases are detected in a building it will close for 2-5 days; when five or more cases are detected the building will close for 14 days (days may increase depending on rates in the county)
- ❑ A COVID-19 Building Response team is formed for each location
- ❑ Staffing for students is determined with consideration to staff with vulnerabilities
- ❑ ECS has an adequate supply of PPE and a plan to distribute PPE to students and staff who need it
- ❑ All classrooms are properly ventilated
- ❑ There is enough space in each classroom to maintain 6 feet of distance between each person, to the largest extent possible, and plexiglass is added as appropriate
- ❑ Facilities are being thoroughly cleaned daily
- ❑ Stairwells, bathrooms and other high traffic areas are well cleaned and we have plans to control traffic
- ❑ Adequate time for staff run throughs of new procedures to support transitions for students
- ❑ Transition plans for students in school have been developed
- ❑ Plans and communication for home to school transitions (i.e. additional masks, food/lunch safety) Identified and scheduled spaces for learning hubs to occur consistently and safely
- ❑ The entire ECS community agrees to the community collective non-negotiables.
- ❑ Staff and family feedback has been incorporated into the plans and procedures
- ❑ There is an ongoing feedback protocol that continuously integrates stakeholder feedback into plan
- ❑ 100% of families (remote/in building) who expressed desire for support/resources have received it
- ❑ ECS has an active plan to identify and support remote learners struggling with regular attendance or engagement
- ❑ The Crisis Management Team has active plans for trauma in community
- ❑ Instructional plans do not disadvantage remote learners
- ❑ Curriculum centers equity, anti-racist pedagogy, and trauma informed practices.
- ❑ Teachers provide rigorous remote instruction through live Zoom sessions that maintain small group size and ability to provide formative feedback that review and enhance new concepts and mini-lessons.
- ❑ Organized outdoor learning support will be provided for in-person, while also allowing capacity for outdoor meet-ups for remote students.
- ❑ Embedded in the model are different entry points and modalities for students to engage with a focus on SEL + Trauma-informed practices
- ❑ Feedback from surveys of teachers, students, and families has been incorporated into our curricular plans
- ❑ Special Education and related services can be provided safely.
- ❑ The schedule ensures minimal contact between groups of students, and ensures that safety can be maintained
- ❑ Schedule is staggered to prevent people from clustering in halls, doorways, stairs, bathrooms etc
- ❑ Staff lunch, bio breaks, and preps have been finalized
- ❑ A safe lunch plan has been designed
- ❑ Schedules prioritize virtual learning opportunities between students and teachers; an emphasis on advisory, and outdoor education opportunities for in-person hub
- ❑ Schedule allows for staff capacity to provide appropriate support and planning for remote learners (transition plans included)
- ❑ Schedule allows for special education needs



Weekly Checkpoints for in-person

Each item on this list must be reviewed to continue in-person learning

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- ❑ Indoor gatherings above 15 individuals are permitted in Allegheny County
- ❑ Restaurants in Allegheny County continue to stay open
- ❑ Personal Protective Equipment (PPE) and other necessary supplies are available for school use
- ❑ Daily health reporting of every staff member and student is consistent
- ❑ Students and staff participating in-school have no COVID-19 symptoms
- ❑ There is a clear plan in place for communicating and reacting to any community spread and if there have been cases already, the plan has worked
- ❑ Everyone in the building is properly wearing masks 100% of the time (with mask breaks)
- ❑ Building is being appropriately cleaned each day
- ❑ Ventilation is checked daily
- ❑ There is always soap or hand sanitizer in bathrooms, classrooms, and offices
- ❑ Students and staff are able to enter, exit, and move around the building without violating social distancing
- ❑ All people able to eat, drink, and take care of their physical needs during the school day
- ❑ All concerns brought up by community members about the safety of our buildings are addressed by our plans and procedures
- ❑ All students are wearing masks on the bus
- ❑ Survey results from staff in the buildings assesses compliance with: Proper mask use and social distancing; Cleaning of the building; Abidance with lunch protocol; Availability of PPE
- ❑ 100% of families (remote/in building) have access to resources needed to engage in school
- ❑ Survey results from remote community members indicate they are satisfied with the online experience
- ❑ Survey teachers on pacing, planning + student work
- ❑ Share survey results with school community in order for departments to make modifications for instruction
- ❑ Grade level teams collaborate to identify students who need additional support
- ❑ Curriculum and instructional practices focus on academics with SEL + Trauma-informed practices thoughtfully embedded throughout
- ❑ As students and staff transition into the building, the schedule continues to accommodate all safety procedures
- ❑ Remote learning continues to have dedicated schedule time and to be the core of instruction



Resources

[Decision Tree](#). The purpose of this tool is to determine proper procedures to address cases of exposure and infection of Covid-19

[ECS Health and Safety Plan Template](#). The purpose of this tool is to outline to the state our plans. This plan is general but provides process for moving forward with decision-making cross departments.

[ECS Protocols for Health and Safety](#). The purpose of this tool is to outline the facility readiness protocols, the monitoring protocols and other critical considerations for safety of staff and students.

[Internal FAQ](#) The purpose of this tool is to share frequently asked questions of our staff comprehensively.

[Community FAQ](#). The purpose of this tool is to share frequently asked questions of our community comprehensively.