

## **MINUTES OF THE VIRTUAL MEETING OF THE BOARD OF TRUSTEES OF CULTURAL ARTS ACADEMY CHARTER SCHOOL**

A virtual meeting of the Board of Trustees of the Cultural Arts Academy Charter School was held on March 17, 2020 using freeconferencecall.com.

### **IN ATTENDANCE:**

Henry Clouden III, Treasurer  
Shirley A Glasgow, Secretary  
Cheryl Pemberton-Graves, Vice-President  
Chrysetta Patterson, Member  
Dr. A.R. Bernard, President  
Dr. Laurie B. Midgette, Principal

The meeting was called to order at 6:30 pm with a quorum present.

### **THE CAACS CORONAVIRUS CONTINGENCY PLAN**

#### **How will CAACS respond if there is a local outbreak?**

Cultural Arts Academy Charter School at Spring Creek has communicated online and take-home resources for scholars and parents on healthy practices to prevent spread of the flu, such as regularly washing hands for at least 20 seconds, coughing into elbows, and staying home if they feel sick. We are providing direct links to the CDC's website as an additional resource. As an employee of the NYC Health Department and our school nurse, Nurse Wilson is sharing the most current health information with us from this city health agency. As an addendum to our CAACS Emergency Response Plan our responses may range from:

- Increased communications about keeping symptomatic scholars home;
- Coordinating scholar hand washing and increased cleaning of hard surfaces such as doorknobs and desks;
- The cancellation of extra-curricular events;
- Possible school closure.
- Google Classroom for our elementary scholars and online programs to increase their numeracy and literacy skills.
- Knowing that some of our scholars may not have access to technology and many older scholars do not live in homes with Internet connectivity, our plans will require individualized solutions for some scholars.
- Should a case of coronavirus be confirmed among our scholars or staff, CAACS will immediately notify all parents and provide recommendations and next steps.
- In any situation, such as a community-wide quarantine that required the closure of all schools for more than just a few days, CAACS will make every effort to continue providing educational programming to our scholars in an age-appropriate manner. Doing so is important to maintain learning and to provide

scholars with a sense of normalcy and a positive focus during a stressful situation.

**CONSIDERATIONS (in process)**

CAACS has to prepare for possible increased number of employee absences due to illness in employees and their family members, and for dismissals of early childhood program and K-12 schools due to high levels of absenteeism or illness. CAACS has to review our current policies and procedures that may come into play, such as:

- Scholar and employee absences due to illness (should “perfect attendance” procedures be amended),
- School closures based on public health concerns, emergency management plans, and

**CAACS has to:**

- Assess levels of supplies that will be needed in case of an outbreak.
- Check our insurance coverage for contingencies such as school closures and high employee absenteeism.
- Emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.
- Cancel nonessential travel per travel guidance from NYSED, NYCDOE, NYC Charter Center or the CDC website, including local field trips.
- Prepare materials including symptoms lists, scholar absence protocols, emergency response team communications plans, communications procedures with parents in the event of school closures, and the like.
- Coordinate with NYCDOE and NYSED about the possibility of mass scholar or staff absences. Will there be flexibility on requirements for scholar attendance days, graduation requirements, and staffing requirements?
- CAACS has to determine when school closure is indicated based on a set percentage of staff and scholar absenteeism as recommended by local and state public health authorities.
- Establish virtual education options for scholars if available for extended school closures.
- Address how staff will be informed about expectations for scholar home-based academic work.
- Coordinate with the NYCDOE/NYSED about the possibility of school closings.
- How will attendance days and/or virtual class time be counted?
- Partner with parents to assist in the delivery of educational services to their children.
- Coordinate with local health and welfare agencies or partner with CCC Food Program to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
- Provide information and support to families in need of childcare when schools are closed.

- Determine under what conditions schools will re-open.
- Staffing concerns

### **FOOD AND MEAL SECURITY**

Many scholars rely on the two meals served at school every day. Schools should work with community feeding organizations (food banks, food pantries, Red Cross, etc.) to plan for distribution of food to scholars by instituting meal pick-up and delivery options. CAACS will partner with the CCC Food Pantry to provide access to our CAACS families. If the President declares a National Disaster or if United States Department of Agriculture or New York State declares a situation of distress, public schools administering Child Nutrition Programs can contact the NY Office of General Services and request to use USDA foods for feeding purposes and schools could also request to administer the Summer Food Service Program or the Seamless Summer Option during times of emergency closure by contacting the NYS Education Department, Child Nutrition Program Administration office.

### **LEARNING MANAGEMENT SYSTEM – GOOGLE CLASSROOM**

Google Classroom is a tool that helps teachers manage coursework. With Classroom, teachers can create classes, distribute assignments, grade and send feedback, and see everything in one place.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will happen virtually.

### **OTHER CONSIDERATIONS**

- Obtain any needed equipment and supplies.
- Clear communication for staff and families is critical for potential quarantine expectations related to school closure.

Submitted – Shirley Glasgow, Board Secretary