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Five Town CSD/Camden Rockport Schools  
Special Joint School Board Meeting  
**CHRHS Chorus Room**  
Tuesday, August 24, 2021  
7:15 P.M.

Livestream Link: <https://youtu.be/sXH8psNhOXI>

### **AGENDA**

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Standing Committee Reports
  - a. Joint Policy – Met August 16, minutes attached.  
**First Read** (Possible Waiver of Policy Second Read)  
BED – Remote Participation in School Board Meetings
5. Possible Approval of the 21-22 School Year Plan
6. Adjourn



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Five Town CSD/MSAD #28  
Joint Policy Committee Meeting  
Bus Barn Conference Room  
August 16, 2021  
4:30-5:00 p.m.

### MINUTES

#### Members Present:

Marcia Dietrich, Chair  
Marcus Mrowka  
Brie Gutierrez

#### Also Present:

Maria Libby

#### 1. Call to order

Marcia called the meeting to order at 4:32 p.m.

#### 2. CSD/MSAD Joint Review

##### **New**

##### a. BED – Remote Participation in School Board Meetings

The committee discussed various parts of the policy to better understand its meaning. They also reviewed the Drummond Woodsum synopsis of the policy and its meaning. The committee ultimately decided not to change any of the language in the draft. It will go to the August 24 Special Joint board meeting for a first read and a possible waiver of the second read.

#### 3. Adjourn

The meeting adjourned at 4:58 p.m.

**FIVE TOWN CSD POLICY  
REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS**

The Five Town CSD School Board allows members of the Board to participate in a public meeting of the Board by remote methods in limited circumstances as provided in 1 MRS §403-B.

For the purpose of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable include:

1. The existence of an emergency or other issue that requires the Board itself to meet by remote methods.

An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the school unit, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action.

The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.

2. Illness, or other physical condition, or temporary absence from the area governed by the Board that causes a Board member to face significant difficulties traveling to and attending in person at the designated physical location of the Board meeting.

Prior notice of the Board member’s absence and the reason for it, with indication that the Board member plans to participate remotely, should be communicated to the Board Chair as far in advance of the meeting as practicable.

3. The area of the Board’s jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges.

The opportunity for the public to comment at Board meetings (20-A MRSA §1002(20)) applies to remote public meetings. If the Board allows or is required to provide an opportunity for public participation/public input during the meeting, an effective means of communication between the members of the Board and the public must be provided (e.g., submitting comments or questions by chat, raising hand on Zoom, submitting written comments to the Superintendent's office at least 24 hours in advance). Individuals with disabilities seeking a reasonable accommodation should contact the Board Chair as far in advance of the Board meeting as practicable.

Members of the public participating in public meetings of the board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). When the public may attend by remote methods, notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The Board may not determine that public attendance at a meeting will be limited solely to remote methods except under the conditions in subparagraph 1 above (emergency or urgent issue meetings).

A member of the Board who participates remotely in a public meeting of the Board is considered present for purposes of a quorum and voting.

All votes taken during a public meeting of the Board using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

Remote participation is not permitted for meetings where voters of the School Administrative Unit meet to vote as a legislative body, such as budget meetings.

Legal Reference:       1 MRSA § 403-B, 406  
                              20 MRSA §1001(20)

Cross Reference:       BEC – Executive Session  
                              BE – Board Meetings  
                              BEDA – Notification of Board Meetings  
                              BEDB – Agenda  
                              BEDD – Rules of Order

BEDH – Public Participation at Board Meetings  
BIC – Board Member Compensation  
KE – Public Concerns and Complaints

Adopted: \_\_\_\_\_

History:

First Reading: August 24, 2021

Second Reading:

Adopted:

Five Town CSD/MSAD 28  
2021-22 School Year Plan



*A resource for the school community outlining the district's plan for the 2021-22 school year in continued response to the pandemic caused by COVID-19.*

*This plan is subject to change as conditions change. The School Boards approved this document on XXX. The School Boards recognize the unprecedented times in which schools operate and the fluidity of our public health scenario, deputizing the Superintendent to make changes to this document without board approval based on emerging legal or health guidance.*

*Revised 08/17/21*

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## **INTRODUCTION**

One thing that has been clear in the recent CDC health data and reports is that the level of vaccinated people, infection rates, and transmission rates vary greatly across our country. We are incredibly fortunate that our schools are located in towns with some of the highest vaccination rates of the eligible local population in the country. Going hand in hand with that is the fact that our infection and transmission rates are also lower than most of the country. Therefore, we are hopeful that this will translate into our schools experiencing fewer cases. We persevered last year and did what most districts were unable to do – offer in person learning 5 days per week. We didn't have any transmission in our schools and we learned a lot.

This year I hope that school feels pretty “normal” to students and staff except that we will be wearing masks. Behind the scenes, we have done a thorough study of our ventilation and are making improvements this summer. In addition, we trust our community not to send sick children to school, and we will all continue good hand washing hygiene. We plan to offer a full slate of fall sports and extra-curricular activities. We expect to host events for parents again.

There are some bright spots as we embark on a new year, but we know that things are changing rapidly, and we have to continue following a combination of commonsense safety measures. We ask for families' support and understanding in the practices and protocols outlined below as we continue to ride out this pandemic. Schools play a critical role in helping to ensure the health and safety of not only our staff and students, but also our community. Because we take that role as seriously as we take our duty to educate and support our students, we know it is critical that we do what we can to be safe. It is also important that we all work together, students, families, and staff, to ensure that we can adhere to the measures outlined below. As a district, we will do our best to balance local health conditions, reasonable safety measures, and a superb educational experience.

The safety measures being implemented for the start of the 2021-22 school year are outlined below. In a recent session with Maine school Superintendents, Dr. Nirav Shah noted how quickly the landscape is changing once again. We will continue to update these protocols as we learn new information or conditions change throughout the year.

## **SAFETY MEASURES THAT ARE IN PLACE AT SCHOOL**

### ***Daily Health Screening***

Although we are not using the app MyMedBot this year, we need families and staff to do a daily Pre-Screening prior to accessing district schools and property, including transportation. Please see Appendix A for a copy of the screening document. Basically, if your child feels unwell at all, please keep them home!

### ***Masks***

With the highly contagious Delta variant spreading and children under 12 still ineligible for vaccination, the CDC has recommended that all students and staff members wear masks in schools.

- a. Masks will be required indoors for ALL staff and students, regardless of vaccination status. The only exceptions include the following:



- While eating or drinking. During meals, students will be masked until they begin eating and will mask back up as soon as they finish eating.
  - Teachers will schedule regular “face mask breaks”. When they do so, students and staff should try to remain 6 feet apart from one another if indoors (ideally it will be outside).
  - When adults are in their own office or classroom, by themselves.
- b. Masks will not be required outdoors but are certainly optional.
  - c. Masks will be required in all district busses and vans.
  - d. Face coverings should cover your nose and mouth and fit snugly against the sides of your face. Cloth face coverings should have multiple layers of cloth. For additional information about face coverings, review U.S. CDC guidance on how to make cloth face coverings, wear and remove masks/face coverings, and wash cloth face coverings.
  - e. Face coverings should not have ventilators or other holes and must otherwise comply with school appropriate dress codes.
  - f. Safe processes for swapping out masks that become damp or soiled during the day will be used.
  - g. Cloth masks should be washed daily.
  - h. Additional safety precautions may be used for school nurses when a nurse is tending to a sick person. These precautions may include eye protection, an N95 mask or a surgical mask, and/or gown.

### ***Physical Distancing***

Students and adults are encouraged to maintain 3-foot distancing as feasible while indoors.

### ***Hand-Hygiene***

All students and staff will be required to exercise hand hygiene (handwashing or hand sanitizer) when getting on and off the bus, upon arrival to school, before and after eating, and after using the restroom.

### ***Cleaning and Disinfection***

Custodians will conduct cleaning of high touch surfaces throughout the school day, and thoroughly clean the building at the end of each day.

### ***Ventilation and Outdoor Spaces***

- a. Five Town CSD and MSAD #28 contracted out to have a ventilation inspection of every room in our buildings and we are working over the summer to address any issues in order to optimize the strong systems we have in place. Staff are encouraged to keep windows and doors open while weather permits.
- b. Schools will encourage the use of outdoor play and outdoor spaces for instruction, breaks and eating breakfast/lunch.
- c. Windows on busses will be down as much as possible (see next section on Transportation)

### ***Vaccinations***

- a. Under the DHHS Declaration of Public Health Emergency, Maine schools are *required* to collect vaccination status of all employees and report de-identified rate information to Maine public health officials monthly. We will comply with this mandate.
- b.

- c. Five Town CSD and MSAD 28 will also continue to partner with Pen Bay Medical Center as possible in order to offer and educate staff, students, and families on vaccination opportunities.
- d. When the opportunity arises, we will again host vaccine clinics for eligible students and staff.

### ***Pooled Testing***

Neither the Five Town CSD *nor* MSAD 28 is currently planning to participate in the state's pooled testing program. We will continue to analyze the relative costs (instructional interruption, required manpower, etc.) and benefits (potential for early detection of infection) of this option as the year continues.

### ***Transportation and Field Trips***

- a. There is currently not a limit to the number of students on buses aside from regular capacity limits as described by the bus manufacturers.
- b. There is no requirement for social distancing on buses, but it is encouraged where/when practical.
- c. Students and staff *are required* to wear a mask on all transportation and must sanitize hands upon arrival on the bus and departure off of the bus.
- d. Students will sit in assigned seats on the bus until further notice.
- e. Buses will travel with two windows in the front open and two windows in the back open at minimum.
- f. During inclement weather, the two windows in the front and two windows in the back should remain cracked (2") in order to allow for air flow.
- g. Field trips are permitted with the approval of the building principal.

### ***Band/Chorus***

Indoor choral and instrument play is allowed by following these guidelines:

- a. Chorus singers require a face covering and 3-foot distancing
- b. Band requires wind instrument bell coverings and 3-foot distancing

### ***Visitors and Volunteers***

Visitors and volunteers may enter our buildings with approval from the building administrator.

- a. Approved visitors, will:
  - Buzz or call the main office before entering
  - Use required PPE
  - Complete the COVID-19 Symptoms & Wellness Self-Check Protocol (See Appendix A) prior to entering the building

### ***Student Out Sick***

Students who are not feeling well should stay home from school when they are showing any symptoms of illness.

If the symptoms are COVID related (see Appendix A), families will contact their health care provider and the following will occur:

- a. Family will report symptom(s) to school nurse.

- b. In order to return to school, one of the two following criteria must be met:
  - Present a clearance note from the child's medical provider to the school nurse and be 24 hrs. symptom free without the use of medication.
  - If a family chooses not to contact their child's provider, the child must meet the CDC criteria of being 10 days since the start of symptoms, 24 hours fever-free (< 100.4 F without the use of fever reducing medications) and have improved symptoms before returning to school.
- c. All medical documentation will be kept in the nurse's office.
- d. Refer to Health Protocol in Appendix C.

### ***Employee Out Sick***

Staff who are not feeling well should stay home from school when they are showing any symptoms of illness.

If the symptoms are COVID related (see Appendix A), staff will contact their health care provider and the following will occur:

- a. Notify the school through an e-mail to the administrator and school nurse to state the symptoms,
- b. Record the absence in Frontline and mark as sick-self,
- c. Contact their health care provider.
- d. If a test is ordered, the employee will not return to work until the test result is received.
- e. The employee will share the test result with the school nurse (who will verify and document it).
- f. Refer to Health Protocol in Appendix C.

### ***Isolation at School***

Five Town CSD/MSAD 28 will follow the [Child Unwell Protocol](#) in Appendix B. If students or staff show any signs of the most common symptoms or two or more of the less common symptoms, during a school session, the school will:

- a. Immediately isolate said individual in a designated *isolation room* in the nurse's office.
- b. Give sick individual a clean disposable mask to wear.
- c. Log all persons entering and exiting the *isolation room*.
- d. Maintain social distancing throughout all interactions with the individual to the extent possible.
- e. Contact family to pick student up immediately (Staff will immediately depart and go home.)
- f. Escort student out of the building to meet families.

### ***Standard Operating Procedure for a Positive Case***

If a suspected or confirmed case of COVID-19 has entered the school and/or transportation, the school will:

- a. Notify and coordinate response with local health officials and immediately begin following the [Maine DOE and CDC Standard Operating Procedure](#) (Updated 8/12/21)
- b. Notify individuals who may have come into contact with the positive case

### **Quarantine**

- a. Students and staff who travel outside of Maine will follow the state quarantine requirements at the time of their travel.
- b. Check this link for current guidelines:  
<https://www.maine.gov/covid19/restartingmaine/keepmainehealthy/faqs>
- c. See Appendix C for all other quarantine requirements, including close contacts.

### **Extra-Curricular Activities and Events**

We plan to have a full slate of extra-curricular activities and events in our schools, following guidelines in this document, until such time that conditions require us to adjust accordingly.

### **Sports**

We plan to have a full slate of fall sports until such time that conditions require us to adjust accordingly. At this time, masks will not be required while outdoors, but they will be required on buses. We will send information out about winter and spring sports as those seasons draw near.

### **Remote Learning**

There will be a few situations when remote learning *is available* this year, but it will not look like last year. There is no true remote learning option this year. Situations that may include a remote component will be:

- a. Extended (over 2 weeks) and documented medical issue (a significant medical event that precludes physical attendance for two or more consecutive weeks). Students in grades 5 – 12 will be able to observe classes remotely and then work directly with the teacher to determine how to fulfill course requirements. This would likely be part of a 504 plan. An example would be a student recovering from surgery after breaking both legs.
- a. Quarantined Student:
  - a) Pre-K – 6. If over 75% of students in a single class are identified as close contacts, the entire class will shift to remote. If fewer than 75% of students in a single class are identified as close contacts, quarantined students will be able to access class work/activities remotely via SeeSaw/Google Sites and Google Slides and be in close communication with teachers.
  - b) Grades 7 – 12. Unvaccinated close contacts who need to quarantine will have the ability to remote into classes. Students will be able to observe classes remotely and then work directly with the teacher to determine how to fulfill course requirements.

In the following situations, remote learning *is not available*:

- a. Sick child: A sick student should focus on healing and can get caught up at school in the traditional way – by talking to individual teachers and making a plan.
- b. Family vacation: Families taking vacations while school is in session should contact individual teachers before departure to gather work that can be done while away. There will not be a remote option.

In the cases outlined above, students in grades 5 – 12 can access Google Sites and Google Slides or Schoology to keep up with required assignments and catch up with teachers upon their return to school.

### ***Snow/Heat Days***

- a. *Snow Days*. The plan will be to use Remote School Days on our first few “snow days” so we don’t have to make up those days the following summer. However, it all depends on power outages, amount of snow, number of snowy days, etc. Decisions will be made for each snow event, so stay tuned for my friendly morning messages. Whenever we have an all-school remote school day, CHRHS and CRMS will follow an abbreviated schedule (9:30 – 2:45 student day), and CRES will continue to use Genius Bags that will be sent home in the fall.
- b. Specific Language in our district
  - “*Snow Day*” – there will no school
  - “*Remote School Day*” – whether due to COVID or snow, all students will attend school remotely
- c. *Heat Days*. There may be a day or two this fall or next spring when the temperature rises to a level that is too uncomfortable to wear a mask and be in school for the day. In these situations, it is our intention to have a remote school day that follows the plan above for snow days. We will alert families to this situation via the district communication system (email, text, and phone.)

### ***Important Links***

- a. CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- b. Maine DOE COVID Toolkit: <https://www.maine.gov/doe/covid-19/toolkit>

APPENDIX A: Daily Health Check

# COVID-19

## Pre-Screening Tool for School Attendance

Within the past 24 hours  
have you had a fever  
(100.4 and above\*) or  
used any fever reducing  
medicine?

YES =



Do you feel sick with any  
of the most common  
symptoms of Covid, had  
vomiting/diarrhea, or felt  
unwell?  
*(see symptom list to the right)*

YES =



Have you been a close  
contact of a person with  
Covid in the past 14 days?

YES =



Have you traveled  
outside of the state in  
the past 14 days?

YES =



Contact  
Your School

**Stay home with any YES response to the questions above OR with two or more of the "less common" symptoms listed to the right.**

Attend school when all answers are NO and your child is feeling well with no other symptoms of illness. Call or see your school nurse or other designated person at school if you have questions.

Updated 10.9.20



### Most Common Symptoms of Covid 19:

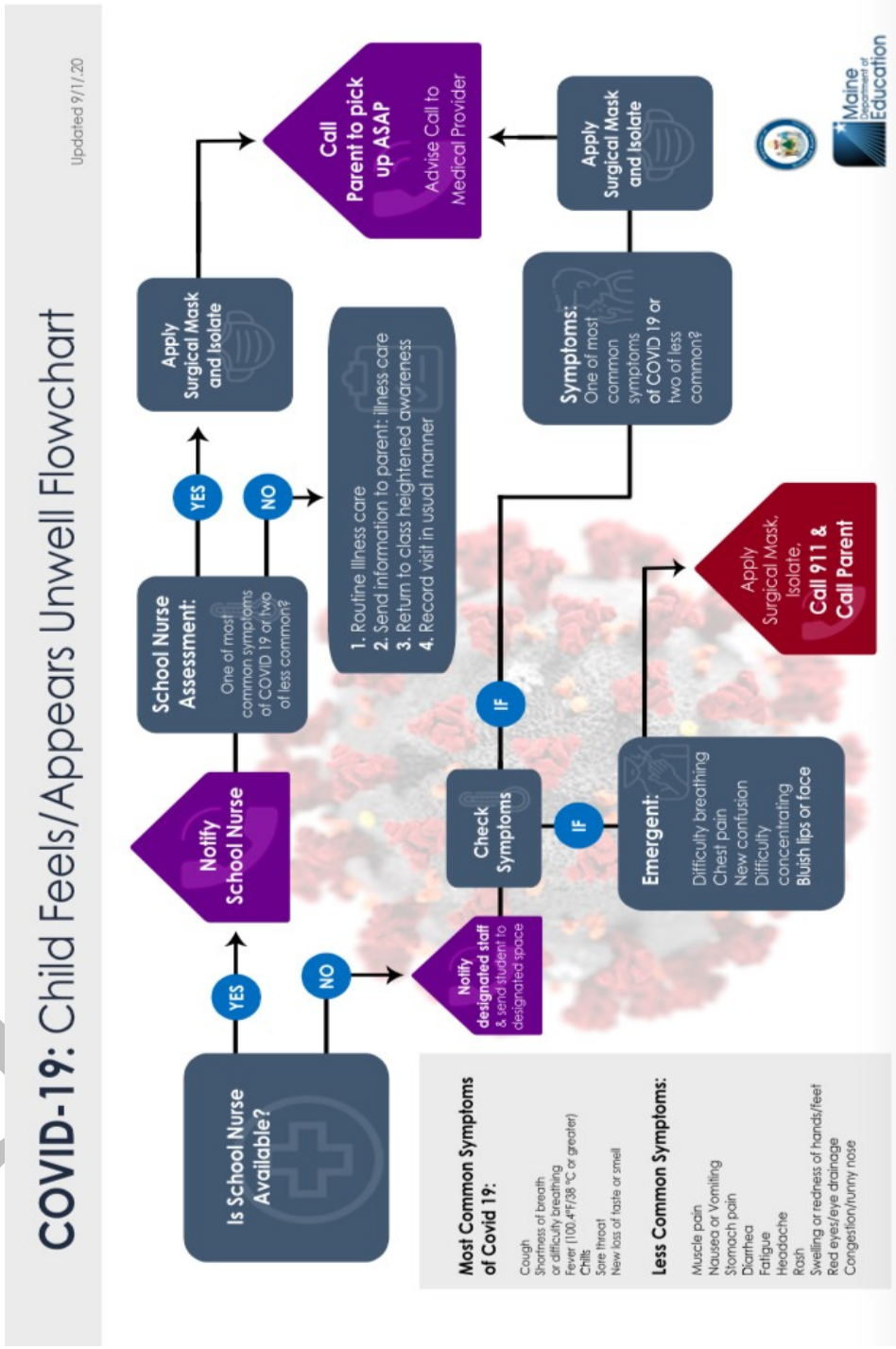
Cough  
Shortness of  
breath  
or difficulty  
breathing  
Fever (100.4°F/  
38 °C or greater)\*  
Chills  
Sore throat  
New loss of taste  
or smell

### Less Common Symptoms:

Muscle pain  
Nausea or  
Vomiting  
Diarrhea  
Fatigue  
Headache  
Congestion/runny  
nose

\*Fever is 100.4°F/  
38°C regardless of  
measurement  
location (oral,  
temporal).

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## APPENDIX C: Health Protocols

*These protocols will be updated based on ongoing guidance from Maine CDC and guidance from infectious disease medical professionals.*

### **I. Staff/Student out sick**

After a person has been out of school for a suspected COVID-related absence - a time-based return to school strategy is determined based on a person's health status. Decisions about "return to school" for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.)

1. Non-COVID
  - a. Students/families call the school to let them know of the absence. Staff record in AESOP.
2. Possible COVID
  - a. Symptoms could be COVID related (see health check in Appendix A).
  - b. Contact your primary care physician and follow their instructions.
  - c. If a student or staff member is tested, they will need to stay home until the test results are known. Contact the school daily.
    - i. **If the COVID test is negative:**
      - a) Student/Staff member must remain home until symptoms are improving and are fever-free for 24 hours without using any fever-reducing medication.
    - ii. **If the COVID test is positive:**
      - a) Contact the school nurse as soon as possible.
      - b) The school nurse and building administrator will follow the SOP for the Investigation of COVID-19 in PreK-12 Schools in Maine.
      - c) Return to school after at least 10 days have passed since the positive lab test **AND** fever-free for 24 hours without using any fever-reducing medication **AND** symptoms improving. A doctor's note is required to return to school.
3. Athletes with a prior COVID-19 diagnosis should undergo a medical assessment before returning to exercise.
  - a. Every student-athlete with a prior diagnosis of COVID-19, symptoms suggestive of COVID-19, or a "close exposure" to someone with COVID-19 must contact their primary care physician, nurse practitioner, or physician's assistant to determine if further evaluation is warranted prior to returning to sports.
  - b. Regardless of if the medical provider deems further evaluation is warranted, documentation must be provided to the Athletic Director, Athletic Trainer, and/or School Nurse prior to participation.
  - c. A medical evaluation is required for student-athletes with a confirmed diagnosis of COVID-19. This may include additional testing.

### **II. Staff or Student presenting symptoms at school**

1. The nurse/or backup staff will follow the MDOE COVID -19 Child Feels/Appear Unwell Flowchart in Appendix B.



2. If symptoms presenting are COVID-like symptoms, Nursing staff will isolate the individual from all other members of the school community and notify families/staff member's contact to have the individual sent home. They will be advised to contact their primary care physician. Nurse spaces at each school will have two separate locations - one where individuals can be seen for medications, etc. and one where anyone presenting COVID-like symptoms can be seen and isolated. Nursing staff will don appropriate PPE.
3. Staff who are presenting COVID like symptoms will be sent home to contact their PCP.

**III. Isolation and Quarantine** (Staff – see Protocol Staff COVID Situations in Staff Info for additional information)

1. Students, teachers, and staff who test positive for COVID-19 will isolate until they meet the U.S. CDC criteria for release for isolation.
  2. Close contacts must be notified for every COVID-19 case in students or staff. The close contact definition is exposure within 6 ft for more than 15 minutes within a 24-hour period or any direct physical contact.
  3. Close contacts must quarantine for 10 days from COVID-19 exposure from school and school activities except if at least one of the following conditions applies to the close contact:
    - **EXCEPTION #1:** The close contact (staff or student) is vaccinated and if the exposure occurred more than 14 days after the individual's completion of the vaccine series. If the exposure occurred after vaccination but prior to the 14 days, the close contact must quarantine for the full time period: **or**
    - **EXCEPTION #2:** The close contact (staff or student) has a previous positive COVID-19 test result (molecular or antigen) collected within 90 days of the exposure: **or**
    - **EXCEPTION #3:** The school has a mandatory masking policy. If so, then an exposed classroom student does not need to quarantine from regular school-day activities when the student close contact was at least 3 feet from an infected student (laboratory-confirmed or a clinically compatible illness) provided that:
      - i. The school enforces consistent and correct use of well-fitting masks; **and**
      - ii. No direct physical contact occurred.
- Exception #3 is limited to classroom exposures only. Exposures that occur in buses, cafeterias, and school sponsored activities are not eligible for exception #3. The exception does not apply to teachers, staff or other adults in the classroom.

**Summary of Quarantine Exceptions:**

Quarantine Status (See 1-3 above)	Community Quarantine?	School Quarantine?	Quarantine from after school sports and activities?
Exception #1: Vaccination	No	No	No
Exception #2: 90 days	No	No	No
Exception #3: School with Universal Masking where exposure occurred in the classroom	Students: <b>Yes</b> Staff: <b>Yes</b>	Students: No Staff: <b>Yes</b>	Students: <b>Yes</b> Staff: <b>Yes</b>