



# MAURY ELEMENTARY SCHOOL LOCAL SCHOOL ADVISORY TEAM

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1250 Constitution Avenue NE, Washington, DC 20002 • (202) 698-3838 • mauryelementary.com/lSAT

## **Meeting Minutes—DRAFT**

May 5, 2020, 4:00 pm via remote teleconference

School Leadership Present: Helena Payne Chavenet, Taeneress Griffin

LSAT Members Present: Jean Kohanek, Elizabeth Nelson, Becca Schendel Norris, Becca Sanghvi, VanNessa Duckett, Norah Rabiah, D'Ann Lettieri, Stefany Thangavelu, Katie Spellacy

LSAT Members Absent: D'Angela Williams, Shannon von Felden

Other Attendees: Lora Nunn, George Blackmon

1. **Approve minutes from previous meeting.** Motion by Norah Rabiah to approve minutes without correction; seconded by Becca Sanghvi. Minutes approved on roll call vote.
2. **Community comments.** None.
3. **LSAT Elections.** Elections for new LSAT representatives must be held before the end of the school year. Elections for parent representatives for 2020–21 school year will be held remotely on Wednesday, May 27 to allow for a three-week period for nominations. Per LSAT Guidance, the PTA will run the election; the PTA Parliamentarian will use OpaVote software that has been used for PTA and LSAT elections in the past. Every parent will receive a unique ballot code at the e-mail address on file with school.

WTU Representative Becca Sanghvi confirmed that the election for teacher representatives will be held on May 20. **(UPDATE: On May 11, WTU advised that LSAT teacher representative elections should wait until fall; current teacher representatives will remain on the LSAT until an election is held.)** Principal Payne-Chauvenet stated that the election for staff representatives will be held before the end of the school year.

The LSAT agreed that it would be good to hold one more meeting this year, with new LSAT members in attendance to ensure a smooth transition. The last LSAT meeting of the 2019–20 school year will be held on June 9.

4. **Enrollment and budget updates.** Enrollment for next year [is now online via DCPS portal](#), with enrollment information flowing to Maury administrative staff. The goal is to complete re-enrollment before the end of this school year on May 29. Early enrollment will be critical to potential hiring of additional staff and all planning for next year.

DCPS currently has a “budget freeze;” there have been waivers to allow exceptions for some positions. Budget should provide coverage to the projected staffing level expected. However, the additional Grade 2 teacher that we were hoping to get through demonstrated enrollment is NOT a guarantee; DCPS is still deciding on how some of the flexible pots of money will be used. DCPS is also rolling out some vacancies in a different way; classroom paraprofessionals may be affected by that. Though we have guaranteed positions, we are striving to get through this process quickly to get settled for next year. School leadership has been in touch with affected paraprofessionals and teachers.

All current vacancies are allowed to be filled and Maury currently hiring for 2020–21 school year. School wide communications will go out to encourage all families to enroll before the close of this formal school year.

Unclear if there will be additional budget constraints due to any new post-COVID safety requirements for cleaning, health, or psychosocial support staff as well.

5. **Distance learning updates.** The Mayor announced that DCPS will end the school year on May 29, 2020. Teachers are currently working to ensure contact with all learners and Principal Payne Chauvenet confirmed all students have been in contact with Maury staff and were provided devices or support for connectivity as needed.

PTA Town Hall meeting was held last week with good participation from staff and families. Currently school is focused on end of year wrap up, including class placements and planning for next year after we get additional guidance in mid-May. Teachers have been in touch regarding special celebrations for Kindergarten and Grade 5. There will be **no school on May 22** as it was announced this would be a Conference Day; staff are talking about what that will look like. No distance learning will be held on this day or on May 25 (Memorial Day).

There has been no formal announcement or update yet from DCPS on summer school. Continuation of access to any online program being used currently with classes will depend on private company agreement with DCPS and not sure if these agreements will end as of May 29, or later in June/July.

6. **Reopening school—issues and concerns.** Unclear what the roadmap will be for the 2020–21 school year. Communications between DCPS and school leadership have been focused on the here and now distance learning—there have been no specific conversations with principals about reopening. There is the [Mayor’s Committee to Reopen Schools](#), and many decisions at the city level are still being formed. WTU sent out surveys seeking [feedback from teachers](#) regarding four different scenarios and are part of the Mayoral panel on reopening schools. The next update will be provided by the Mayor in mid-May. (More links are available at [DCPS COVID FAQs](#).)

We have been hearing directly from families about their concerns, and will receive data from the DCPS family survey. School leadership are always available to talk to families.

Next year, the Maury leadership indicated that distance learning if it occurs would be conducted under a singular school wide platform, which would be Microsoft Teams. There will be recorded and live options to be flexible for different family structures. Whole class meetings will likely still be conducted via Zoom as it allows teachers to see all students in a class, and do breakouts. Goals for future distance learning are to find more ways to do small group work to provide better differentiation for students. Teachers are always adapting to what their students need.

Teachers shared that the number one complaint from parents relates to problems with Microsoft Teams, and noted that because not all families are proficient on Teams, we need to have other formats/ways to connect with families. Principal Payne Chauvenet stated that the priority for this year was to use whatever works best in individual classes so as not to disrupt learning further; in the future, the school will strive for more consistent application of the platform across grades.

Training and capacity-building for all teachers, families, and students on whatever platform is in use is important to ensure there are no skill gaps and technology barriers that are preventing learning for all. Principal Payne Chauvenet also mentioned that [DCPS Parent University](#) has done a webinar on Microsoft Teams and that there are many short online courses on specific features.

7. **DGS building updates.** Limited staff presence in the physical building; contractors are currently able to work on punch list items and there has not been a significant delay overall. School administrators are monitoring the building for leaks and general maintenance. The contractor that was housed at Maury (handling HVAC and contractor coordination) has stopped working during this time; we are unsure how this affects the end date of their contract work. Maury has been getting increased visits from a DCPS building engineer to maintain systems; it is unclear how this affects the punch list as

individual contractors have their own COVID-19 work policies. Though there are still some outstanding items, the major repairs have been done.

8. **Closing out the building for the year.** Teachers can access their classrooms under certain limitations, but most will likely not close out classrooms as the building will not be used over the summer. All medication on site has been returned to families.

Teachers are looking for ways to have a close out with past students whenever we are all able to be back together in the building—we need to acknowledge that students have a lot of work that is important to them in the classrooms. It would be good for students if we can close out this school year in some way instead of just sending kids off to the next grade.

More guidance regarding close out procedures from DCPS is anticipated after the next announcements from the Mayor in mid-May. Appointments to pick up any important items can be arranged through the front office staff on a limited basis.

9. **New Business.** No new business.

We appreciate all the teachers and staff at Maury for supporting both students and families in these challenging times!

The meeting was adjourned at 4:56 pm.

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The next LSAT meeting will be held Tuesday, June 9, 2020 at 4 pm via teleconference.