

D90 Community COVID-19 Advisory Panel Members

<i>Member Name</i>	<i>Role</i>	<i>Stakeholder Group</i>
Dr. Peter Chien	Psychiatrist	Parent
Dr. Steven Powell	Pediatrician	Parent
Dr. Amy Guralnick	Pulmonary/Critical Care	Parent
Dr. Kyle Popovich	Infectious Disease	Parent
Dr. Helen Lee	Internal Medicine	Parent
Dr. Nicole Thompson	Anesthesiologist	Board of Education
Louisa Starr	RFEA Co-President (M.S.)	Faculty
Shana Joyce	RFEA Co-President (Elementary)	Faculty
Gina Hardy	RMS Nurse	School Nurse
Pam Clink	WES Nurse	School Nurse
Erin Godellas	WES Nurse	School Nurse
Anthony Cozzi	Director of Finance and Facilities	District Administration
Steve Kreigermeier	RMS Engineer	Staff
Humberto Vigil	WES Engineer	Staff
Alison Hawley, Ed.D.	Director of Curriculum/Instruction	District Administration
Denise Matthews	Director of Special Education	District Administration
Casey Godfrey	LES Principal	School Administration
Diane Wood	WES Principal	School Administration
Larry Garstki	RMS Principal	School Administration
Ed Condon, Ph.D.	Superintendent	Superintendent
Dawne Simmons	Communications Coordinator	Communications Staff
Lisa Krusinski	RMS Secretary	Staff
Tammy Brenneman	Educational Support	Staff
Brittany Yelnick	Social Worker	Faculty
Bobby Bachar	RMS Faculty	Faculty
Marta Kozbur	LES Faculty	Faculty
Aimee Conrad	WES Faculty	Faculty
Genevieve Jones	RMS PTO Co-President	Parent
Stephanie VanDerSchie	WES PTO Co-President	Parent
Alexis Agema	LES PTO	Parent
Chelsea Austin	RMS – Grade 8	Student
Joe Knackstedt	RMS – Grade 8	Student
Philip Jimenez	West Cook YMCA President, CEO	Community Partner

COVID-19 Community Advisory Panel Focus Area Groups

Return to School – 1	Infection Control - 2	Medical Response/Tracing - 3	Communications - 4	SEL Supports - 5
Larry Garstki Alexis Agema Genevieve Jones Bobby Bachar Denise Matthews Helen Lee Shana Joyce Chelsea Austin	Steve Kriegermeier Erin Godellas Humberto Vigil Anthony Cozzi Marta Kozbur Nicole Thompson Amy Guralnick	Steven Powell Kyle Popovich Stephanie VanDerSchie Peter Chien Gina Hardy Alison Hawley Pam Clink	Dawne Simmons Phil Jiminez Casey Godfrey Louisa Starr Lisa Krusinski	Brittany Yelnick Diane Wood Joseph Knackstedt Tammy Brenneman Aimee Conrad

D90 Community COVID-19 Advisory Panel
Process Plan

Session 1 – September 10, 2020
Overview and “Building Community”

Key Meeting Content:

- Member introductions
- Agreements re: norms
- Role and scope of Advisory Panel
- Overview of “Return to School” documents
- Overview of ISBE, IDPH, and Cook County Health Guidance
- Overview of SOAT and recommendations
- Working Group break-out: Identify “Focus Areas” (i.e. Facilities, Procedures, Guidance, Health Measures/Data, Access to Medical Services, Staff Training, Communication, etc.)
- Reporting out
- Closing

Resource Materials:

- Proposed group norms
- D90 Phases document
- ISBE Part 3 Transition Joint Guidance
- Updated IDPH guidance
- Updated Cook County Health Department Guidance
- SOAT Recommendations

Admin. “To Do” – Compile and administer “Focus Areas survey,” Assign Working Groups

Homework for September 14:

- Review resource materials for September 14 meeting (see below)
- Indicate Focus Area preferences

Session 2 – September 14, 2020
Identifying Needs Within Each Focus Area

Key Meeting Content:

- Address identified “Focus Areas”
- Explanation of “Identified Needs” discernment process
- Focus Area break-out – “Identified Needs,” then identify four greatest priorities in each area
- Reporting out
- Closing

Resource Materials:

- D90 Return to School Plan
- D90 Remote Learning Handbook
- D90 Remote and Blended Remote Learning Plan
- RF D90 COVID-19 Toolkit
- ISBE Fall 2020 Learning Recommendations
- RLAT Recommendations

Admin. "To Do" – Compile "Identified Needs" findings and priorities for panel review

Homework for September 17:

- Document review/investigation about compiled "Identified Needs"

Session 3 – September 17, 2020

Collaboration Time – Focus Areas

Key Meeting Content:

- Overview of "Identified Needs" findings with opportunity for clarification
- Focus Area break-out – Proposed solutions to "Identified Needs"
- Reporting out
- Identify areas of agreement, discuss potential group positions ("We believe that . . .")
- Closing

Resource Materials:

- D90 staff perception survey feedback

Admin. "To Do" – Develop suggested position statements for review (from RLAT feedback)

Homework:

- Possible Focus Area collaboration

Session 4 – September 22, 2020

Reaching Consensus

Key Meeting Content:

- Focus Areas present "Identified Needs" and recommended corresponding solutions
- Feedback from Advisory Panel
- Focus Area break-out – Refinements to suggested position statements
- Reporting out
- Solicit Core Team members to refine final recommendations
- Closing

Admin. "To Do" – Draft suggested Advisory Panel recommendations from refined position statements

Homework:

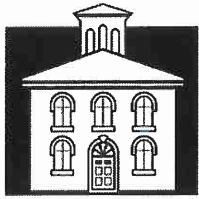
- Independent review/feedback on suggested Advisory Panel recommendations

September 29, 2020

Core Team - Refine Advisory Panel Recommendations

October 6, 2020 (COW Meeting)

Final Advisory Panel Recommendations presented to Board of Education and D90 community



River Forest
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**D90 COVID-19 Community Advisory Panel
Meeting
September 17, 2020
Minutes**

Welcome

Dr. Condon opened the meeting at 4:03 p.m. via the Zoom conference platform and welcomed the Advisory Panel members to the third COVID-19 Community Advisory Panel meeting. He introduced Chelsea Austin, a Roosevelt 8th grade student, who was joining the meetings for the first time. Dr. Condon further explained that this meeting would be a working meeting for the focus area teams. The previous meetings were intended to serve as foundational sessions to ensure that Panel members shared a common understanding of the essential issues regarding the Panel's objectives.

Dr. Condon reviewed the Advisory Panel's documents in the Google Drive, including the quantitative results from the COVID-19 Advisory Panel Staff Survey, the priority issues for each focus area team, and the Health Metrics document.

Information update

- **Contact tracing:** Dr. Condon reported that the District has contracted with a contact tracer from River Forest, who will be working on a part-time basis. This position is integral to the District's ability to follow up on potential and confirmed cases of coronavirus that may occur in our schools. The contract tracer will also help stabilize the workload of D90's school nurses.
- **Focus area membership:** Dr. Condon responded to an earlier inquiry about Panel members being able to participate on more than one focus area team. While he encourages members to share information with other teams as needed, Dr. Condon asked that members remain with their assigned focus area team.
- **New CDC guidance:** Dr. Condon shared information about recent guidance from the CDC regarding the opening of schools. He added that this information would be helpful for the work of the Advisory Panel, though the regional and local guidance from IDPH and CCPHD may be more relevant to the specific circumstances in River Forest.
- **Core team makeup:** Dr. Condon explained the goals of the final two meetings of the Advisory Panel. At the next meeting on September 22, the teams will present to the full group the work that has been done, the focus area team's general recommendations, and answer any questions from other Panel members. The focus area teams will also select a member to serve on a core team that will work with Dr. Condon and Dr. Alison Hawley, Director of Curriculum and Instruction, on crafting the recommendations that will be presented to the Board of Education. The September 29 meeting will be a working session with the core team members where the final recommendations will be drafted. This approach has been used successfully in the District by the Strategic Plan Planning Teams in the past, according to Dr. Condon.

Overview of *Identified Needs* findings:

Dr. Condon shared the *Identified Needs* findings that were created by the focus area teams at the September 14 meeting. He also indicated that these findings, along with Advisory Panel meeting minutes, agendas, and survey results, would be included in the packet of information that would be going to the Board of Education on Friday. He encouraged the focus area teams to use the notes from the *Identified Needs* documents in the work slated for the remainder of the meeting.

Group breakout

Dr. Condon explained the goals for the break out session. Focus area teams were to develop proposed strategies to address the prioritized “identified needs” in the September 14 meeting. The recommendations for addressing the prioritized “identified needs” should facilitate the development of action plans, once the strategies are approved by the Board of Education.

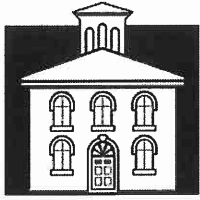
Reporting out

Following the breakout session, each focus area team reported to the larger group their initial recommendations. Each team shared their priorities, how the specific recommendations address them, and any additional information that will be needed to advance the proposed strategies.

Open comments

Dr. Condon asked that the members be prepared to present and answer group questions about their recommendations at the next meeting on September 22. The meeting ended at 5:32 p.m.

Next Scheduled Meeting Dates: -Tuesday, September 22 (4:00–5:30 p.m.)
-Tuesday, September 29 (4:00–5:30 p.m.) – *Core Team*



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D90 COVID-19 Community Advisory Panel Meeting

Agenda

September 22, 2020

4:00-5:30 PM

1. Welcome
2. Information update (4:00 - 4:05 PM)
 - Contact tracer resignation/posting
 - Student remote learning survey
 - Parent feedback survey
 - Core team makeup:
 - Aimee Conrad – SEL
 - Alexis Agema – Return to School
 - Dawne Simmons – Communication
 - Amy Guralnick – Infection Control
 - Peter Chien – Medical Response/Tracing
 - Alison Hawley, Admin.
 - Ed Condon, Admin.
3. Presentation of initial draft recommendations (4:05 – 4:10 PM)
4. Group break-out: Review/refinement of draft recommendations (4:10 – 4:25 PM)
5. Focus group reports / Q&A: *10 minutes per team* (4:25 – 5:15 PM)
6. Next steps and open comments (5:15 – 5:25 PM)
7. Conclusion/Thank You!

Remaining meeting date - Tuesday, September 29 (4:00-5:30 PM) – *Core Team only*

D90 COVID-19 Community Advisory Panel Meeting

September 22, 2020

Minutes

Welcome

Dr. Condon opened the meeting at 4:04 p.m. via the Zoom conference platform and welcomed the Advisory Panel members to the fourth COVID-19 Community Advisory Panel meeting. He reviewed the agenda and explained the goals of the meeting. Dr. Condon explained that this meeting would be the last one for the full Advisory Panel. The next meeting on September 29 would be with the Core Team members, who were selected by their focus area team colleagues. For the remainder of this meeting, focus area teams would be reviewing and refining the draft recommendations that the teams drafted earlier and were edited by Dr. Condon and Dr. Alison Hawley, Director of Curriculum and Instruction.

Dr. Condon reviewed the Advisory Panel's documents in Google Drive, including the priority issues for each focus area team and the publication, *Education Reimagined*, which includes a checklist for reopening schools.

Information Update

- **Contact tracing:** Dr. Condon reported that the part-time contact tracer who was recently hired by the District has resigned and accepted another full-time position. The opening will be re-posted, and the search for a contact tracer has been restarted. This position is integral to the District's ability to follow up on potential and confirmed cases of coronavirus that may occur in our schools. The contract tracer will also help stabilize the workload of D90's school nurses.
- **Student Remote Learning Survey:** Dr. Condon shared that the Remote Learning Student Survey has closed and that the District received more than 300 responses. The responses will be compiled and analyzed shortly.
- **Parent Feedback Survey:** Dr. Condon reported that the Remote Learning Parent Feedback Inventory will be distributed to families next week. The purpose of this inventory is to obtain an indication about how many families will be considering return their students to in-school instruction and how many families will be keeping their students in remote learning. He added that the results of the survey will be shared at a future Board of Education meeting.
- **Core team makeup:** Dr. Condon shared the composition of the Core Team, who are focus area members that have been selected by their focus area colleagues. The Core Team members will work with Dr. Condon and Dr. Hawley in refining the recommendations that will be presented to the Board of Education. The members of the Core Team are as follows:
 - Aimee Conrad – SEL
 - Alexis Agema – Return to School
 - Dawne Simmons – Communications
 - Amy Guralnick – Infection Control
 - Peter Chien – Medical Response/Tracing
 - Alison Hawley, Admin.
 - Ed Condon, Admin.

Presentation of Initial Draft Recommendations

Dr. Condon reviewed the initial draft of the focus area recommendations and the refinement of those

strategies. He shared how the recommendations were interconnected and overlapped in various areas, such as the Safety and Operation Action Team recommendations with the Return To School and Infection Control focus areas.

Group Breakout

Dr. Condon explained the goals for the break out session. Focus area teams were to review the refinements made by Dr. Condon and Dr. Hawley to the teams' proposed recommendations. The newly revised recommendations and any supplements will be presented to the Board of Education Committee of the Whole Meeting on October 6.

Reporting out

Following the breakout session, each focus area team reported to the larger group their recommendations for going forward. Each team shared how their specific recommendations addressed the priorities area for returning to school and any additional information needed to advance the proposed strategies. Other Advisory Panel members were given the chance to ask questions and respond.

Next Steps and Open comments

Dr. Condon reviewed the final steps in the process before presenting the recommendations to the Board of Education and community on October 6. Core Team members will reconvene on September 29 to finalize the Advisory Panel's recommendation document. This final document will be sent to the Advisory Panel members for their review and consensus approval before being presented to the Board of Education as part of a process plan to return students to in-person instruction. With authorization from the Board of Education, action planning will commence to support the implementation of the COVID-19 Community Advisory Panel recommendations.

Conclusion/Thank You!

Dr. Condon ended the meeting and expressed his gratitude for the time and efforts of the Advisory Panel members. He acknowledged that Advisory Panel members had given a lot of time in a very short period. This donation of their time was in service to the District 90 and River Forest community, and was very meaningful and greatly appreciated.

Final Meeting Date: Tuesday, September 29 (4:00–5:30 p.m.) – *Core Team only*