

BECKER PUBLIC SCHOOLS

Special School Board Meeting

Monday, May 18, 2020 at 6:30 PM

Special Meeting

Teaching & Learning Center, Becker High School

12000 Hancock Street

Becker, MN 55308

1. PROCEDURAL ITEMS

A. Call to Order

B. Pledge of Allegiance

C. Agenda

2. COACHING PAY

3. GRADUATION

4. ADJOURNMENT

| School | Graduation | Coaches Pay | Building Access | Lettering | Fall Coaches Proposal if No Fall Activities |
|-------------|--|--|--|---|---|
| Becker | Ongoing discussions | AD Proposed 100% for Head; 25% for 9-12 Assistants plus one week for SB, BaB, TR&F; 0% for MS. | Most items have been picked up. Staff have had access to retrieve items and get classrooms ready for summer. | Seniors and returning letterwinners. | Nothing yet |
| Big Lake | <p>3 parts to our graduation</p> <ol style="list-style-type: none"> 1. Seniors will sign up for a time to pick up their cap & gown and have the option to take a picture in front of the Hornet backdrop 2. A parade style graduation will occur on the evening of May 29th. Kids will not get out of their cars. 3. A virtual graduation will be recorded- speeches, pictures of grads and parade displayed. | 50% for head coaches, 25% for assistants, 0% for middle school | Most items have been picked up besides a few items from gym lockers. Teachers have scheduled time to clean up their rooms. | Discussing- kids will letter in some capacity | |
| Camb-Isanti | Discussions ongoing | 100% for head coaches 33% for assistants and | All items were picked up just prior to the shutdown | No discussion | |

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| | | middle School coaches | | | |
| Chisago Lakes | Here is what we are thinking as of 5/12: traditional recorded program, a walk across a stage outside for program cover and flower, followed by a parade. Governor's next steps may trump the walk across a stage and the parade | 100% heads and assistants. No middle school sports. | All items were picked up prior to the shut down. By alpha from 12-6 over the course of 3 days. | Seniors and returning letter winners. Letters were mailed. | |
| Monticello | May 19th and 20th students can sign up to walk across our stage which will be set up in front of our school. We will be videotaping and a professional photographer will be present. We will be doing a parade on Sunday, May 31st. We will do it at 7:00 pm to avoid as much traffic as possible and stay close to HS. Encouraging everyone to stay in cars including the well wishers. On our official date, June 5th at 7:00 a virtual graduation will take place. Each student will get a 10 second clip of them walking across stage or their grad picture. | 100% head 25% assistants No pay MS coaches | Staff- May 1st and 4th Students- Scheduled alpha starting May 5th | In progress- Most will | Nothing yet |
| North Branch | On going discussion Following MDE Guidelines | 50% for all- 2nd half stipend still | Only on May 1st and 4th by | In progress | |

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| | Researching virtual option and hiring an outside source to run it for us. | undecided | appointment for staff- all student items were picked up prior to shutdown | | |
| Princeton | Discussions in Progress | 50% all spring Coaches | Restricted access. Supervised n sanitized after each breach of door #1. Obstacles: Locker clean out, Book return, Technology handin/serv. | Lettering seniors and captains. | Nothing yet. |
| St Francis | In Progress | 75% Head, 25% assistant | Teachers have been scheduled to show up and pack their things in preparation for construction | No performance no letter option | |
| STMA | Students will pick up their cap and gown on 5/19. When they do that, they will walk across the stage (outside) and we will take their picture. Put it all together for a video to be streamed on 6/5 with speeches etc. | 100% for HS/MS | We are telling teachers rooms must be cleaned out by Monday 5/4. We are starting summer cleaning which still allows some teachers to come | Probably seniors and prior letter winners. | |

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|---------|---|---|--|--------------------------------------|--------------------------|
| | | | in. | | |
| Rogers | Ongoing | 100% Head Prorated to 4/20 for AC | In Motion | Seniors and Prior Letterwinners | |
| Buffalo | 6/5 End of Year- Senior Celebration - Vehicle Parade Style - Holding out for July/Aug Graduation Ceremony at Stadium. | 100% for Buffalo HS and Buffalo Middle HS | Basically shut down - Staff allowed access | Seniors and prior letter winners now | Starting Fall Discussion |

| Payment Option | Total |
|---|-------------|
| 100% All Coaches 7-12 | \$91,434.00 |
| 100% All Coaches 9-12 | \$77,655.00 |
| 100% head 25% Asst. + 1 Week Service | \$53,822.23 |
| 50% +1 Week All Coaches 7-12 | \$49,625.42 |
| 50% All Coaches 7-12 | \$45,717.00 |
| 50% Head 25% HS Assts. + 1 Week Service | \$32,132.73 |
| 33% All Coaches 7-12 | \$30,478.00 |
| 33% All Coaches 9-12 | \$25,885.00 |
| 25% All Coaches 7-12 + 1 Week Service | \$24,812.71 |



Commencement 2020

May School Board Meeting





The Why?

Commencement is a major culminating event of an entire school career and is valued by students, families, staff, and community. Commencement is to be done well, as it is the only high school graduation in a person's life.



Graduation Committee

Group of senior students identified one year ago to assist in the planning and execution of graduation. Group had met occasionally before March and has been meeting weekly over the last two months.



Graduation Costs

- The handbook identifies a \$35 graduation fee. Usually collected in March.
- Was not and has not been collected this year.
- Cost of graduation last year exceeded \$7000.
- Cost includes cap, gown, tassel, cords, flowers, programs, snacks, and Hall of Fame items.
 - No costs this year for Hall of Fame and snacks



“Knowns”

Speakers

- Staff Speaker - Josh Ihrke
- Student Speakers - Morgan Kapsner and Bella Pettit
- Name Readers - Michelle Kuseske and Melissa Nicholas



“Knowns”

Items

- Class Motto selected last year
- Class colors - school colors
- Class Flower - Gerbera Daisy - Light blue with dark blue accents
- Caps and gowns ordered and shipped on May 8th
- Diplomas and diploma covers ordered and shipped on May 8th



“Knowns”

Program

- Program design is near completion
- Choir selection in progress
- Honor students known
- Slideshows near completion



“Knowns”

Direction from MDE on May 8th

- In person gatherings at football fields and school venues not permitted
- Ceremonies may be delayed but no timeline on change in restrictions
- Virtual and parking lot ceremonies are allowed but people may not leave their vehicle and no carpooling between students
- Hat-tossing in not allowed



“Unknowns”

- When?
 - Consideration of seniors leaving (school, military, jobs) and summer plans
 - Not rescheduling only to reschedule again with no timeline on restrictions
- How?
 - 2 different pathways



Process

- Students pick up cap and gown - May 14th and 15th
- Families may enter the building to take a picture in the school in a scheduled timeframe - May 21st and 22nd
- Diplomas are not awarded until all graduation requirements have been met
- Item drop off/pick up is May 21st



Virtual/Contactless

- Students are parked and “tune in” to the ceremony (music, speeches, etc.)
- Parking is designated by graduation order - outdoor locations
- Students pull up when their name is called and receive diploma (or diploma cover), flower, and program in safe, recommended way
- When all names are read, parade around town is led while following safe, recommended way



In Person - Cannot happen under MDE guidelines at this time. Possible at a future summer date?

- Outdoor spaces with social distancing, while broadcasting
 - Seniors only?
 - Seniors with designated number of attendees in the stands and sit by family?
 - Use indoor locations for viewing?
- Program would look very similar to the past



“Knowns”

- Whatever we do, we will do it well
- Staff human resources interested and available in the month of May
- Parents and community willing to help
- Items that need to be turned in



Graduation Committee

- 5 Seniors determined last spring
- Highly committed to meetings and follow through on tasks
- Latest feedback
- “Presence” tonight



Decisions

- Setting a date
 - Sooner or later?
 - Data
- All seniors may participate in the “ceremony”

Adopted: February 9, 2004

Revised: October 9, 2006

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

It is important to parents, students, employees, and the general public to have advance knowledge of the school calendar and school day to effectively plan for the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop and inservice days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day unless beginning the school year earlier will accommodate a construction or remodeling project of \$400,000 or more, which affects a district's school facility. Days devoted to teacher's workshop and inservice may be held before Labor Day.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.

- C. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results Oriented Charter School)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Graduation/Commencement Celebration Guidance

Graduation is an important milestone in a student's academic journey and deserves to be celebrated. With graduation season upon us, schools are seeking clarification and guidance on how they can safely observe and honor the occasion in alignment with public health guidance to prevent the spread of COVID-19 in the community. This guidance document, which was developed in consultation with school leaders and the Minnesota Department of Health, outlines different options for school districts, charter schools, and colleges and universities to consider while they contemplate how to best honor their graduates.

The safety and well-being of Minnesota's students and their families, as well as school staff, is our number one priority. We know how much students in the class of 2020 have sacrificed this year, and how disappointing it is not to participate in the milestones or traditions they had imagined. These guidelines were made with public health protection in mind, and adhering to them is how we will both celebrate our students and move safely through this challenge together.

The safest way to observe graduation/commencement is for everyone to stay home. Indoor graduations and ceremonies held outside in stadiums and football fields are not permitted.

A ceremony that can be conducted remotely (e.g., virtually) and ensures attendees do not need to leave their homes is our top recommendation. If you chose to honor graduates virtually, please keep equity in mind so all students and families can participate. Remember that COVID-19 is a highly contagious virus that is fatal, especially the elderly and those with underlying conditions, and is still spreading throughout Minnesota. Staying home is a crucial way to slow the spread of COVID-19 and to collectively protect our community.

We know that many schools have considered ceremonies outside in stadiums or football fields. In-person social gatherings with people from multiple households, even in situations where ample space between attendees could be accommodated, does not comply with social distancing practices and introduces a great deal of contact unpredictability and increases the potential for disease transmission. **These gatherings are not considered safe at any size and will not be permitted. Likewise, indoor graduations/commencement ceremonies will also not be permitted.**

Some schools have indicated they are considering delaying graduation ceremonies until later in the summer to allow for a more traditional event. While we recognize the desire to honor this rite-of-passage in the more traditional way, we cannot offer a timeline for when public health guidance will be changed to accommodate large gatherings.

Outlined below are parameters for hosting a graduation/commencement ceremony or other celebration (e.g., car parade, parking lot ceremony) outside the home, which increases the level of predictability and decreased risk of disease transmission.

If your school is considering hosting a graduation/commencement ceremony or other celebration outside of the home (e.g., car parade, parking lot ceremony) please:

- Remember the safest option right now is for everyone to stay home.
- Consider whether having an event encourages people in high-risk groups (particularly older adults and people with underlying health conditions) or ill individuals to come out rather than stay at home. People may come out because of their desire to celebrate this significant milestone and not wanting to be “left out.”
- Consider what accommodations need to be made to ensure equitable participation (e.g., students and families without access to a vehicle).

If your school decides to host a graduation/commencement ceremony or other celebration outside of the home (e.g., car parade, parking lot ceremony):

- Each household should be in a separate car; carpooling does not comply with social distancing.
- Make it clear that people with COVID-19 symptoms (cough, fever, shortness of breath, etc.) should not attend – no matter what.
- Attendees should remain in their individual cars.
 - If attendees are in cars with the windows up for the entirety of the ceremony, cars may park immediately adjacent to one another.
 - If attendees are in cars with windows down, cars should park 6 feet apart.
 - Provide clear messaging that individuals may not walk to the ceremony or participate outside of vehicles.
 - Create a traffic flow plan for how vehicles enter and exit the event.
- Make the event brief.
- Do not serve food or beverages at the event.
- There should not be passing of objects or physical contact between households.
 - Graduation caps should not be thrown in the air outside as this may encourage attendees to leave the vehicle.
- Do not provide public or portable bathrooms; this creates a risk of transmission.
- Limit the number of speakers to the smallest number possible and ensure they avoid close contact (e.g., within 6 feet) of others. Speakers should not congregate, and should return to their vehicles following presentations.
 - Whenever possible, use individual microphones if multiple speakers will participate. If a microphone must be shared, consider cleaning between speakers or leaving it untouched on a stand.
- Partner with local public safety officials.

If your school decides to distribute materials (e.g., diplomas, cap and gown) via delivery or pick-up:

- Practice contactless delivery or pick-up whenever possible, with staff wearing cloth face coverings and gloves (work gloves are permissible).
- In curbside pick-up, social distancing guidelines apply. Individuals picking up materials should wear cloth face coverings and should not leave their car whenever possible.
- In delivery, items should be deposited outside an individual's residence.
- Develop clear signage and communication between staff distributing and individuals receiving materials.
- If payment is required, contact-less payment should be used in every possible scenario; if money is exchanged, the participants must use gloves.

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05/08/2020

For more information, visit [Coronavirus Disease 2019 \(COVID-19\) \(health.state.mn.us/diseases/coronavirus/index.html\)](https://health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

To obtain this information in a different format, call 651-201-5414.