

ADDENDUM

Frontier Central School District

April 16, 2021

ADDENDUM TO SEPTEMBER 2020-2021 RE-OPENING PLAN

Reimagining Teaching, Learning, and Supporting Our Students and Families
2020-2021

This is an addendum to the master plan that was developed by the Frontier Staff and Community in the summer of 2020 in accordance with New York Guidelines to offer hybrid and virtual learning instruction to the students of the Frontier Central School District to begin the 2020-21 school year.

Operational Educational Model the start the 2020-2021 school year

High School: Hybrid and Fully Virtual Options

Middle School: Hybrid and Fully Virtual Options

Elementary schools: Hybrid and Fully Virtual Options

School start and end times were adjusted

Start and Ends Times of Schools

School	Pre-COVID All Students		CURRENT Cohort A & B		SEPTEMBER All Students		SEPTEMBER All Students	
	Start	End	Start	End	Start	End	Start	End
High School	7:11	2:10	7:00	1:00	7:00	1:00	7:11	2:10
Elem. 1	8:40	3:25	7:45	1:45	8:00	2:00	8:40	3:25
Elem. 2			8:30	2:30	9:00	3:00		
Middle	7:55	2:50	9:15	3:15	10:00	4:00	7:55	2:50

Due to the number of positive cases, the school district was shut down between 11-2-20 and 1-4-21. The instructional model during this time was Fully Virtual Pre-K-12

School district re-opened for elementary and middle school on 1-4-21.

School district re-opened for High School students on 1-19-21.

Goal: Increase the Instructional Time for Frontier Students

- Goal 1: Change the fully remote Wednesday Instructional model to provide an additional instructional day for students.
- Goal 2: Plan to return Pre-K-Grade 5 students back to school for five-days/week, in-person instruction when NYSDOH, SED, and the NYS Governor issued changes in the social distance guidance from 6 ft. to 3 ft.

School District Committee Members

C. Douglas Whelan, Interim Superintendent
Colleen Duggan, Assistant Superintendent for Curriculum and Instruction
Myra Pinker, Assistant Superintendent for Personnel
Will Thiel, School Business Administrator
Building Principals
Jennifer Makowski, FCASA President
Jennifer Johnson, FCEA President
Amber Chandler, FCTA President
Sheila Brown, RN, FCRNA President
Tim Blevins, Director of Transportation
Jason Whipple, Director of Food Services
Joseph Vecere, Director of Facilities

Goal 1: Action Steps to allow Cohort A and Cohort B an additional instructional day by alternating every other Wednesday, each week.

Central Office Action Plan

- Meetings were held with the Central staff to:
 1. Present the goal of changing the Wednesday Instructional model effective Wednesday, April 14, 2021.
 2. Devise a school calendar to reflect the Cohort schedule for attending school (see attached).
 3. Address the union leaderships, school principals, and other staff members about the plan.
 4. Decide a communication strategy for the District and the community (see-attached letters).

- **Weekly Discussions with Building Principals and Director of Pupil Services**

1. Determine the effectiveness of how we were using Wednesday for office hours and remote instruction.
2. Determine the impact of an additional day of instruction versus the current Wednesday model.
3. Determine the staffing implications of an additional day of instruction.
4. Determine the schedule changes for special subject area teachers with an additional day of instruction.
5. Determine implications to intervention schedules.

- **Discussions held with Administrative, Teacher and Support Staff union representatives**

1. Explain the need to add an instructional day on Wednesday.
2. Provide the rationale for the change (to increase in-person instruction).
3. Ask for support in the decision-making process.
4. Evaluate the number of teaching staff that were teaching from home.
5. Examine teacher aide schedules to adjust their hours.

- **Discussions held with the Director of Transportation**

1. Determine the amount of effort needed to change the transportation routes.
2. Determine if we had an appropriate number of drivers to drive the routes.
3. Determine the time needed to change the bus routes.
4. Determine the effect of this change on the non-public transportation routes.

- **Meetings held with Director of Facilities**

1. Determine the effect on the Maintenance Department if change is made for an additional day of instruction.
2. Determine additional assistance needed on Wednesday for car traffic (start and end times).
3. Determine the staffing needs for additional cleaning on Wednesday.

- **Meetings held with the Food Service Director**

1. Analyze the current meal preparation and delivery of meals on Wednesday.
2. Analyze additional needs for Wednesday i.e. food, staffing, time for meal preparation, etc.

Building Principal Action Plan

1. Meet with the staff to explain the change in the instructional model for Wednesday.
2. Change the instructional schedule especially for special subject area teachers.
3. Change the staffing hours to reflect the additional time needed in the building for Wednesday instruction.
4. Increase the instructional hours on Wednesdays for the Elementary Virtual Academy ensuring consistency between the two instructional models.
5. Communicate this change to the parents and community.

Transportation Department Action Plan

1. Re-route the school buses to allow for the extra day of instruction on Wednesday.
2. Assess the need for additional bus drivers for the additional day of instruction.
3. Begin to address the shortage of school bus drivers. Since the beginning of the school year, twelve (12) bus drivers have retired or left the district.

Maintenance Department Action Plan

1. Work with the building principals to make sure classrooms were ready for the additional day of instruction.
2. Ensure that the staff is in place to clean the rooms on the additional day.

School Food Service Department Action Plan

1. Change the Wednesday pick-up and delivery of meals at the school.
2. Assess the need for additional staffing hours to operate the kitchen on Wednesday.
3. Begin to address the shortage of school lunch workers. Since the beginning of the school year twelve (12) school lunch workers have retired or left the district.

With the assistance of everyone on the Frontier Team, effective Wednesday, April 14, 2021, the instructional model for Wednesdays was changed and all students in the district were provided with an additional day of instruction.

Goal 2: Actions steps to return Pre-K-grade 5 hybrid students back to school five-days/week for in-person instruction

Central Office Action Plan

● **Meetings were held with the Central staff to:**

1. Outline the goal to bring PreK to grade 5 hybrid students back to full time, 5 days per week effective Monday, April 26, 2021.

● **Weekly Discussions with Building Principals and Special Education Director**

1. Determine the strategy for the safe return of Pre-K Grade 5 hybrid students back to school five-days/week, for in-person instruction.
2. Outline the steps necessary to accomplish full time in-person instruction.
3. Discussions were held to determine the impact of a full day of instruction.
4. Determine the staffing implications of full day instruction.
5. Determine the schedule changes for special subject area teachers with an additional day of instruction.
6. Determine what students would be returning to their classrooms (Virtual & Hybrid) or just hybrid students.
7. Determine any implications of specials to the Elementary Virtual Academy.
8. Ensure police presence at buildings with high car volume during parent drop off and pick up times.

● **Discussions held with Administrative and Teacher union representative**

1. Explain the need and rationale for returning elementary children to their classrooms.

2. Ask for support in the decision-making process and for input for a successful return.
3. Evaluate the number of teaching staff that were teaching from home.
4. Evaluate the impact in the current virtual teaching model.

- **Discussions were held with the Director of Transportation**

1. Determine the amount of effort needed to change the transportation routes.
2. Sent out survey (4-14-21) indicating if parents will need bus service 5 days per week or if they will continue to drive.
3. Determine if we had an appropriate number of bus drivers for the additional routes.
4. Determine the time needed to change the bus routes.
5. Ensure each route has a seating chart.

- **Meetings were held with Director of Facilities**

1. Determine the effect on the Maintenance Department if change is made for elementary full time instruction.
2. Determine what would be required if 50% of the parents drive their children to school.
3. Re-measure each classroom for a 3 ft. social distance and determine if the district has enough desks and chairs. In the normal classroom many elementary children sat at tables for their instruction.
4. Determine how the gymnasiums would be cleared of furniture and proper storage found to store the unused furniture.

- **Meetings were held with the Food Service Director**

1. Determine the steps that are needed to accomplish feeding the students on a five-day schedule.
2. Work with the building principal to determine if we have enough seating for school lunches (6 ft. social distance requirement).
3. Work with building principals to determine additional food service staff needed for five-day/week instruction.

Building Principal Action Plan

1. Meet with the staff to explain the change in the instructional model to five-day/week instruction.
2. Change the instructional schedule especially for special subject area teachers.
3. Change the support staff staffing hours to reflect the additional time needed for five-day/week instruction.
4. Instruct teachers that students should have frequent mask breaks (6 ft. social distance required).
5. Remind teachers to stay 6 feet from students and limit any time closer than 6 feet to less than 10 minutes.
6. Inform teachers of quarantine rules for positive student cases in classrooms. Updated ECDOH guidance states whole classrooms will quarantine. Expectation is teachers will need to teach in the virtual model for the duration of quarantine.
7. Locate space for students to eat lunch.
8. Meet with the maintenance staff to clean the gym area of excess furniture.
9. Meet with the maintenance staff to make sure the building has enough desks for the classrooms.
10. Meet with other principals to make sure that all safety procedures are in place for children to return to five-day, in-person instruction.
11. Communicate to the Office of Instruction any possible changes of students leaving in-person to Hybrid or Hybrid to in-person, any return of family home instruction students, or private school students. This will be decided on a case by case basis.
12. Address any additional building needs with the Central Office to ensure a smooth transition.

Transportation Department Action Plan

1. Re-route the school buses to allow for five-day/week instruction.
2. Assess the need for additional bus drivers for the increase in student numbers (500 students' vs 3,000 students).
3. Instruct all drivers and office staff of safety precautions. Bus windows opened slightly, use hand sanitizer frequently (make sure it is on the buses), ensure students are wearing masks, two students to a seat, assigned seating charts on all bus runs, and family members sit together).
4. Make sure that school buses continue to be cleaned every day.

Facilities Department Action Plan

1. Work with the building principals to make sure the classrooms are ready for five-day/week instruction.
2. Ensure appropriate staff in all buildings.
3. Ensure that staff uses hand sanitizer frequently.
4. Clean out elementary gymnasiums of all excess furniture.
5. Ensure that the staff is in place to clean the rooms on a daily basis.

Food Service Department Action Plan

1. Ensure sufficient staff are available to prepare and serve breakfast and lunch to students.
2. Work with the building principals to ensure proper seating at breakfast and lunch times.

With the assistance of all of the Frontier staff Team, effective Monday, April 26, 2021, all Pre-K – Grade 5 students will return to their classrooms for five-day/week, in-person instruction.



FRONTIER CENTRAL SCHOOL DISTRICT

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C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools

Linda M. Leising
District Clerk

March 19, 2021

Dear Parents,

We were very hopeful, by this date, that the Governor and the NY State Education Department would ease the 6 ft. social distance guideline allowing all Frontier **hybrid students** to return to five-day/week in-school instruction. This has not occurred.

We, therefore, are changing our instructional teaching model for **all hybrid students** for Wednesday instruction.

Effective, April 14, 2021, **our hybrid instructional model will change on Wednesday to provide in-school instruction for Cohort A & Cohort B.** One week Cohort A will attend in-school instruction on Wednesday. The next week Cohort B will attend in-school instruction on Wednesday. The attached calendar has been provided to assist you in planning for this change.

This decision only affects hybrid students. It does not affect the virtual learning program. The virtual learning program will continue without change.

We ask for your assistance in this transition. We are hopeful, in the near future, that when the social distance guideline changes all hybrid students will be able to return to five-day/week instruction.

Sincerely,

C. Douglas Whelan, Ed.D.
Interim Superintendent

Attachment

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*C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools*

*Linda M. Leising
District Clerk*

March 22, 2021

Dear Parents:

The purpose of this correspondence is to provide an update on COVID-19 related issues.

On March 16, 2021, we sent a letter to parents that contained a link to a survey on full-time, in-person learning. The purpose of the survey was to assist us in planning for a possible return to full-time learning. There were over 2,440 responses to the survey. Ninety-two (92%) of respondents indicated that they would choose full-time, in-person instruction, should it be offered, and 8.4% of respondents indicated they would prefer full-time remote learning. Eighty-three (83%) of the respondents favored changing the Wednesday instructional model and Fifty-four (54%) indicated that they would be able to transport their children, if necessary.

The Centers for Disease Control (CDC) published new guidance for schools last Friday. The guidance changes physical distancing rules. The CDC now states that in elementary schools, students should be at least 3 feet apart. In middle schools and high schools, students should be at least 3 feet apart in areas of low, moderate, or substantial community transmission. In areas of high community transmission, middle and high school students should be 6 feet apart, if cohorting is not possible. There are several other details in the new guidance on common areas, cafeterias, transportation, and large group meeting rooms.

The New York State Department of Health (NYSDOH) has not yet commented on whether they will change their guidance based on the new CDC guidelines. **Erie County Department of Health (ECDOH) issued an email last Friday reinforcing the CDC guidance that if New York State decides that schools can implement the updated CDC recommendations, middle schools and high schools in areas of high transmission that cannot cohort students should still follow the six-foot distance guidance in classrooms.** Also, we continue to wait on guidance for large group gatherings such as prom, graduation, moving up days, etc.

The new CDC guidance supports the planning the district has been engaged in over the past few weeks. We have been working on solutions to the myriad of issues that exist with bringing students back to full-time, in-person instruction. The new CDC guidance brings us closer to our goal. It is important for the NYSDOH to embrace the new CDC guidance in order make full-time learning happen.

Our plan is to continue working out the details of a return to full-time, in-person learning over the next couple of weeks. There are several things that need to fall into place for full-time learning to become a reality. We will communicate fully with parents and students as the plan takes shape and provide a forum to have questions answered and concerns addressed.

Sincerely,

A handwritten signature in cursive script that reads "C. Douglas Whelan".

C. Douglas Whelan, Ed.D.
Interim Superintendent

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*C. Douglas Whelan, Ed.D.
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*Linda M. Leising
District Clerk*

April 13, 2021

Dear Members of the Frontier Community:

I am writing to inform you that effective Monday, April 26, 2021, **all HYBRID PRE-K-GRADE 5 students will be returning to school five-days/week, for in-person instruction.** Safety is our number one focus. We will continue to do everything possible to provide a safe and secure environment for your children.

Returning our Pre-K – grade 5 elementary students to our classrooms is possible due to the recent social distance guidance change from 6 ft. to 3 ft. by the NYSDOH.

The virtual educational model will not change and remain the same for the rest of our school year.

Some school districts are talking about returning middle school children to their classrooms with some variation of school/student cohorting, but this will need further discussion and planning. High Schools will NOT be returning to five-day/week in-person instruction because high schools cannot cohort the students. **The current high school model will stay in place for the remainder of the school year.**

Transportation:

We will remain on the current school schedules. Two students will sit in each seat. We prefer that family members sit together. We will open the bus windows slightly for increased ventilation. The normal capacity of a school bus is 66 passengers. The capacity of the buses with two in each seat is 44 students. Please know that some buses may have up to 50 students. We conducted a parent survey in which 55% of parents indicated that they would transport their children to school. If only a few parents transport, we can keep the bus capacity to a lower number.

School Lunch:

The 6 ft. social distance guidance remains in effect. Students will be eating in the cafeteria, and other large common spaces such as the auditorium, the gym, etc.

We are in the process of finalizing our plan to welcome our children back to school. The teachers as well as all of our other staff members are looking forward to having all of our students back in their classrooms.

Sincerely,

A handwritten signature in black ink that reads "C. Douglas Whelan".

C. Douglas Whelan Ed.D.
Interim Superintendent

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*C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools*

*Linda M. Leising
District Clerk*

April 14, 2021

Dear Frontier Community:

We have successfully made the transition to offering an additional instructional day for our Frontier students. Today was the first day that Cohort A attended school on a Wednesday. Next week Cohort B will attend on Wednesday. Students are happy to be back in school. Everything is running smoothly.

Since my last correspondence, the District has received many calls about specific transportation, school lunch and the ability of students to change from hybrid to virtual or vice versa. Some questions deal with the start and end times of the elementary school day. We are trying to keep to the same start and end times. Please realize that we were transporting 500 students/day and now we will be transporting 3,000 students/day. Currently, we are establishing new bus routes to accommodate this task. Other questions involve the seating and serving arrangements for lunch and the ability to make changes in the student educational model. Solutions to all concerns are being resolved. Once students are back in school, we can handle specific requests for changing the learning model.

Today, the District is sending out another survey specifically dealing with transportation needs. We are trying to determine if parents who are currently transporting their children, can continue this practice. If a parent can provide transportation, the student will not be included on the new bus route. This information will be of great value as we finalize the new bus routing. We may find that we need a number of parents to continue to transport their children due to bus capacity. Please complete this survey by Friday, April 16th to enable us to use this information in a timely manner.

This morning, we received an email from the ECDOH related to school bus quarantine. The information indicates that when a district experiences a positive case on a school bus, the decision of ECDOH will be on a case-by-case basis as to whether or not the entire bus needs to quarantine. The length of the bus ride may be the determining factor. We intend to have all students wearing masks and the windows open slightly for increased ventilation.

The District is also scheduling a district forum to respond to any questions that parents/community members have concerning the return of our elementary children on April 26th. Please provide your concerns to frontierforum@frontiercsd.org. The district will hold the community forum on Wednesday, April 21, 2021, at 7 p.m. At this meeting, similar emails will be combined and answered with one response but all questions will be answered to the best of our ability. A link will be posted on our website at www.frontiercsd.org.

It is very exciting to welcome the Pre-K- grade 5 children back to full time in-person instruction but we need to accomplish this task with safety of the students and staff as our number one concern. With your patience and assistance, we can accomplish this for our children.

Sincerely,

A handwritten signature in black ink that reads "C. Douglas Whelan".

C. Douglas Whelan, Ed.D.
Interim Superintendent



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*Linda M. Leising
District Clerk*

April 16, 2021

Dear Parents of Elementary students:

Working together, we will safely return our children to their classrooms. **For the safety of all students and staff, it is very important that now and when all elementary children return to school on April 26th, parents keep their children home from school if they are not feeling well.** COVID illness, many times is disguised as a minor cold, fever, allergies, etc. If your children are not feeling well, we encourage all parents to follow up with their pediatrician or primary care provider.

The following are the results of the transportation survey:

- Seventy-one (71%) of parents indicated that they are not willing to drive their children to school.
- Respondents were: Big Tree – 32%, Blasdell – 13%, Cloverbank - 21% and Pinehurst - 34%.

In addition, I thought it would be helpful to list the frequently asked questions that have been shared to date. They include:

General Questions:

- Will we be COVID testing students? **No. There is no requirement to COVID test children at this time.**
- Can my child change from virtual to in-person instruction or can they change from in-person instruction to virtual? **Once we establish a normal school day after April 26th, we can determine the seating capacity of the individual classrooms. At this point, principals will discuss, on a case-by-case basis, their availability to accept more children for in-person instruction.**

School Start & End Times of School:

- Will the start and end time of the schools be the same as they are presently? **The District will attempt to keep the current start and end times of schools to their current schedule. We were bussing 500 students. Now we may be bussing 2,000 students. All bus routes will be re-designed and sometime changes may need to be made.**

Classroom & Hallway Procedures:

- Is the 3 ft. social distance requirement only for classrooms & school buses? **Yes, the social distance requirement in the music rooms, hallways & cafeterias is 6 ft.**
- Will students have mask breaks? **Yes, students will have frequent mask breaks, but when they occur, the social distance requirement is 6 ft. Hallway walks or a walk outside may be appropriate.**

Transportation:

- If I transported my children at the beginning of the school year, do I have to maintain this practice? **No. We would like parents to continue to drive due to possible bus capacity, but it is not required.**
- Do the children have to wear a mask on the buses? **Yes.**
- Can friends that play with my children at home sit in the bus seat with my child? **Yes.**
- How will parents be notified of the bus route and time of the pick-up & drop off from school? **The Transportation Department will send this information for each child to the principal and the principal/teacher will ensure that it is placed in your child's backpack to be taken home from school.**
- What will the quarantine procedure be for school buses? **The ECDOH has told the school district that, depending on the length of the bus ride, if there is one positive case the entire bus could be in quarantine.**

School Lunch:

- What are the social distance requirements when eating breakfast or lunch? **The requirement is 6 ft.**
- Where will my children be eating breakfast and lunch? **The children will eat in a common area and maintain a 6 ft. social distance requirement between children. Some schools will use the auditorium, others will use the cafeterias, gymnasiums or cafeteria tables will be set up in other large common areas of the school.**

Hallways Procedures:

- Will hallways be marked on both sides for one direction of walking? **Yes.**
- Will students need to wear masks at all times while in school? **Yes, except while eating lunch or during designated breaks.**
- Will hand sanitizer be available for my children to use? **Yes, hand sanitizer dispensers will be located in the hallway & classrooms.**

Quarantine Procedures:

- What are the quarantine procedures set by ECDOH? **For school buses, it will be on a case-by- case basis depending on the length of the ride. With a positive case, it could be a few students or the entire bus.**
- For classrooms, at 3 ft. because it is elementary children in close proximity, if we have a positive case, **ECDOH will quarantine the entire class. The District will be prepared to have children in virtual instruction the following day.**
- Will the number of positive COVID cases be reported daily on the district website? **Yes.**
- Will I ever be told who the children are that test positive for COVID? **NO. This is protected information under the privacy laws.**
- Will parents be notified if there is a positive COVID case on the bus or in the classrooms? **Yes.**
- What is the procedure for notifying parents of a positive COVID case? **The school district will not know immediately about a positive COVID case. We usually find out a few days after the actual exposure has happened. With a positive case on the school bus, we will crosscheck the seating chart with the known positive COVID case. The information is sent to ECDOH and they will decide on the level of quarantine. Parents will be notified by their school.**
- What is the procedure for notifying parents of a positive COVID case in the classrooms? **This is similar to a bus incident. When we learn of the positive incident, we will check the classroom roster and seating chart and send this information to ECDOH. ECDOH will determine the level of quarantine. Parents will be notified by their school. If this happens in a classroom, the class will be scheduled for virtual learning the next day.**

I am hopeful this brief outline provides some information on the questions you may have concerning our elementary children return to school on Monday, April 26, 2021. I am looking forward to the community forum next Wednesday, April 21, 2021 at 7:00 PM. Please find the link at our website, www.frontiercsd.org. **Please send your emails to frontierforum@frontiercsd.org.**

Sincerely,



C. Douglas Whelan, Ed.D.
Interim Superintendent