

**PARENT COUNCIL
MINUTES MEETING # 01
September 16, 2020**

Due to the Pandemic Covid-19 the Parent Council meeting was held virtually on Wednesday, September 16, 2020, at 9:00 a.m.

I. Call to Order

Dr. Habegger, Director of the school, called the Parent Council meeting to order the meeting for the month of September at 9:00 a.m. with the following **Agenda**:

1. Welcome and Introduction of Parent Council Members
2. Review of the CNG Governance Structure and the Specific Role/Function of Parent Council Members
3. Standard Confidentiality Agreement Form
4. Parent Council Officer Elections: President and Secretary
5. Proposed Dates for Monthly Meetings this School Year
6. Hybrid Learning Model: Organizational Structure, Implementation Plans, and Key Timelines
7. Meeting adjournment

The following Parent Council members attended the virtual meeting: Layla Katime (k4), Michelle Beda (K5), Uchi Cubillos (1st grade), Liliana Garavito (2nd grade), Daniela Fina (3rd grade), Andrea Escruceria (4th grade), Luis Lara (5th grade), Catalina Pelaez (6h grade), Helena de Brigard (7th grade), Maria Fernanda Correa (8th grade), Maria Cecilia Escallón (9th grade), Alexandra Crump (10th grade), Evelyn Aghion (11th grade), Margarita Rivera (12th grade).

II. Development of the Meeting:

1. Welcome and Introduction of Parent Council Members

Dr. Habegger welcomed all Parent Council members, who introduced themselves by grade level.

2. Review of the CNG Governance Structure Specific Role/Function of Parent Council Members

Dr. Habegger informed the Parent Council members that they will receive a copy in their emails of the CNG Governance Structure and the Specific Role/Function of Parent Council Members.

3. Standard Confidentiality Agreement Form

The Parent Council members will also receive in their emails the Standard Confidentiality Agreement Form, to sign and return.

4. Parent Council Officer Elections: President and Secretary

The President and Secretary were elected by the Parent Council members as follows: Catalina Pelaez President and Michelle Beda Secretary.

5. Proposed Dates for Monthly meetings this school year

The following monthly Parent Council meetings will be held at 7:00 a.m.:

Wednesday, September 16

Thursday, October 22

Thursday, November 19

Thursday, December 10

Thursday, January 28

Thursday, February 18

Thursday, March 18

Thursday, April 15

Thursday, May 13

Thursday, June 3

6. Hybrid Learning Model: Organizational Structure, Implementation Plans, and Key Timelines

Dr. Habegger shared a Hybrid Model presentation with the Parent Council members. This model has to do with the government's regulations related to timings, to sizes, and from best practices from our sister schools in Asia and Europe, especially the safety and security of the students. Some of these aspects are mandatory and these have been reflected in the model. A communication will be sent out next week in text to parents. Meetings will be held in each building level with a webinar and will be opened for specific questions.

In showing the slides Dr. Habegger said that a maximum capacity of 35% has been authorized by the government. This means we are going to have morning and afternoon sessions. We can only have 595 students on campus. The school can now have an unlimited number of staff members, this means all teachers can be in school, as well as counselors, support staff and general services.

The school is required to have a physical distancing of 2 meters in A/B half class size. So, for Primary and Elementary we can only have 10 to 12 students in a classroom. We have been

working with GRESSA biosecurity company since early July. With them and building administrators we did a walk-through building by building, libraries, cafeteria, and general services areas, determining the maximum for each classroom at CNG. Half of the classroom's furniture has been stored in a storage room in Chia. There are 10 to 12 desks in the classrooms, all soft furniture has been taken out, anything that cannot be cleaned has been taken out of campus. All furniture which breaks the 2-meter rule has been removed.

Four-hour instructional day. Primary and Elementary will come in the morning and MS and HS in the afternoon with a focus on the academic program. The timings have not been determined. These will be discussed with the board on Saturday and announced to the community next week.

Clusters by cohort is best practice in a 9-day span. One week on, one week off. This will allow us to trace the virus. Clusters will be separated from primary and elementary and from MS and HS and will not cross over. So for example, if a student gets sick in a given 4th grade cluster, that cluster will be isolated, tested and contact traced and will have to stay at home; the other 4th grade classes can continue on with their learning. If there are several cases in a 7th grade A group, we could isolate the A group and the B group could come to school the following week. This way we can monitor the group for any related issues.

It is Parents choice to opt in or opt out. Hybrid and virtual options will be provided. Parents have the Constitutional Right for an education. No matter what percentage of students opt out, the school is mandated to provide education to the students, either in school or outside of school. Streaming has been set up in all classrooms.

Ingress/Egress & Transportation. We need to have between 30 to 45 minutes to clean busses between routes. There are aspects that are critical to the model. We cannot have many students coming in at the same time through the gates, as this would put the 2-meter rule at risk. We need time periods between the Elementary and the Primary coming in and the MS and HS, in order not to have clusters meet. Students will always have the same seat.

The board is going to determine if the school is going to start with transportation. Once we have more clarity on who opts in and who opts out, we will be looking at specific transportation routes. The bus routes will have half the size of bus users to comply with the 2 meters distance and we are also prepared to rent busses to ensure safe transportation.

The four entrance gates will have to be used in a very smart way to ensure safety to our students and staff. Only students may be allowed to come on campus; maids, drivers, parents will not be able to come into campus in the initial transition time. We are thinking about having a transition period for the K4 and K5 students where parents can come in small groups and go to the classroom and meet their teacher.

Mandated school days per week are Monday, Tuesday, Wednesday, and Friday on campus. Schools by decree will have mandatory virtual classes on Thursdays and Saturdays are optional to hold school activities.

Several concerns where brought up by the Parent Council members:

- Use of best school masks for children: GRESSA will give recommendations on the best school masks for children to use and these will be communicated next week.
- The OMS do not recommend spraying booths: Nontoxic products are used in the school booths. These will be used only for shoe disinfection; will be decided by the board and decision will be included in next week's communication.
- Communication of symptoms or confirmed cases: We will continue to use the online forms that have been revised by legal counsel and by Gressa for reporting symptoms, respecting personal data.
- PE concerns: These have been addressed by the PE staff and coaches in terms of using and cleaning PE equipment. Playgrounds will be sectorized among clusters in order not to have crossovers.
- Use of Uniforms: Initially yes, students will come in their uniform. This can be determined next week.
- Possibility of not having Seniors split up in A/B groups: This is not possible because of classroom sizes and teachers and the impossibility to comply with physical distancing.
- Code of Conduct for students to follow rules and know what the consequences are if protocol is not followed: An optimal legal waiver is being prepared that parents will need to sign. It is a privilege to come to school and if a student thinks it is a joke, they can lose their privilege.
- Are homeroom teachers going to be in A/B groups: Yes, but we are still missing a few health forms. Dr. Habegger asked the Parent Council members to put together a brief statement to send out to parents through the K4 through 12 chat. It is highly important to receive those health forms.

We have 92% and missing 8%. Until we receive those health forms there cannot be no opt in for those students who have not completed the form. We have already received 100% of health forms from academic instructional faculty and staff. Once we know the specific number of students opting in, the building level Principals will inform how the PR and EL homerooms are going to be handled and the MS and HS classrooms. There are situations in which the homeroom teacher cannot come to school because they are immunocompromised, parents will need to have flexibility and understanding in those groups.

Other factors to Inform Model

Dr. Habegger said to the Parent Council members that next week will be providing what a hybrid model looks like and a parent survey will be sent out with the possibility to opt in or out.

The configuration of A/B rotation based on family clusters. The reason for this is very simple and again is best practice. If you have children in three different building levels and a classroom in one of those grade levels has a concern about a potential Covid case, or a student tested positive

for Covid, parents need to understand that if they have a child in that particular class and then another child in a different building level, all the students for that family will need to self-quarantine for the 9 day time period. This will be part of the opt in agreement.

Fear factor % for teachers not designated at risk, that are not immunocompromised themselves but have family members who are immunocompromised and are living in the same house. We have a list for every building level. Master schedule decisions will be based on available staffing. Again, we are going to ask parents to have flexibility.

Family Selection of private vs. school transportation. It has not been determined yet, if we are going to have bus transportation. This will be decided once we know who opts in.

Issue of tight school protocols vs. loose family rules. We are going to have an agreement with the students in terms of what we expect from them related to honor code, disciplinary policy and the protocols for their own health and safety, as well as their peers and extended family members. One of the biggest concerns that we have seen in other international sister schools, is that they have all these protocols during the week and then they find out that during the weekend they have parties with large groups of people. There is no answer to this, but we do need to be clear with parents and students. We are going to do our part here as a school, but if precautions are not taken outside of school, then this increases the possibility of having to close a particular grade level. It needs to be part of an honest-open conversation.

Dr. Habegger opened the Parent Council meeting for questions:

The October Break is coming. What about those families who are going to travel? Will they be quarantined for 14 days? This will be determined by the board. It would not make a lot of sense to come back without a reasonable self-quarantine period and a testing period. We will be testing all our instructional faculty staff and all who opt in, covered by the school. We are also looking for non-invasive saliva tests for students opting in. It makes no sense to start school without knowing who is positive or not. We know there are some false positives and false negatives, but we need to ensure as much as possible that people who are starting are negative.

We will see what has happened with the opening of the city over the next few weeks and we will have to gage this carefully over the October Break as people travel internationally. My best case scenario is that the opening will happen 10 to 12 days after the October Break, if we have all the protocols in place and Bogota continues to be a place that does not see increases in percentages of testing, hospitalization and ICU.

What is going to happen for Thanksgiving Break? Right now we are looking at 5 time-line dates with the board, to be finalized and give parents advance notice on what the projected first semester will be like, including October Break, Thanksgiving and the Holiday Break and what may be the tentative returning break in January.

What is the school going to do to help those students who are opting in? We are currently putting in streaming equipment in every classroom. So, the students who are opting out will be able to stream- in live to every session and will also be able to stream-in with those teachers who are immunocompromised. HS is almost done, and we are going building by building. All streaming equipment will be installed by September 30. We will not have opt-in/out until the equipment is installed, as well as the parent/student survey and health forms. If we do not get these, we cannot begin school, we are handcuffed. Students who opt out will be able to interact live. Students will be able to interact with those who are in the classroom. Teachers will be trained to use the streaming equipment. This equipment will not only be used for the Covid-19. It will also be used

for when the student is sick at home. The student can stream into the classrooms; it will be good for the observation of teachers; we can have teachers looking at a master class for training, without interrupting the dynamics of the classroom; we will use the streaming equipment for years going forward.

Because there will be a thousand questions, will you have a couple of people who will be the spokesperson to communicate to parents these issues? How are we going to get this information across without getting involved? The first communication will be a roll out with all the information, so parents can see the general scope. This will be in a webinar format with the administration and counseling staff to answer questions. Then we will set up a separate meeting, in each building level and work with parents by grade level. We are going to have a soft roll- in for students to come back, so when we start in full, we will know exactly what steps to take and not have confusion when we start out.

What are you thinking of in terms of cafeteria, snacks, recess? The cafeteria is an area of high risk. What we are thinking is that in the 4-hour segment, students can use the pay go system to have a snack and it would be delivered to the classroom. Otherwise, students will bring in their own snack to school. For the near future we will not have cafeteria services. The goal is to reduce the risk and focus on the academic.

Are you going to have opt in/out cycles? This will be a question for the board. We realize that the opt out is easier to manage. The opt in is more challenging because of the balancing of clusters. We are probably going to have a time, somewhere between 5 to 10 days to allow classroom organization, protocols and balancing out the A/B groupings.

It was recommended by the Parent Council members to consider having a head of the Covid-19. Dr. Habegger said that back in March, the 23 administrators both on the academic and operational side, were split into four working teams: academic, safety and security, social and emotional and communications. Each team is focused on one area. Dr. Habegger coordinates communication with each team as well as working with Gressa, the outside biosecurity consultants.

Are we going to know before we opt in or out, if a homeroom teacher will be able to go to school? Yes, part of what parents are signing in for is to give them a sense of how the structure is going to work on each grade level. We are not going to have K4, K5, 1st and 2nd grade work with the

same schedule. We are going to have staff related issues and different opt in and out percentages. Each is going to be slightly different; we are trying to be as consistent as possible, but parents will know there will be slight changes.

The Parent Council members thanked and congratulated Dr. Habegger and his team for planning all of this out, it has been very thoughtful and detailed. Parents are going to be very happy and safe to return to school.

7. Meeting Adjournment

With no further issues, the Parent Council meeting was adjourned at 11:05 a.m.

Catalina Pelaez
President

Michelle Beda
Secretary