AGENDA ITEM #: 6.3

SUBJECT: Attendance Awareness Month - September 2020

BACKGROUND INFORMATION:
Nationally, it is estimated that over 7.5 million students are at risk academically each year because they are chronically absent—missing 10 percent or more of school days due to absence for any reason—excused and unexcused absences as well as suspensions.

Research shows that starting as early as kindergarten and prekindergarten, chronic absence can have adverse consequences for academic achievement. By third grade, chronically absent students, especially those who have experienced multiple years of poor attendance are less likely to read on grade level. By sixth grade, chronic absence becomes a warning sign that a student will drop out of high school. By ninth grade, it’s a better indicator of dropout than eighth-grade test scores.

Children with certain risk factors— including poverty, chronic health conditions, homelessness, frequent moves and disabilities—are especially hard hit since they can least afford to miss school.

This resolution declares September, 2020 as “Attendance Awareness Month” for Amador County Office of Education.

FISCAL IMPLICATIONS:
None

RECOMMENDATION:
The Superintendent recommends approval of this resolution declaring September, 2020 as Attendance Awareness Month.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
Proclamation of September as Attendance Awareness Month

WHEREAS good attendance is essential to student achievement and graduation, and we are committed to dedicating our resources and attention to reducing chronic absenteeism rates, with a focus starting as early as transitional kindergarten,

WHEREAS chronic absence – missing 10 percent or more of school for any reason including excused and unexcused absences, or just two or three days a month – is a proven predictor of academic trouble and dropout rates,

WHEREAS improving attendance and reducing chronic absence takes commitment, collaboration and tailored approaches to particular challenges and strengths in each community,

WHEREAS chronic absence predicts lower third-grade reading proficiency, course failure and eventual dropout, it weakens our communities and our local economy,

WHEREAS the impact of chronic absence hits low-income students and children of color particularly hard if they don’t have the resources to make up for lost time in the classroom and are more likely to face systemic barriers to getting to school – such as unreliable transportation, lack of access to health care, unstable or unaffordable housing,

WHEREAS, chronic absence exacerbates the achievement gap that separates low-income students from their peers, since students from low-income families are both more likely to be chronically absent and more likely to be affected academically by missing school. Absenteeism also undermines efforts to improve struggling schools, since it’s hard to measure improvement in classroom instruction if students are not in class to benefit from them,

WHEREAS schools and community partners can reach out more frequently to absent students, now more than ever due to the COVID-19 pandemic and students not being physically present in classrooms to determine why they are missing school and what would help them attend more regularly,

WHEREAS schools and districts must do more to track, calculate and share the data on how many students are chronically absent so that we can deliver the right interventions to the right students,

WHEREAS all students – even those who show up regularly – are affected by chronic absence because teachers must spend time reviewing for students who missed lessons,

WHEREAS chronic absence can be significantly reduced when schools, parents and communities work together to monitor and promote good attendance and address hurdles that keep children from getting to school,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Amador County Office of Education proclaim that our schools will stand with the nation in recognizing September as “Attendance Awareness Month.” We hereby commit to focusing on reducing chronic absenteeism to give all children an equitable opportunity to learn, grow, and thrive academically, emotional and socially.

__________________________________  __________________________________
Susan Ross            Kandi Thompson
President, Board of Trustees    Clerk, Board of Trustees
AGENDA ITEM #: 6.4

SUBJECT:
Suicide Prevention Week: September 6 - 12, 2020

BACKGROUND INFORMATION:
National Suicide Prevention Week is an annual week-long campaign in the United States to inform and engage the general public about suicide prevention and the warning signs of suicide. The month of September is also National Suicide Prevention Month, with September 10, 2020 being World Suicide Prevention Day.

According to the Centers for Disease Control, as of 2017 suicide was the second leading cause of death among individuals between the ages of 10 and 34, and the fourth leading cause of death among individuals between the ages of 35 and 54 in the United States. There were more than twice as many suicides (47,173) in the United States as there were homicides (19,510).

While suicide prevention is important to address year-round, Suicide Prevention Week provides a dedicated time to come together with collective passion and strength around a difficult topic. We can all benefit from honest conversations about mental health conditions and suicide, because just one conversation can change a life.

FISCAL IMPLICATIONS:
None

RECOMMENDATION:
The Superintendent recommends approval of this resolution declaring September 6 - 12, 2020 as Suicide Prevention Week.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
JACKSON, CALIFORNIA
RESOLUTION NO. ACOE 20/21-003

PROCLAMATION OF NATIONAL SUICIDE PREVENTION WEEK

WHEREAS, the week of September 6-12, 2020 is National Suicide Prevention Week, and September 2020 is National Recovery Month, when millions of people around the world join their voices to share a message of hope and healing; and

WHEREAS, these observances are united in raising awareness that prevention is possible; treatment is effective; and people do recover; and

WHEREAS, in these challenging times of COVID-19, messages of hope and healing are more needed than ever; and

WHEREAS, (County/City) residents should be able to access high quality prevention, support, rehabilitation, and treatment services that lead to recovery and a healthy lifestyle; and

WHEREAS, every day in (County/City) people enter treatment into behavioral health services and community supports and begin the road to wellness and recovery; and

WHEREAS, resiliency begins early in life within families, day cares, and schools, and can be strengthened and reinforced throughout the life span; and

WHEREAS, recovery and wellness encompass the whole individual, including mind, body, spirit, and community; and

WHEREAS, Striving for Zero, California’s Strategic Plan for Suicide Prevention urges all Californians to play a role in suicide prevention and promoting health and wellness; and

WHEREAS, the benefits of preventing and overcoming mental health challenges, suicide attempts and loss, and substance abuse are significant and valuable to individuals, families, and our community at large; and

WHEREAS, it is essential that we educate residents about suicide, mental health and substance abuse problems and the ways they affect all people in the community; and

WHEREAS, we must encourage relatives, friends, co-workers, and providers to recognize the signs of a problem, and guide those in need to appropriate services and supports; and

WHEREAS, Suicide Prevention Week and Recovery Month inspire millions of Americans to raise awareness, build resiliency, and find hope.

NOW, THEREFORE IT BE RESOLVED that the Board of Trustees of the Amador County Office of Education proclaim the week of September 6-12, 2020 as National Suicide Prevention Week.

BE IT FURTHER RESOLVED, that this resolution be distributed to all schools in the district.

__________________________________  __________________________________
Susan Ross      Kandi Thompson
President, Board of Trustees    Clerk, Board of Trustees
Minutes
AMADOR COUNTY OFFICE OF EDUCATION
BOARD OF TRUSTEES
Wednesday, August 12, 2020

IMMEDIATELY FOLLOWING ACUSD MEETING

Meeting Location: Meeting will be via Zoom for public access.

NOTE: Due to COVID-19 this meeting will be available to the public via Zoom and following the meeting recorded audio will be available on our website. Zoom offers closed captioning during live conferences for disabled persons.
To access the meeting online join the Zoom meeting via
https://us02web.zoom.us/j/81257384318?pwd=ZmlkOWE3aVBVWDd1S2lrVGpHeURCUT09
Meeting ID: 812 5738 4318
Passcode: 081220
One tap mobile
+16699009128,,81257384318#,,,,0#,,081220# Directions for accessing the meeting will also be included on our webpage with the meeting link. https://amadorcoe.org/minutes-agendas/

NOTE: A copy of the Board agenda and backup materials is available for inspection and review at Amador County Office of Education, 217 Rex Ave., Jackson, CA during regular business hours. In addition, this agenda has been posted on the Amador County Unified School District Website at www.amadorcoe.org. An audio recording of the Board Meeting is made

Board of Trustees meetings are meetings of the Board in public, as per the Brown Act open meeting law. All five Board Members may not have discussion outside an open meeting. This meeting is their opportunity to have discussion in order to conduct their business. Board Meetings are not meetings for the public to interact informally with the Board. Members of the public may speak formally to the Board by completing a speaker card and giving it to the Board Clerk.

OUR MISSION: Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each student to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring and collaborative environment.

1.0 CALL TO ORDER 5:55PM

2.0 BOARD MEMBERS
[X] Susan Ross – Board President
[X] Kandi Thompson – Board Clerk
[X] Deborah Pulsikamp
[X] James Marzano
[X] Janet White
[ ] Hailey Dacier – Student Board Member
[ ] Sophia Davis – Student Board Member
[ ] Rebecca Morla – Student Board Member

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. Government Code §54954.2
3.0 Roll taken by the Secretary to the Governing Board

4.0 ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA

5.0 PUBLIC COMMENTS
A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on non-agenda items. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. **NOTE:** If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

6.0 CONSENT AGENDA
The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website at [www.amadorcoe.org](http://www.amadorcoe.org).

Board Member Marzano had a question on warrant #6005388 to Geocon. Mr. Critchfield replied this is for a special education building.

Board President Ross moved to approve the consent agenda, and Board Member Marzano seconded the motion. **The motion passed 5-0.**

6.1 **Minutes**
6.1a Board Meeting – July 15, 2020

6.2 **Business** (Mr. Critchfield)
6.2a Warrants issued between May 1 2020 – May 29, 2020 $772,933.19

6.3 **Educational Services** (Mr. Snider)
6.3a Consolidated Application (ConApp), 2020-21

6.4 **Surplus**
6.4a Special Education Department – HP desktop, Dell laptop, Dell monitor - outdated

7.0 DISCUSSION/ACTION ITEMS
**Public comments regarding Discussion/Action Items will be addressed during the Discussion/Action agenda items.** A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. **NOTE:** If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

7.1 Memorandum of Understanding (MOU) with Nexus Youth and Family Services –Discussion/Action (Mr. Snider)
Nexus Youth and Family Services has assisted schools in Amador County in many different ways in recent years, and are a very valuable community partner. They provide a wide range of services to
students, including the Too Good for Drugs and Botvin LifeSkills Training programs at the elementary level, Stanford Tobacco Prevention Toolkit and Project SUCCESS at the junior high and high school level, WEB leadership at the junior high and high school level, and the recently added Aggression Replacement Therapy for students in all grade levels.

Our partnership with Nexus has been very helpful to teachers in ensuring our students receive additional supports and education in Alcohol, Tobacco, and Other Drug (ATOD) prevention. In addition to this, the Too Good for Drugs and Botvin Lifeskills Training programs help build students’ resiliency by teaching them how to be socially competent and autonomous problem solvers, as well as teaching the benefits of a nonviolent, drug-free lifestyle. Project SUCCESS targets students that are at-risk for ATOD use due to poor academic performance, truancy, discipline problems, negative attitudes about school, and parental Substance abuse. Where Everybody Belongs (WEB) us a student leadership and mentor program, teaching students how to be positive change agents at their school.

Mr. Snider stated this is an annual contract and serves county office and district students.

Board Member Pulskamp moved to approve contract, and Board Member Marzano seconded the motion. **The motion passed 5-0.**

7.2 **2020-2021 Amador County Office of Education Forty-five (45) Day Budget Revision – Discussion/Action (Mr. Critchfield)**

A 45-Day Budget Revision is not required but it is highly advisable due to significant changes from the Governors’ May Budget. The revision to the budget must be made available for public review within 45 days from enactment of the State Budget Act. The 45-day timeline is August 13, 2020.

Mr. Critchfield reported this is a restoration of funding that we are now receiving and increase in revenue. We will have COVID relief money coming to county office. Also will have cash deferrals and may have to borrow some cash at end of year.

Board Member Marzano on mod-severe students and how going to provide services to these students. Dr. Russell replied through distance learning using unique program. We will have therapy 4-5 service centers in the schools and we are working with Dr. Kerr to make sure it is safe to see these students in person.

Board Member Marzano commented this has really open his eyes and he appreciated meeting with Dr. Russell. Special Education Director (ACUSD) SELPA, Ms. Kathryn Brown commented SH students also applies to the mild-mod students distance learning plans to reflect the support needed at this time.

Board President Ross moved to approve forty-five (45) day budget revision, and Board Member Marzano seconded the motion. **The motion passed 5-0.**

8.0 **INFORMATIONAL ONLY**

8.1 **Personnel**

8.1a Personnel Items approved by COE Superintendent July 10, 2020
8.1b Personnel Items approved by COE Superintendent July 24, 2020

9.0 **REPORTS**

9.1 **Report from Superintendent** (Dr. Russell)
Dr. Russell reported out on child care and ELP. He went over services provided. Extended day classes and full day classes and availability. Concern with employees children where they will be when employees are working.

9.2 **Report and Remarks from Board Members**
Board Member Marzano ask a question if we had child care pre COVID. Dr. Russell commented we had ELP after school program. Board Member Marzano also asked how are the new buildings doing? Mr. Critchfield commented building doing well and painted and anticipate done in the next few weeks. The Argonaut building will be completed end of September.

10.0 **NEXT MEETING**
**ACOE Regular Meeting:** Wednesday, August 26, 2020, Amador County Administration Building, 810 Court St., Jackson, CA. Remote meeting via zoom for public access. **ACOE Meeting is first, then SELPA and ACUSD Board Meeting is immediately following the SELPA meeting.**

11.0 **ADJOURNMENT** 6:20PM
* The Amador County Office of Education complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent’s Office by calling (209) 257-5330. All efforts will be made for reasonable accommodations.
* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours.

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*The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. Government Code §54954.2*
Payroll 7/1/2020 - 7/31/2020: 867,540.85

**WARRANTS**

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113,481.35

If there are any questions regarding any of the payments, please contact Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333
AGENDA ITEM #: 8.2b

SUBJECT: 
Williams and Associates, LLC contract for services for fiscal years 2020-2021 and 2021-2022 – Consent

BACKGROUND INFORMATION:
With the passage of Proposition 51 Amador County Office of Education will receive funding for three Special Education projects. Williams and Associates will provide consulting and technical assistance, monitor the process through the Office of Public School Construction and make recommendations to accelerate the State’s approval process for the projects.

FISCAL IMPLICATIONS:
Cost for services will be funded through Proposition 51 funding which will be administered in Fund 35, ACOE School Facilities Fund. Contract not to exceed $50,000.

RECOMMENDATION:
Superintendent Russell recommends approval of Williams and Associates contract for services.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
SCHOOL FACILITIES CONSULTANT AGREEMENT
BETWEEN
AMADOR COUNTY OFFICE OF EDUCATION
AND
WILLIAMS & ASSOCIATES, LLC

This agreement is made by and between AMADOR COUNTY OFFICE OF EDUCATION, herein referred to as the Client, and WILLIAMS & ASSOCIATES, LLC, herein referred to as the Consultant. For the remuneration stipulated, the Consultant shall:

1. Provide technical assistance to the County Office of Education, monitor the application(s) through the Office of Public School Construction, and make recommendations to accelerate the State’s approval process for the Client’s projects.

2. Provide documentation to the Client of services provided.

A fee of $164.00 per hour shall be charged the Client for the aforementioned services under Item 1 and 2 above not to exceed $50,000. Travel time will be charged at regular hourly rates, for actual time involved.

The Client shall pay and reimburse any direct costs, travel, meals, and lodging, when such expenses are incurred at the request of the Client. All such claims shall be authorized by the Client prior to the Consultant incurring the expense, to be reimbursable under this agreement.

The Client shall furnish to the Consultant all information in its possession as necessary to complete the designated tasks. It is understood that the Consultant shall function as an independent contractor without authority to obligate the Client for any indebtedness or other commitments without the Client’s approval.

The undersigned understands that the Consultant cannot control the processes of the applicable Local, State, or Federal agencies in reviewing and approving any Client application request. The Consultant will use its best efforts to assist the Client to obtain approval of the Client’s application but cannot guarantee a favorable result on the Clients application.

This agreement shall be effective from July 1, 2020 through June 30, 2022. This agreement may be terminated by either party upon 30 days written notice.

WILLIAMS & ASSOCIATES, LLC                        AMADOR COUNTY OFFICE OF EDUCATION

MimiDene Z. Williams                               Robert Russell, Ed.D., Superintendent

7/1/2020                                        7/1/2020

MimiDene Z. Williams, Principal                   Date

P.O. Box 2125, Placerville, CA 95667 // Mobile 530-906-6690 // mimidene@williams-assoc.com
Amador County Office of Education
217 Rex Avenue, Jackson, California 95642
(209) 223-1750 Fax: (209) 223-1733

Human Resource Items approved by COE Superintendent
August 7, 2020

CURRENT CONSIDERATIONS

**Classified–New Employee**
Jamie Guthrie, Preschool Instructional Aide, 3.5 hours/11 months, Jackson State Preschool, effective 8/10/2020

**Classified–Resignation**
Ryan Drake, Maintenance Worker I, 8 hours/12 months, Triglia/Jackson Elementary, effective August 16, 2020

\[Signature\]
County Superintendent

\[Signature\]
Date

8/10/2020
CURRENT CONSIDERATIONS

Certificated~ Voluntary Transfer
Angela Hayes, mild moderate teacher, 1 FTE, Independence High School to teacher on special assignment, 1 FTE, 200 days, effective August 10, 2020

Classified~ Families First Covid-19 Response Act
Gisela Cronin, Preschool Instructional Aide, 3.5 hours, Ione Elementary, effective dates August 17, 2020 through August 28, 2020

County Superintendent

Date
MEMORANDUM OF UNDERSTANDING
BETWEEN AMADOR COUNTY OFFICE OF
EDUCATION AND SPECIAL EDUCATORS OF
AMADOR COUNTY TEACHERS ASSOCIATION
REGARDING COVID-19, BEGINNING OF THE
SCHOOL YEAR 2020-2021
DISTANCE LEARNING

The health and safety of all students and staff must be the first priority and
guiding principle in opening public schools for the 2020-21 school year. When
we physically return to school campuses, it needs to be planned and
deliberate with safety and public health at the forefront of all decision-making.
There is clear and up-to-date guidance from the California Department of
Public Health (CDPH) on how schools can open safely and responsibly, as
well as triggers that require schools to physically close again. SEAC is
committed to ensuring the health and safety of our members and the
students we serve.

In preparation for beginning the 2020-21 school year in the midst of a
continuing pandemic, the parties recognize the need to address the learning
environment and instructional model that will be used to educate our students.
It is in the mutual interest of the parties to abide by the recommendations of
public health officials to prevent illness and further spread the virus. The
parties recognize that schools are critical to daily life and that collaboration
between local public health, education officials, and educators is the best
means to determine and balance competing concerns surrounding school
reopening decisions. In accordance with guidance from the Centers for
Disease Control and Prevention ("CDC"), California Department of Public
Health ("CDPH"), California Department of Education ("CDE"), the California
Department of Industrial Relations Division of Occupational Safety and Health
(Cal/OSHA), and the local public health department, the parties recognize and
agree that reopening under a distance learning approach is necessary at this
time and will proceed as conducted this past spring, with various modifications
as detailed in SB 98, and until further review and negotiations take place.
When community health conditions improve and an agreement is reached
between ACOE and SEAC, a new MOU will be developed and some form of in-person instruction will be instituted following the provisions of the new MOU.

- The first 5 days of the work year, August 10-14, will be scheduled as **non-instructional days** and reserved for staff planning, collaboration, and preparation of distance learning materials. The additional 3 teacher work days will be paid at a member’s per diem rate. It is understood and agreed upon that if **necessary**, the days of June 07-June 11 may be used as make-up work days and/or student days. This may include, but is not limited to, PSPS days without a waiver, or, snow days that have been exhausted.

- The first working day for unit members will be Aug. 10, 2020

**Opening the Year Activities - Teachers**

**August 10-11** Staff meetings, instructional leadership team meetings, collaboration within sites and across the district with like grade levels.

- County employees working in the SH program will have mandatory meetings on August 10th and 11th.

**August 12-14** Open for teachers to continue planning and preparing materials.

**August 14** SH Staff meeting at Triglia 12:00 - 3:30
August 10-14 Various voluntary professional development offerings will be provided by the District.

- Overview of SB98

- How to meet minutes/ DL requirements/ Addendums/ What IEP’s will look like with Distance Learning and Homeschooling

- DIS teletherapy training

The days of Aug. 12-14 will be paid on per diem basis as a supplemental check by Sept. 15. 2020.

- The first instructional school day for students will be Aug. 17, 2020.

Students’ first week back will be utilized to obtain equipment, get connected and set up at home, and virtually meet and interact with teachers and peers, as directed by each site administrator.

- **Pay/Benefits**- While working under the current distance learning model, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.

- The Association and the ACOE will monitor the anticipated increase in counseling needs for students. Addendums to this MOU may develop in the event workload for
counselors is increased. Intake procedures for new students will be covered in an addendum to this MOU.

- **Working Remotely- Bargaining unit members are encouraged to report in person to their school site each day.** Bargaining unit members shall **not** be directed or required to report in person to school sites or the district office while working under the current distance learning model. Site administrators, with the approval of the ACOE Superintendent, can revoke the option of working from home if the employee does not adhere to all components of this direction. Bargaining unit members have the right to request a meeting, with representation present, before such revocation takes effect.

  - **In-Person Staff Meetings-** The ACOE shall not require in-person staff meetings or professional development if the ACOE cannot ensure a minimum of six (6) feet of physical distance between all employees/masks being worn by all attendees for the duration of the meeting and for entering/leaving the meeting.

- **Access to Worksite-** Under the current distance learning model, bargaining unit members may access and work from their classroom/office worksite during regular school hours as they deem necessary. In the event a bargaining unit member reports to a district worksite, he/she shall be responsible for following state, county, and local public health guidelines. While on district premises, except when working independently in their classroom/office, bargaining unit members shall maintain six feet of physical distance between themselves and other individuals and be required to wear a face mask. Staff who cannot wear a mask because of a documented health issue shall be required to wear a face shield and neck drape (tucked into the shirt).
Additional conditions required for safe, in-person work include,

**Students and visitors will not be allowed on campus** except in the case of a scheduled appointment.

**One-way directions/movement**- Ensuring that movement through buildings is unidirectional maximizes physical distancing. Directional markers as well as physical distancing markers will be used in shared spaces such as the school office, hallways, staff restrooms, staff workrooms, and staff break rooms.

**Hand Sanitizer/Soap**- The District shall comply with the following hand washing logistical requirements:

a) every room with a working sink shall be stocked with soap, hand sanitizer, hand drying equipment;

b) every classroom shall be provided hand sanitizer;

c) non-classroom workspaces shall be provided hand sanitizer;

d) hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;

e) all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the
beginning of each day.

Handwashing - Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered.

Daily Cleaning and Disinfecting - The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

HVAC - The CDC recommends ensuring that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors if it is safe to do so. The COE will ensure that all windows will be operable. While no one method of prevention is 100% effective, layering prevention strategies helps reduce risk. The COE shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100%. Air filters shall be MERV-13 or higher and changed at the recommended intervals. Portables and/or other rooms without adequate central HVAC shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the
square footage of the room.

- **Bargaining Unit Member Expectations** - Bargaining unit members shall follow all requirements listed in SB 98 and determine the means and method for providing distance learning based on appropriate standards-based instruction, using district-adopted curriculum, and, utilizing the established MTSS process with intervention and supports for all students, and their students’ ability to access the curriculum. Under the current distance learning model, bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students with feedback, and reporting non-participation to the site administrator for additional outreach and follow up. Bargaining unit members will be expected to attend IEP meetings virtually. IEP meetings will be scheduled whenever possible within the contracted school day.

- **Scheduling** - Except for office hours and/or interactive instruction, bargaining unit members shall set their schedule in communication with Site Administrator. Bargaining unit members are expected to work and be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Office hours shall be used to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms. Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a
visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback per the requirements of SB 98.

- **Office Hours/Interactive Instruction** - Bargaining unit members will provide interactive instruction and office hours as mandated by SB 98, on a set schedule each week. Bargaining unit members shall provide advance notification to students and parents if a change to the schedule is necessary. “Instructional time shall be based on the time value of assignments as determined and certified to, by an employee of the local educational agency who possesses a valid certification document, registered as required by law.” (SB98)

  180 instructional minutes daily in **TK-Kindergarten**.

  230 instructional minutes daily in grades 1 to 3, inclusive.

  240 instructional minutes daily in grades 4 to 12, inclusive.

  180 instructional minutes daily for pupils in **grades 11 and 12 that are also enrolled part time in classes** of the California State University or the University of California for which academic credit will be provided upon satisfactory completion of enrolled courses.

  180 instructional minutes daily for **any pupil who is also a special part-time student enrolled in** a community college under Article 1 (commencing with Section 48800) of Chapter 5 of Part 27 of Division 4 and who will receive academic credit upon satisfactory completion of enrolled courses.
180 instructional minutes daily for pupils enrolled in a continuation high school.

Distance Learning Plans will be developed for all students with an IEP and will address SAI minutes, DIS services, and any other services in the IEP. Distance Learning Plans are developed by the case manager in collaboration with other IEP service providers. Scheduling of the Distance Learning Plan IEP team meeting will be scheduled and coordinated with all IEP team members to best meet the needs of all IEP team members.

- Unit members without sufficient internet coverage shall inform their site administrator of connectivity issues. The COE will provide hot spots for use in unit members’ homes. Unit members will be provided the opportunity to work out of their classrooms, should connectivity issues not be resolved.

- Unit members are allowed to bring their district enrolled children with them to their classrooms. All health and safety procedures will apply. Unit members will be required to sign an acknowledgment form. Students are to stay within the confines of their parent’s workspace.
- The five-day workweek (Monday through Friday) for all bargaining unit members shall include four (4) days of full instruction and one (1) compressed teaching minutes day per week. Compressed days shall be reserved for bargaining unit member site/job alike collaboration, and planning time.
- **Evaluations**- All formal evaluations for tenured teachers will
utilize the Alternate Evaluation During Covid-19 Form for the school year 2020-2021. Probationary teachers will be evaluated as spelled out in the current CBA.

Health Screening, Testing, Notification, and Contact Tracing

As Covered in: ACUSD Health and Safety plan During COVID-19 for a Safe Return to School. Updated 7-27-2020

- The COE shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school, including temperature checks via no touch thermometers. Visitors with any symptom consistent with COVID-19 shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home.

The Association and COE reserves the right to negotiate and amend the language of this MOU regarding any additional impacts of Covid-19 and/or school closures/openings in the 2020-21 school year.

This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement.

For the Association  
For the COE