



AMADOR COUNTY PUBLIC SCHOOLS

2020-2021 SAFE RETURN TO CAMPUSES TIMELINE ~ WORK IN PROGRESS ~ INTERNAL PLANNING DOCUMENT (Updated 10/28/2020)

Date	Action Step Communication Health & Safety Personnel Planning Education	Staff Responsible	Status
March - present	Negotiate the effects of distance learning and hybrid learning, as per law which dictates the scope of bargaining <small>(As of 10/28/2020, approximately 70 hours w/ ACTA, 46 hours with SEAC, 49 hours with CSEA Unit 239, 37 hours with CSEA Unit 827.)</small>	Dave Vicari Cabinet Labor Partners	Ongoing
8/17/2020 - 6/4/2021	Use Wednesdays for school teams to plan and collaborate for distance learning and in-person learning	All Principals	Ongoing
8/17/2020	Open school in distance learning	Amy Slavensky Cabinet	Done
9/11/2020 9/14/2020	Send Family Survey and Teacher Survey, collect and use data for decision making	Sean Snider	Done
9/23/2020	Board Action to return students to campuses in hybrid model on 11/16/2020	Board of Trustees	Done
9/24/2020	Send email to all staff, Intouch announcement to families, and press release re: Safe Return to Campuses.	Amy Slavensky	Done
9/24/2020	Invite families to virtual town hall meetings (9/29 & 10/1) with attached documents: hybrid and DL descriptions, draft schedules, and FAQ.	Sean Snider Amy Slavensky Demi Wright	Done

9/24/2020	Advertise new substitute teacher rate of pay (\$175/day) and recruit.	Dave Vicari	Done
By 9/25/2020	Send classroom 6 foot physical distancing plan to Sean and Jared	All Principals	Done
Week of 9/28/2020	Deliver an orientation session for CSEA transferred employees	Dave Vicari Sean Snider	Done
By 10/2/2020	Provide protocol for sites to determine needs of at-risk students and schedule for those groups for in-person learning	Rich Modesti Tia Peters	Done
By 10/2/2020	Provide principals a protocol or list of required action steps to prepare for hybrid at their specific school	Jeni DeWalt Rich Modesti	Done
By 10/2/2020	6-12 Edgenuity Team to bring recommended course list to Sean Note: Team did not recommend use of Edgenuity due to lack of availability of courses. Planning pivoted to use of cameras in secondary classrooms, as per SB 820.	Sean Snider Sinead Klement	Done
By 10/5/2020 9AM October 19 Small Cohorts	Send to Cabinet site preliminary October 19th at-risk staffing plan for in-person learning (By appt. only, does not replace core instruction.) MOU: "Students and visitors will not be allowed on campus except in the case of a scheduled appointment." (p. 4)	All Principals Voluntary staffing	Done
Week of 10/05/2020	Coordinate and communicate transportation schedules for October 19 small learning cohorts	All Principals	Done
Week of 10/05/2020	Communicate with staff and families with schedules and expectations for October 19 small learning cohorts	All Principals	Done

10/6/2020 2:30 PM	Health & Safety Plan Training (All Staff)	Sean Snider Dawn Leibold	Done
10/08/2020	Send enrollment "opt in" form for DL model with 10/19/2020 deadline, with updated FAQ.	Sean Snider Amy Slavensky All Principals	Done
Before 10/19/2020	Hire and train more teacher substitutes (Currently, there are over 70 who are ready to work.)	Dave Vicari Sean	Done
Before 10/19/2020	Examine classified site staffing; determine if each site has necessary staff to support hybrid (custodial, etc.).	Dave Vicari Cabinet	Done
Before 10/19/2020	Finalize and communicate transportation plans for October 19	Doug Green All Principals	Done
Week of 10/19/2020	Finalize classroom capacity plan for physical distancing (85%)	All Principals	Done
Weeks of 10/19/2020 and 10/26/2020	Place physical distancing markers, signage at all needed locations on site	All Principals	In progress
From 10/19 to 11/13/2020	Develop and post frequent social media messages related to hybrid preparations	Demi Wright All principals, send pics	In progress
By 9am 10/26/2020	Submit hybrid waterfall enrollment chart to Sean	Elementary Principals	Done
Week of 10/19/2020	Implement protocol for small groups of at-risk students to come back to campus for support	All Principals	Done
Week of 10/19/2020	Begin small group secondary clubs and enrichment to support social-emotional wellness and positive peer interactions	Secondary Principals	Ongoing

Week of 10/19/2020	Develop and deploy employee health check app for daily use beginning 11/16/2020	Jared Critchfield Dan Hebert	In progress
Week of 10/19/2020	Purchase and deploy temp kiosks for quick check-in and daily use beginning 11/16/2020	Jared Critchfield	Arriving week of 11/2
Ongoing	Continue athletic conditioning on site following CDC guidelines	Secondary Principals	Ongoing
Weeks of 10/26/2020 and 11/2/2020	Align cohorts 1 & 2 for families across elementary and secondary schools, to the extent possible	All Principals Michelle Hanson	In progress
Week of 10/26/2020	Finalize student daily health screening and temp check protocol	Sean Snider All Principals	In progress
Week of 10/26/2020	Reconfigure elementary classes/teachers for remainder of school year	John Hawley Elementary Principals	Done
10/28/2020	Comprehensive Site Health & Safety Plans due (11/4/2020 Board Agenda)	All Principals Sean Snider Kevin Griffin	Done
By 10/30/2020	Update Health & Safety Plan	Sean Snider	Done
By 10/30/2020	Send prior written notice (PWN) to all families of students with disabilities regarding hybrid learning	Kathryn Brown	Done
By 10/30/2020	Communicate with all teachers who requested distance learning	Dave Vicari	Done
Weeks of 10/26/2020 & 11/2/2020	Work with maintenance staff to install cameras in all secondary classrooms and tape areas in the classroom that will be visible on camera.	Secondary Principals Site M1 Jared Critchfield	In progress

Weeks of 11/2 and 11/9/2020	Welcome teachers on site to prepare and rehearse for hybrid, including full day of prep on Wednesday (11/4)	All Principals	In progress
Week of 11/2/2020	Finalize and communicate bell schedules, expected health and safety protocols, and other important site information to staff and families	All Principals	
Week of 11/2/2020	Deliver a welcome and orientation session for SEAC transferred employees	Dave Vicari Kathryn Brown	
Week of 11/2/2020	Plan welcome back fanfare (signage, balloon arches, spirit week, etc.)	All Principals	In progress
11/4/2020 Board Agenda	Negotiate and implement return of classified staff on the rehire list for additional support and repurposing	Dave Vicari Cabinet	In progress
By 11/6/2020	Facilitate necessary interactive meetings with teachers who requested distance learning	Dave Vicari	In progress
By 11/9/2020	Finalize and communicate certificated staffing and class assignments	Dave Vicari All Principals	In progress
By 11/9/2020	Finalize and communicate any changes for special education case management	Kathryn Brown	
Weeks of 11/2/2020 11/9/2020	Provide additional planning time for teachers who are changing assignments or sites	Dave Vicari All Principals	
Week of 11/9/2020	Send school specific communication to families including staffing updates and any other new information	All Principals	
Week of 11/9/2020	Communicate bus schedule information to families	Doug Green Theresa Cramer	

Week of 11/9/2020	Provide training to all classified employees on how to disinfect properly	Kevin Griffin	
Week of 11/9/2020	Complete installation of MERV13 filters in all classrooms	All Principals Kevin Griffin	In progress
11/10/2020 1:00 PM	Provide “stay at home protocols for students and staff” training for all office staff and school administrators	Sean Snider Dawn Leibold AC Public Health	
By 11/13/2020	Expand network bandwidth to ensure support for distance learning and hybrid	Jared Critchfield Dan Hebert	In progress
Before 11/16/2020	Hire and train more custodial support	Dave Vicari Kevin Griffin	In progress
Before 11/16/2020	Ensure all classrooms and schools will be disinfected and facilities work properly (windows open, etc.)	Kevin Griffin Jared Critchfield (daily site visits)	In progress
Before 11/16/2020	Implement classroom, restroom, and all common areas disinfecting and disinfecting log protocol	Kevin Griffin Site M1s All Principals	In progress
11/16/2020	Begin hybrid and new DL models for Grades TK-12	All School and District Administrators	
Week of 11/16/2020	High level of visibility and support on all school campuses	Amy Slavensky Cabinet All Principals	
Week of 11/30/2020	Conduct after action reviews to assess successes and challenges; follow up where needed	Amy Slavensky Cabinet	
Week of 12/7/2020	Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making	Sean Snider Amy Slavensky	
Week of 1/25/2021	Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making	Sean Snider Amy Slavensky	

Week of 3/1/2021	Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making	Sean Snider Amy Slavensky	
Week of 4/12/2021	Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making	Sean Snider Amy Slavensky	
Week of 5/17/2021	Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making	Sean Snider Amy Slavensky	
August 2020 - June 2021	Ongoing data collection, planning, problem solving, monitoring, and continuous improvement	Amy Slavensky Cabinet All Principals	