



# AMADOR COUNTY PUBLIC SCHOOLS

## 2020-2021 SAFE RETURN TO CAMPUSES TIMELINE ~ WORK IN PROGRESS ~ INTERNAL PLANNING DOCUMENT (Updated 11/17/2020)

| Date                   | Action Step<br>Communication Health & Safety<br>Personnel Planning Education   | Staff<br>Responsible                        | Status  |
|------------------------|--|---|---------|
| March - present        | Negotiate the effects of distance learning and hybrid learning, as per law which dictates the scope of bargaining<br><small>(As of 11/17/2020, approximately 100 hours w/ ACTA, 46 hours with SEAC, 49 hours with CSEA Unit 239, 37 hours with CSEA Unit 827.)</small> | Dave Vicari<br>Cabinet<br>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<br>Cabinet                    | Done    |
| 9/11/2020<br>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<br>Amy Slavensky<br>Demi Wright | Done    |

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| 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<br>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<br>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<br>Rich Modesti              | Done |
| By 10/2/2020  | 6-12 Edgenuity Team to bring recommended course list to Sean<br>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<br>Sinead Klement            | Done |
| By 10/5/2020<br>9AM<br><br>October 19<br>Small<br>Cohorts | Send to Cabinet site preliminary October 19th at-risk staffing plan for in-person learning (By appt. only, does not replace core instruction.)<br>MOU: "Students and visitors will not be allowed on campus except in the case of a scheduled appointment." (p. 4) | All Principals<br><br>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 |

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

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| Week of 10/19/2020                | Purchase and deploy temp kiosks for quick check-in and daily use beginning 11/16/2020  | Jared Critchfield                                    | Done                        |
| 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<br>Michelle Hanson                    | Done                        |
| Week of 10/26/2020                | Finalize student daily health screening and temp check protocol  | Sean Snider<br>All Principals                        | Done                        |
| Week of 10/26/2020                | Reconfigure elementary classes/teachers for remainder of school year   | John Hawley<br>Elementary Principals                 | Done                        |
| 10/28/2020                        | Comprehensive Site Health & Safety Plans due (11/4/2020 Board Agenda)  | All Principals<br>Sean Snider<br>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<br>Site M1<br>Jared Critchfield | HS: Done<br>JH: 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                                       | Done                        |

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| 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                  | Done |
| Week of 11/2/2020               | Deliver a welcome and orientation session for SEAC transferred employees  | Dave Vicari<br>Kathryn Brown    | Done |
| Week of 11/2/2020               | Plan welcome back fanfare (signage, balloon arches, spirit week, etc.)  | All Principals                  | Done |
| 11/4/2020 Board Agenda          | Negotiate and implement return of classified staff on the rehire list for additional support and repurposing                              | Dave Vicari<br>Cabinet          | Done |
| By 11/6/2020                    | Facilitate necessary interactive meetings with teachers who requested distance learning   | Dave Vicari                     | Done |
| By 11/9/2020                    | Finalize and communicate certificated staffing and class assignments  | Dave Vicari<br>All Principals   | Done |
| Weeks of 11/2/2020<br>11/9/2020 | Provide additional planning time for teachers who are changing assignments or sites   | Dave Vicari<br>All Principals   | Done |
| Week of 11/9/2020               | Send school specific communication to families including staffing updates and any other new information                                   | All Principals                  | Done |
| Week of 11/9/2020               | Communicate bus schedule information to families  | Doug Green<br>Theresa Cramer    | Done |
| Week of 11/9/2020               | Provide training to all classified employees on how to disinfect properly   | Kevin Griffin                   | Done |
| Week of 11/9/2020               | Complete installation of MERV13 filters in all classrooms   | All Principals<br>Kevin Griffin | Done |

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| 11/10/2020<br>1:00 PM | Provide “stay at home protocols for students and staff” training for all office staff and school administrators | Sean Snider<br>Dawn Leibold<br>AC Public Health           | Done           |
| By<br>11/13/2020      | Expand network bandwidth to ensure support for distance learning and hybrid                                     | Jared Critchfield<br>Dan Hebert                           | Ongoing        |
| Before<br>11/16/2020  | Hire and train more custodial support   | Dave Vicari<br>Kevin Griffin                              | Onoging        |
| Before<br>11/16/2020  | Ensure all classrooms and schools will be disinfected and facilities work properly (windows open, etc.)         | Kevin Griffin<br>Jared Critchfield<br>(daily site visits) | Ongoing        |
| Before<br>11/16/2020  | Implement classroom, restroom, and all common areas disinfecting and disinfecting log protocol                  | Kevin Griffin<br>Site M1s<br>All Principals               | Done           |
| 11/16/2020            | Begin hybrid and new DL models for Grades TK-12   | All School and<br>District<br>Administrators              | Done           |
| Week of<br>11/16/2020 | High level of visibility and support on all school campuses   | Amy Slavensky<br>Cabinet<br>All Principals                | Ongoing        |
| By<br>11/20/2020      | Finalize and communicate any changes for special education case management                                      | Kathryn Brown   | In<br>progress |
| Week of<br>11/30/2020 | Conduct after action reviews to assess successes and challenges; follow up where needed                         | Amy Slavensky<br>Cabinet                                  |                |
| Week of<br>12/7/2020  | Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making                            | Sean Snider<br>Amy Slavensky                              |                |
| Week of<br>1/25/2021  | Send Family Survey & Teacher/Staff Surveys, collect and use data for decision making                            | Sean Snider<br>Amy Slavensky                              |                |

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