



SANTA TERESA HOME & SCHOOL ASSOCIATION

Non-Profit Tax ID

EIN: 27-3484689

CCN: 3315952

MINUTES – March 16, 2021

Board's Welcome

Brenda Castillo-Garza

- Brenda welcomed everyone at 7:01 pm.

Approval of February 2021 Minutes

Faatemeh Lubinsky

- February 2021 minutes were approved unanimously. Dina Mansuy moved to approve, and Sara Seipert seconded.

Principal's Report

Mark Lepori

- April's Mega Skill, Responsibility, will be introduced during the Panther Pride Assemblies on Monday, March 29th.
- Entries to this month's background battle, St. Patrick's Day, are due by March 22nd.
- The next School Site Council Meeting is scheduled for Thursday, March 25th at 6:00pm.
- There is no school on Friday, April 2nd (Staff Development Day) and from Monday, April 5th – 9th (Spring Break).
- The next English Learner Advisory Committee Meeting (ELAC) is Wednesday, April 21st at 6:30 pm.
- Upcoming Testing
 - The Gifted and Talented Education (GATE) – Will be completed before April 15th.
 - Summative ELPAC assessment for English learners
 - State Testing (SBAC) for grades 3-6 – Will be completed before April 26th.
- Return to In Person Learning –
 - Mr. Lepori reviewed the draft version of the Santa Teresa Opening Guidebook (see attached).
 - Please note, there has been to be an agreement with the teacher's union so there may be changes to what is currently being proposed.
 - Attached is a copy of the draft guidebook and some FAQ's discussed during meeting.
 - Future communications will be done through Parent Square.
 - Students who return will need to bring Chromebook to school each day and ensure it is fully charged.
 - If a teacher or student is positive, the class will have to test and self-isolate. It's unlikely there'd be a total closure, but if county numbers get bad again it's possible.

STHSA Board

President: Brenda Castillo-Garza
VP of Social Events: Crystal Telles
Co-Treasurer: Neetu Mishra

Secretary: Lynda Tu
VP of Fundraising: Faatemeh Lubinsky
Co-Treasurer: Dina Marie Mansuy

District Advisory Council (DAC) Report –

Vinod Pisharody

- Vinod was absent for meeting. Per Mr. Lepori, most information was covered during discussion about Return to In Person Learning, except that they received the 2022 -2023 calendar. Please see attached notes.

Financial Reports

Neetu Mishra, Dina Marie Mansuy

- Neetu reviewed budget vs. actuals report, which is now up to date with income from January and February 2021 (see attached).

Fundraising

Faatemeh Lubinsky

- See's Candy – February 1st to March 19th -
 - So far, we've earned about \$1,100. The goal was \$600. This is the last week to place orders.
- Restaurant Night – Panda Express, Wednesday, April 14th
- AmazonSmile – Thank you for those who are place orders through AmazonSmile.

Committee/Events Reports

- Online Auction

Maria Eswine

- The silent auction will be from Saturday, April 17th to Sunday, April 25th.
- Anyone who has items to donate, or that can offer a coupon or discount, please email Maria at mariaeswine@gmail.com.
- All donations must be submitted to Maria by end of the day, Tuesday, April 13th.

Parental Involvement

Brenda Castillo-Garza

- 2021-2022 Open Board Positions
 - 1) President
 - presides over executive board
 - calls all meetings
 - establishes meeting agendas, appoints a chair for each committee
 - oversees all HSA events
 - 2) VP of Fundraising / Fundraising Committee
 - Direct Donation Drive
 - Walk-A-Thon
 - Restaurant Nights
 - Monday Weekly News Emails
 - Santa Teresa Spirit Wear Orders
- Online Auction

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Communications and Upcoming Events

Brenda Castillo-Garza

- HSA will meet with Mr. Lepori to discuss what we can or can't do for the remainder of this year.

Greetings from Other Groups

- Teachers **Michael Moody, Jen Anderson**
 - Mr. Moody
 - Teachers are supporting choices parents are making regarding return to school.

Parent Comments/Questions

All

- Parents
 - Question re: will there be a graduation?
 - Brenda commented, we will have more info at the next meeting.
 - Mr. Lepori commented that we will have something. Last year we did an online event. If there is something in person, it will look different than in the past. Anything in person will need approval from the district.

Adjourn

Brenda Castillo-Garza

- Meeting adjourned at 8:44 pm. The next meeting will be April 13th, 2021, at 7:00 pm, via Zoom.
 - Join Zoom Meeting –
<https://midpenhousing.zoom.us/j/96459538921?pwd=QUdBMnIFNk9NWmFsTWlnaU5SNkwvdz09>
 - Meeting ID: 964 5953 8921
 - Passcode: 211248
 - Dial by your location
 - 888 475 4499 US Toll-free
 - 877 853 5257 US Toll-free

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Return to In Person Learning – FAQ's:

1. I understand the schedule was a sample. When will we receive a firm schedule for in person learning? [Once the labor union has completed their negotiation with the school district.](#)
2. Also, my son receives RSP and OT, are those services going to be offered during the 2 in person days or will those services be offered only on Wednesday's? [Special education services – will likely remain in a distance learning schedule. We eill know for sure once all is finalized with the teacher's union.](#)
3. Our decision on whether to send our 2nd and 6th grader back to in-person learning depends on what the school day will look like in the classroom, particularly the 6th grade with the 3 teachers. Will we have this information before we have to make the commitment in the survey? [For 6th grade the student will stay in the classroom, the teacher will rotate. Change in cohort will be limited with having teachers rotate instead of kids.](#)
4. What about PE? Is there a log in form parents can use for distance learning. Also, will there be recess? [There will be breaks/recess time. What that looks like regarding physical activity will be limited. There will be designated areas for breaks for each class. Breaks may be staggered so not everyone is outside at the same time.](#)
5. Will families with children in multiple grades, will both kids have to do distance learn or in-person, or can one be in-person and the other be distance learning? [You can choose one to be in person and one in distance learning. Just be aware that if you make on decision, no changes can be made for the rest of the school year.](#)
6. For drop-off, what options do parents have if their child has anxiety issues and part of their routine is having parents walk them to class? [It depends on the grade level, but families will not be able to walk onto campus with their child. For TK/K parents, they will be able to see the teacher outside. Teachers may be able to retrieve child at the gate.](#)
7. For drop off. How will kindergarteners know which classroom to go to? Will their teachers be outside to greet them in the morning? [Yes, you'll see teachers outside with a sign with their room number. Tk-2nd grade teachers will be standing outside in a designated area. There is blacktop area just inside the gates. Parents will be able to see the teachers from their car.](#)
8. Can we choose which group we want to be in Group A and or Group B? [No, there will not be a choice, but accommodations will be made for siblings.](#)

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9. Can siblings enter at any entrance? Or do they have to be split & only enter at grade level entrances? [The only one earmarked now is Tk-2nd, so if you have a 5th grader they can enter through there and maybe walk the younger sibling to their class.](#)
10. Do you envision a scenario where students will be assigned a new teacher based on their preference for either distant/in person? [That has not been a discussion currently so no scenario as such is envisioned.](#)
11. Will there be a different procedure for walkers for rainy days or other inclement weather, like the bad air quality days? [We can be creative with pop up tents, umbrellas, and the solar panels. 3- 6th grade head directly to their class. Only TK-2nd stand outside only so only applicable to them.](#)
12. Are there any plans for providing in-person Summer School this summer? [There will be options for families, but the district is working on it now.](#)
13. How does pickup/drop off work for families with a second and fourth grader? Two locations? [Please reference the guidebook. You can drop them off together. As an example, it'd be preferred if you drop off a 2nd grader on Cresta Vista and the 4th grader can walk to class from there. Parents to let school know through the parent survey.](#)
14. How will in-person or distance learning affect a child with an IEP? Like services and times with the limited times? [It is likely it'll be provided outside the instructional day. If during the day, they will get it in a distance learning format. They will not be traveling to another classroom.](#)
15. If the child is part of a blended family we would be able to chose what group? [It is suggested the 2 parties come to an agreement as to how they are going to make a decision for the child. If one party says they are not going to come it's like they won't because students cannot be forced to return. Families can reach out to Mr. Lepori if they want to discuss it.](#)

Additional Questions Received, Still to be Answered:

16. Due to custodial days? If one parent wants to distant learn and another wants child to go to school? How can the school help accommodate these families.

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SANTA TERESA ELEMENTARY OPENING GUIDEBOOK

2020-2021

*Guidelines, Resources, and Best Practices for the Safe
Opening of Oak Grove Schools during COVID-19*

PREFACE

OF SCHOOL OPENING GUIDE



This document has evolved over the past several months and has been revised based on changing public health guidelines, surveys and input from families and staff, and ongoing staff review.

Oak Grove School District (OGSD) staff have been working within and across departments, as well as with the bargaining groups (OGEA, CSEA, AFSCME) to develop plans to safely and effectively open our schools.

In light of the Governor's "Resilience Roadmap," the California Department of Public Health (CDPH) guidelines, and the most recent Santa Clara County Health Orders, this guidance serves to provide Oak Grove schools and families with information related to opening school facilities that will serve students in the 2020-2021 school year.

Please note that this guidance is based on current knowledge of how COVID-19 is transmitted. The guidebook will continue to be updated based on information from the Centers for Disease Control, California Department of Public Health and Santa Clara County Public Health orders.

We know there are unique challenges facing each school site and their respective communities. It is the hope of District Administration that this School Opening Guidebook will provide our stakeholders with ongoing information and transparent planning in an ever-changing, rapidly-evolving landscape. We know this school year will look different and require adjustments and flexibility. Our ultimate goal is to ensure our schools open safely and continue to provide a healthy learning environment for each and every student.

Thank you for your patience as we continue to plan for the opening of schools in these uncertain times.

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MESSAGE

FROM MR. MARK LEPORI, PRINCIPAL



Since last March, our students, staff, and community have endured an immense and unprecedented challenge in distance learning due to the shutdown of our campus caused by the COVID-19 pandemic. The resiliency of our students, staff, and parents during this time has been astounding. Despite their physical absence from our campus, students have engaged in learning, created meaningful connections with their teachers, and collaborated with each other to develop impressive examples of their knowledge. While we appreciate the sacrifice of students, staff, and parents, and are proud of the accomplishments of all during distance learning, we look forward to safely reopening our beautiful and fresh campus to students.

Oak Grove School District has been working tirelessly on our opening plans in the face of ever-changing health conditions and conflicting data and information. This plan has been developed with a constant focus on how to serve our students best while keeping students, staff, and families safe.

This document will help provide guidance to our staff and families around safely returning to in person learning. Accordingly, we will continue to update the plan based on the California Department of Public Health and County Public Health guidelines and local county orders. Our ultimate goal is to ensure our schools are safe and provide a healthy in person learning environment for each student.

It will be critical that we continue to monitor the CA Department of Public Health and local directives to update plans to ensure the return to in person learning where schools provide a safe and healthy environment for students and staff. One of the greatest concerns during school closures has been the impact on students' emotional well-being. We will amplify our efforts to ensure students feel connected, valued and have opportunities to learn collaboratively. Our students with unique learning needs, as well as with IEPs, 504s and English learners, will continue to be provided with the necessary differentiated support to foster their individual success.

While we may need to limit parents' physical presence on campus, our goal will be to partner with parents for their child's education. We will continue to communicate regularly with our families and staff regarding our plans and changing health and safety protocols. We want our parents to be as informed as possible when making the right decision for their children and family.

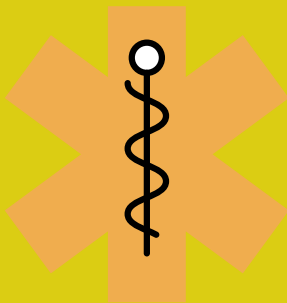
Reopening the Santa Teresa Elementary campus safely and successfully requires the cooperation and patience of all of us. Students must be confident that parents and staff will work together to make this new in-person school experience the best it can be. A close examination of the guidelines outlined in the Santa Teresa Opening Guidebook is greatly appreciated. Thank you for your continued dedication to the safety and education of your child. We look forward to getting the Panther Family back home.

VALUES

FOR OPENING SCHOOLS SAFELY



THESE CORE VALUES HAVE GUIDED THE WORK OF OAK GROVE'S SUPERINTENDENT, STAFF, ADMINISTRATORS AND TEACHERS TO ENSURE A SMOOTH AND SAFE 2020-21 SCHOOL YEAR FOR EACH AND EVERY STUDENT:



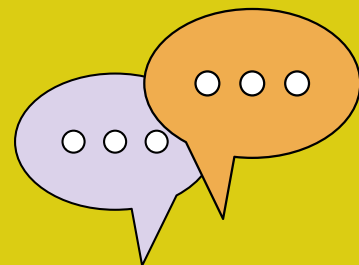
FOLLOW CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH) GUIDELINES AND SANTA CLARA COUNTY PUBLIC HEALTH ORDERS



MAINTAIN AN INCLUSIVE, CARING, AND SUPPORTIVE SCHOOL CULTURE



ESTABLISH SYSTEMATIC PROTOCOLS FOR HEALTH AND SAFETY



TIMELY, FREQUENT COMMUNICATION AND TRANSPARENCY




PATH TO OPENING

TIMELINE



Instructional Model Phases for 20-21

Oak Grove School District

Phase 1	Tentative Phase 2	TBD - Phase 3
Distance Learning 	Phase into in person Learning via hybrid model 	Full in person learning 

All grades are currently in phase one - distance learning. Tentatively phase two would start pending approval from the board and finalizing negotiations with labor organizations.

Preventing COVID-19 Transmission by Age Group

**Organizing Principle:
Stable Cohorts**

**Organizing Principle:
Physical Distancing and Face Coverings**



Lower Elementary School

Upper Elementary School

**Middle School/
Junior High School**

High School

- Less feasible to limit contact and wear face coverings
- More feasible to maintain stable cohorts
- Greater need for in-person and group-based instruction with close contact to support social-emotional and academic development

- More feasible to limit close contact and wear face coverings
- Less feasible to maintain stable cohorts
- Lesser need for in-person and group-based instruction with close contact to support social-emotional and academic development

HEALTH & SAFETY

DAILY HEALTH SELF SCREENING

SCREENING AT HOME:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME and seek medical care.

2. Within the past 14 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes – STAY HOME and seek medical care and testing.

3. a. Have you had any one or more of these symptoms today or within the past 3 days?

- Fever or chills
- Cough
- Loss of taste or smell
- Shortness of breath or difficulty breathing

Yes – STAY HOME and seek medical care and testing.

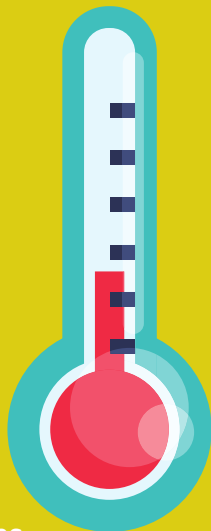
b. Have you had any one or more of these symptoms today or within the past 3 days that are new or not explained by another reason?

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nausea, vomiting, or diarrhea

Yes – STAY HOME and seek medical care and testing.

ARRIVING AT SCHOOL:

- Arrival/departure times and campus entry points will be managed to allow for appropriate physical distancing.
- Physical barriers will be installed in areas where face-to-face interaction with the public occurs.
- School sites will have signage throughout campus to encourage physical distancing and proper sanitation.
- OGSD will work with Santa Clara County to identify testing opportunities and locations for school staff.



ARRIVING AND DEPARTING

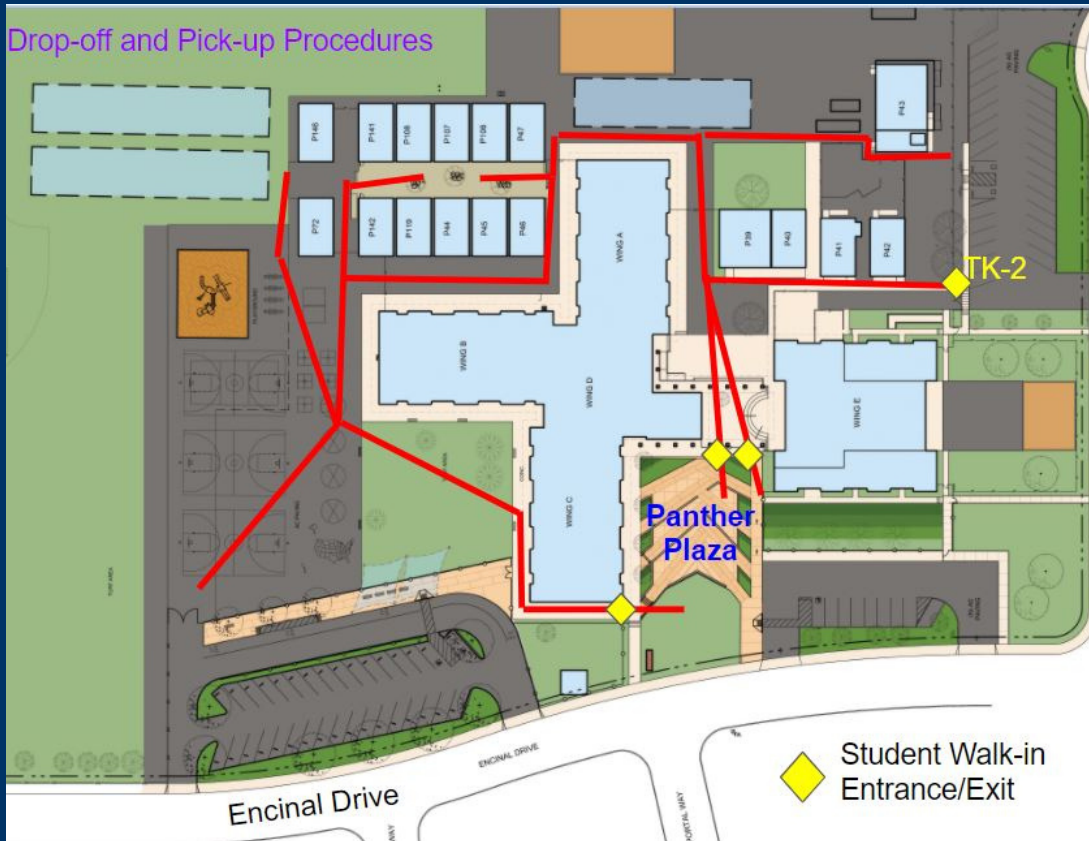
WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

ARRIVING/DEPARTING SCHOOL: WALKERS

Drop-off and Pick-up Procedures



Students Walking to School (or parking and walking in)

- The best location for walker to enter and exit the school is at the Panther Plaza.
- Parents of walkers can bring their child to the plaza before school and wait in the plaza after school for walkers.
- All TK-2 walkers will enter and exit the school through the Cresta Vista entrance/lot (see slide).
- **No parents are allowed inside the fencing throughout the school.**

BELL SCHEDULE

TK/K	8:15-12:15
1ST/2ND	8:00-12:30
3RD-6TH	8:00-12:30
SDC	8:00-12:30
COUNTY	9:15-1:15

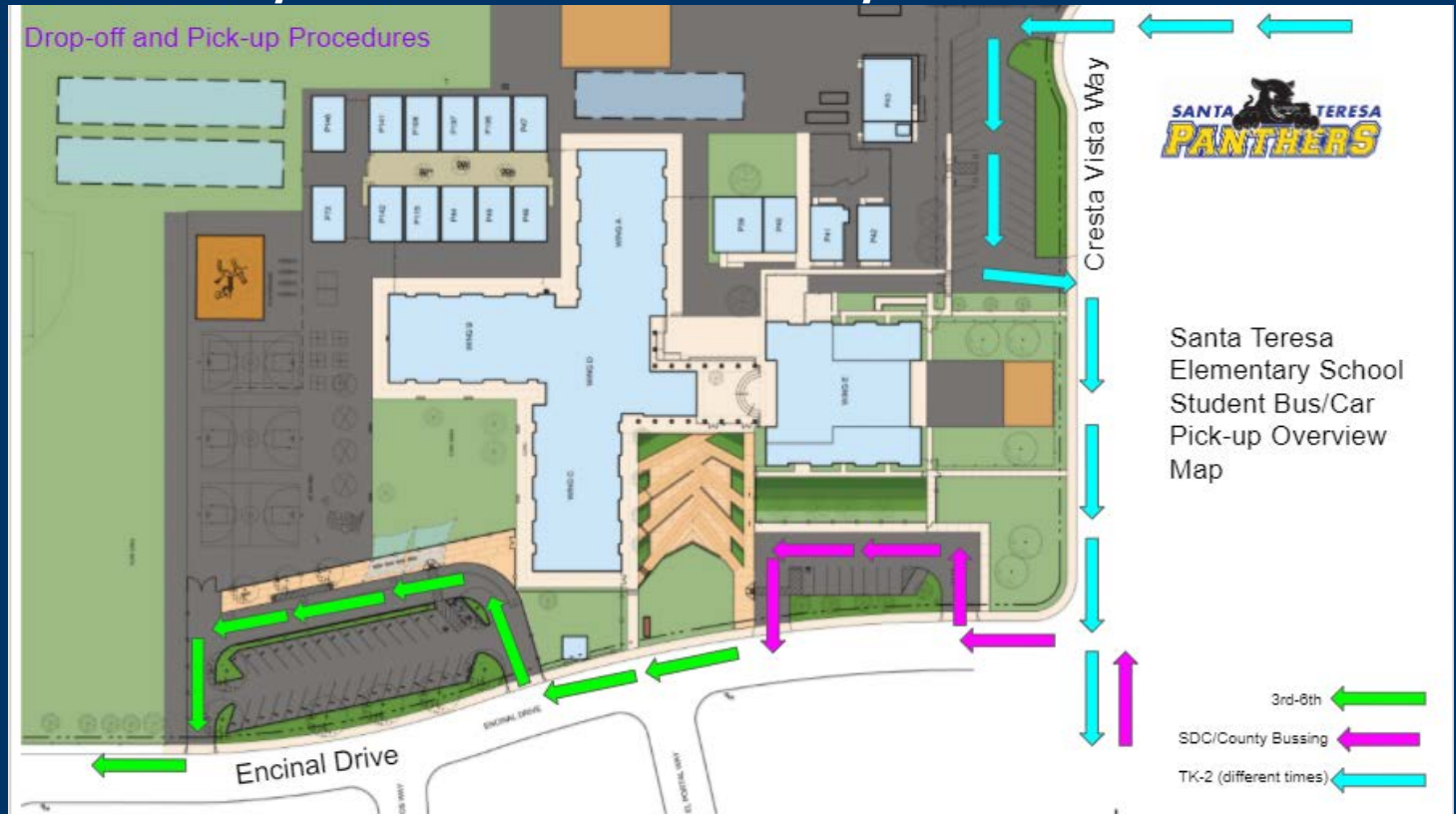
ARRIVING AND DEPARTING

WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

ARRIVING/DEPARTING SCHOOL: BUS/CAR ROUTES



Drop-off and Pick-up Procedures



Santa Teresa Elementary School Drop-off and Pick-up Procedures (Cars and Buses)

- All drivers must follow the routes and directions outlined by the school (see specific slides).
- No U-turns on Encinal Drive or Cresta Vista Way.
- The school will provide each family with a laminated, color-coded name card that all parents/caregivers must keep in their car(s).
- At the entrance to each parking lot, those picking up a student will display the name card so the name can be relayed and the student can be retrieved and ready to enter their car at the pick-up zone. This will ensure that traffic will flow at a good pace.
- Teachers and staff will not be able to have conversations with parents/caregivers picking up students to keep traffic flowing at a good pace.
- All students will enter their cars from the right side.
- Arrangements will be made for 1st-6th grade siblings. Siblings picked up together will wait at the parking lot location of the older child.
- All parents will complete a required survey on Parent Square informing the school and teachers of their pick-up and drop off plans.

ARRIVING AND DEPARTING

WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

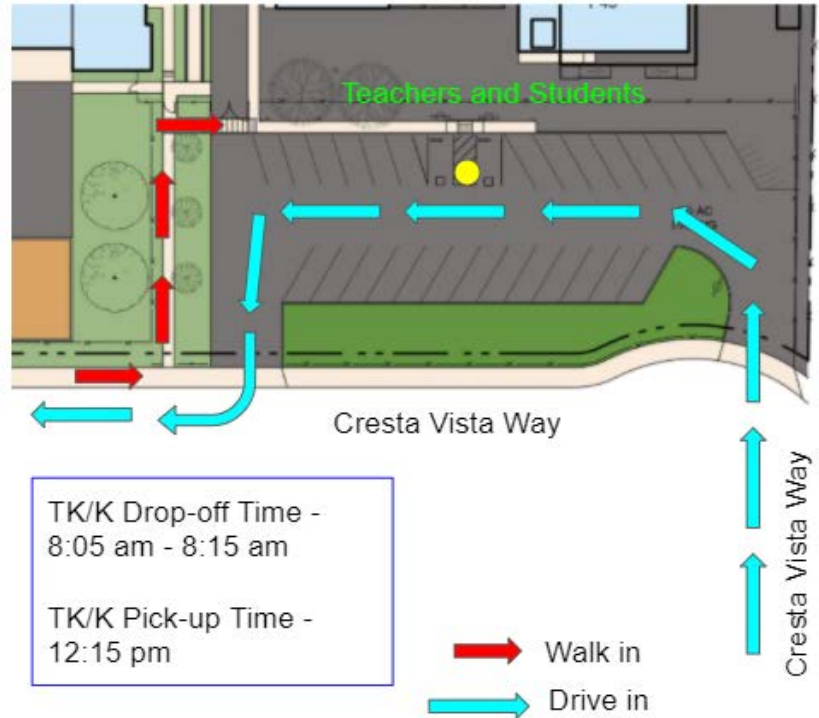
ARRIVING/DEPARTING SCHOOL: TK-2ND GRADE



Drop-off and Pick-up Procedures

TK/K Drop-off and Pick-up Location and Protocol

- All TK and kinder students will be picked up and dropped off at the Cresta Vista parking lot (walkers and car drop-offs - see map).
- Students will exit their cars and meet their teachers at the yellow dot on the map. All students should be sitting on the right side in their cars.
- Families walking from home or parking and walking in should follow the walking route (red arrows) for pick-up and drop-off.
- Families driving should continue down Cresta Vista without making a right on Encinal Drive.
- Teachers will head to class at 8:15am and bring students out for pick-up at 12:15pm.



Drop-off and Pick-up Procedures

1st and 2nd Drop-off and Pick-up Location and Protocol

- All 1st and 2nd grade students will be picked up and dropped off at the Cresta Vista parking lot (see map).
- Students will exit their cars at the yellow dot on the map. All students should be sitting on the right side in their cars.
- 1st and 2nd graders will proceed to the kinder playground area to meet their teacher.
- Families walking from home or parking and walking in should follow the walking route (red arrows) for pick-up and drop-off.
- Families driving should continue down Cresta Vista without making a right on Encinal Drive.



ARRIVING AND DEPARTING

WHAT TO EXPECT WHEN OPENING SCHOOL



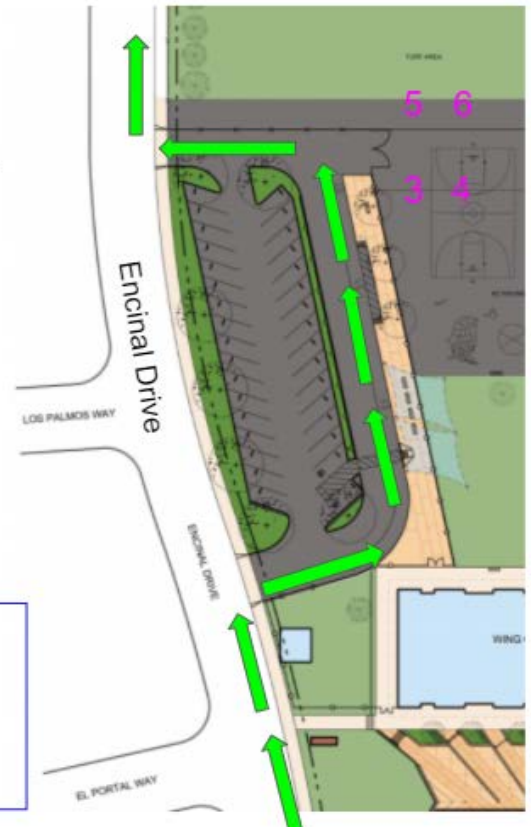
AS WE OPEN...

ARRIVING/DEPARTING SCHOOL: 3RD-6TH, SDC, COUNTY



3rd-6th Drop-off and Pick-up Location and Protocol

- Students in grades 3-6 arriving or departing school by car will utilize the Encinal Drive parking lot.
- Cars will enter the parking lot from the south side of Encinal Drive only.
- Cars departing the parking lot will make a right on Encinal Drive, keeping the flow of traffic as clear as it can be during a very busy part of the day.
- 3rd, 4th, 5th, and 6th graders will be waiting near the large open gate at the end of the Encinal Drive parking lot, practicing social distancing.
- Once a staff member locates the student whose car is approaching, that student will walk through the large open gate and down the pick-up path to meet their parent/ride.



3rd-6th Drop-off Time -
7:45 am - 8:00 am

3rd-6th Pick-up Time -
12:30 pm

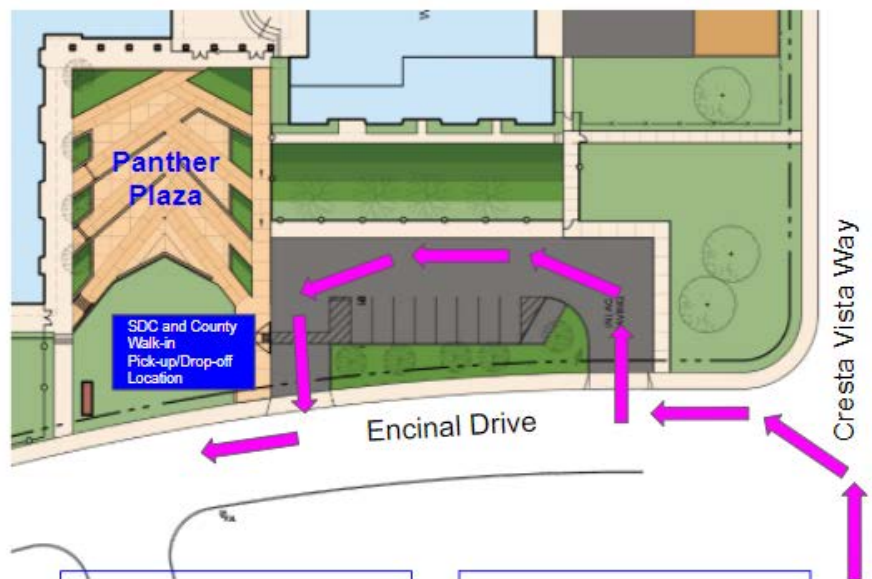
Drop-off and Pick-up Procedures

Drop-off and Pick-up Procedures



SDC/County Drop-off and Pick-up Location and Protocol

- The Encinal Drive Panther Plaza Parking Lot will **ONLY** be used for special education **bussing**.
- All County and SDC Santa Teresa students will be dropped off and picked up at the Encinal Drive Panther Plaza Parking Lot.
- A ramp at the North end of the parking lot is available for students and staff.
- Parents/caregivers **parking and walking** in will drop off and pick up their student on the lawn at the end of the Panther Plaza. There is no parent parking in the Panther Plaza Lot (for bussing **ONLY** - pink arrows).



ST SDC Drop-off Time -
7:45-8:00

ST SDC Pick-up Time -
12:30 pm

County Drop-off Time -
9:00 am - 9:15 am

County Pick-up Time -
1:15 pm

ARRIVING AND DEPARTING

WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

ARRIVING/DEPARTING SCHOOL: HEADING TO CLASS



Drop-off and Pick-up Procedures

Santa Teresa Students - Heading to Class After Drop-off or Walk-in

- TK-2nd grade students will meet their teacher at the Cresta Vista Parking Lot (see previous slides) and the class will travel to and enter the classroom together.
- SDC/County teachers will meet their students at the Panther Plaza/Panther Plaza Parking Lot and will travel to class together.
- Students in grades 3-6 will head directly to class and their assigned seat after walking in or getting dropped off at their assigned parking lot location (similar to a rainy day recess scenario).
- Any student arriving late MUST go to the office (one at a time) to be escorted to class through the exterior of the building by a staff member.

BELL SCHEDULE

TK/K	8:15-12:15
1ST/2ND	8:00-12:30
3RD-6TH	8:00-12:30
SDC	8:00-12:30
COUNTY	9:15-1:15

OFFICE PROTOCOLS

WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

SANTA TERESA OFFICE PROTOCOLS



Office Protocols

Using the Office for Essential Support

- Office hours 8:00 - 3:30 M-F.
- ONE person at a time will be assisted in the office.
- Enter and exit will be through the main office door.
- Maintain social distance while waiting outside (red lines).
- NO adults (other than staff) will be allowed anywhere on campus other than the front office.



Office Protocols

Signing Students Out Prior to Dismissal

- Parent/guardian follows usual “sign out” protocol using a disinfected pen.
- Office staff, using exterior doors, goes to classroom to pick up student.
- Parent waits outside office for staff and student to return from classroom.
- Aside from an emergency, signing out students less than 30 minutes before dismissal is highly discouraged.



Office Protocols

Students Who Are Late to School

- Student comes to the office for tardy slip
- Office staff, using exterior doors and pathways, walks student to classroom
- Staff returns to the office using exterior pathways.
- All parents will ensure students arrive to school on time, during allotted time outlined in the drop-off and pick-up guidelines.

RESTROOM PROTOCOLS

WHAT TO EXPECT WHEN OPENING SCHOOL



AS WE OPEN...

SANTA TERESA RESTROOM PROTOCOLS



Bathroom Use Procedures

Student Restroom Usage Locations

- A Pod restrooms will be used by the following classes: Chaffin, Wood, Guerra, Anderson.
- B Pod will restrooms will be used by the following classes: Williams, Rinauro, Torres, Garabetian, Boles, Heirigs, Baliton, Ramos, Rizzi.
- C Pod restrooms will be used by the following classes: Nardi, Rice, Fujishin, Joseph, Race, Mendoza, Charles/Cassara, Miller.
- E Wing restroom (up the ramp in the cafeteria) will be used by Kong's class.
- The following classes will use their interior classroom restroom: Paige, Moody, Ennolikara, Verma



Bathroom Use Procedures

Student Restroom Use Guidelines

- ONE student at a time in restroom
- Students waiting outside will practice social distancing (using red lines on the ground)
- Students will walk outside the buildings to access restrooms (except for Kong's class and classes with restrooms inside their room).
- If a buddy is sent with a student needing to use the restroom (TK-2), that buddy will wait outside the restroom and practice social distancing.



Bathroom Use Procedures

Staff Restroom Usage Locations and Guidelines

- A Pod & portable staff may use the A Pod staff restroom
- E Wing & C Pod staff may use the E wing staff restroom
- ALL staff may use the office restrooms entering and exiting at the back office door. ONE person at a time.
- Waiting for the office restroom will be outside the back door, socially distanced from other staff members.

PERSONAL PROTECTIVE EQUIPMENT AND PROTOCOLS



- Staff and students will be trained on proper hand hygiene, including hand washing and use of hand sanitizer ([CDC: Handwashing: Clean Hands Save Lives](#)).
- Students will be instructed to wash or sanitize their hands upon arrival on to the campus, using the restroom, before/after eating and after recess.
- Handwashing and hand sanitizing for students will be reinforced daily with time allotted to wash hands regularly.
- Hand sanitizer stations will be available at all school sites.
- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others.
- Schools will limit sharing of supplies.
- Visual reminders will be provided and posted for staff and students.



HAND HYGIENE

PHYSICAL DISTANCING



- Sites will implement plans to ensure physical distancing, such as staggered start times for elementary, and reducing the number of students entering/exiting campus at the same time.
- Sites will design spaces with physical distancing in mind, which may include instruction outdoors or in larger areas and one-way traffic flow in hallways.
- Student work spaces will be arranged with consideration for maximum physical distancing, following public health recommendations.
- Teacher and other staff desks will be distanced at least six feet away from student desks.
- Group activities will be significantly limited, and off-site field trips will be suspended.
- Visual reminders will be provided and posted around campus.

PERSONAL PROTECTIVE EQUIPMENT AND PROTOCOLS



- **Face coverings are required for ALL students Preschool-8th** (unless exempt), in order to provide additional protection for students and staff and prevent the spread of COVID-19. Students without masks will be provided with a disposable one to wear while at school.
- Students who refuse to wear face coverings and do not have an exemption will be excluded from on-campus learning.
- Students with medical/sensory/cognitive/behavioral exemptions will not be required to wear a mask, but are strongly encouraged to utilize a face shield with neck drape if possible.
- Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of cloth face coverings, including the importance of being careful not to touch their mask or areas of their face.

FACE COVERINGS



- Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms, as they transition between classes, as they travel around campus, when they have less than 6 feet of distance between themselves and another student or staff member, and when they are dismissed.
- Students will be allowed to remove their masks to eat, or for any mask breaks designated by staff.
- All staff will be provided with face coverings and are required to wear face coverings unless prevented due to health conditions or instructional/communication needs.
- Visual reminders regarding face covering protocols will be posted for staff and students.

CHILD'S AGE	FACE COVERING REQUIRED?
Two Years or Younger	NO
Preschool through 8th grade	YES

MAINTENANCE AND OPERATIONS



SAFETY EQUIPMENT OGSD is committed to securing additional safety equipment to maintain the cleanliness of campuses, including but not limited to:



HAND SANITIZING STATIONS

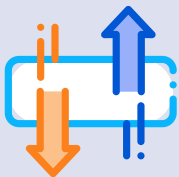
- Hand sanitizing stations will be located in common areas such as lunch areas, multi-purpose room, front offices, and priority locations identified by the principal.



PERSONAL PROTECTIVE EQUIPMENT FOR STAFF

- The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield. Additional disposable masks and gloves are also available, as needed.

VENTILATION



- HVAC schedules will be set to run at least one hour before and after occupied hours.
- HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.
- Merv-13 filters will be installed at all school sites and replaced every 3 months.

CLEANERS



- The district will provide mist disinfecting sprayers for every campus.
- The sprayers will enable custodial staff to more efficiently disinfect our campuses. The units spray a fine mist of disinfectant solution that is statically charged and then adheres to the surfaces in the room ensuring coverage. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.
- Strict cleaning and disinfecting protocols will be in place throughout the school campuses. In classrooms, teachers and age-appropriate students will have access to non-toxic materials to maintain the cleanliness of their environment.

OTHER SAFETY CONSIDERATIONS

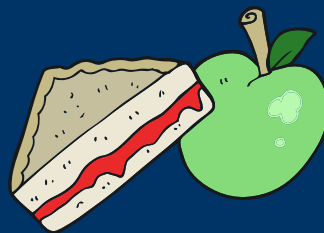
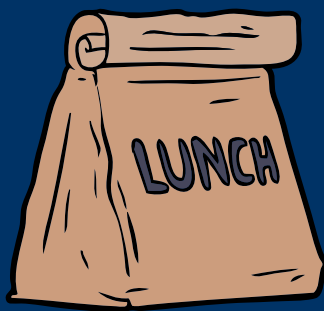
- Drinking fountains will be disabled. Students should bring their own water bottles and may refill their bottles at designated areas on campus.
- Breaks and recess will be staggered as feasible to allow maximum physical distancing.
- Only necessary visitors and volunteers will be permitted on campus and contact with staff and students will be limited. A face covering and symptom check are required.
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school sites as practicable.

FREE SCHOOL MEALS ARE AVAILABLE TO ALL OGSD STUDENTS

The OGSD Child Nutrition Services Department is committed to meeting the nutritional needs of each and every student during the 2020-21 school year. The department has developed, and will adhere to, the following measures to ensure the overall health and safety of students who rely on OGSD's meal service. Food and Nutrition staff will follow safety guidelines set forth by the California Department of Public Health for handwashing, proper sanitation of work stations, physical distancing, and face coverings.

GRAB & GO MEALS:

- Families can Grab and Go Meals for consumption at home. Grab & Go breakfast/lunch will be served daily.
- Reinforce health and safety protocols, including hand hygiene, physical distancing, wearing face coverings, gloves, and aprons.



Pick-up meals daily from 12-1:30pm

TRANSPORTATION

BOARDING & DISEMBARKING



STUDENTS WILL COMPLETE A SELF-SYMPTOM CHECK PRIOR TO COMING ON BUS.

STUDENTS WILL LOAD FROM BACK OF BUS TO FRONT OF BUS AND DISEMBARK FROM THE FRONT OF BUS TO THE BACK.

SHOULD A STUDENT BECOME ILL DURING TRANSIT, THEY WILL BE ISOLATED IN A DEDICATED SEAT BEHIND THE DRIVER.

STUDENTS SHOULD PRACTICE PHYSICAL DISTANCING WHILE WAITING ON BUSES AT SCHOOL BUS STOPS AND STUDENT LOADING ZONES ON CAMPUSES.

DISINFECTION & CLEANING

- OGSD Bus Drivers are being trained in the steps to properly disinfect.
- Drivers will perform disinfecting wipe down of high touch points following the AM runs and PM runs.
- Drivers have been directed to assure air flow for constant ventilation by means of AC, Windows or Roof Ventilation Hatches open.
- School bus windows will be open to ensure maximum ventilation, unless doing so poses a safety or health risk for current or subsequent occupants.



STUDENTS AND DRIVERS WILL BE REQUIRED TO WEAR FACE COVERINGS WHILE ON A OGSD BUS.

FACE COVERINGS



COVID-19 PROTOCOL & NOTIFICATION



What measures should be taken when a student, teacher, or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19? The following steps have been provided by the Santa Clara County Health Department.

Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Steps	Interpreting Results	Return to School/Work
Scenario 1: Individual exhibits one or more COVID-19 symptoms	<ul style="list-style-type: none"> Send student/staff home. Recommend immediate testing. Notify school administration and COVID-19 Designee. Classroom remains open. If student/staff is not tested, must obtain medical note (explaining why not tested) OR follow instructions for positive case. 	<ul style="list-style-type: none"> If test is negative, stay at home until 24 hours after resolution of fever and other symptoms improve. If test is positive, isolate at home for at least 10 days after the first symptoms started and at least 24 hours after resolution of fever and other symptoms improve. Send out letters. 	<ul style="list-style-type: none"> If negative, return to school 24 hours after resolution of fever and improvement in other symptoms; provide evidence of negative test <u>or</u> medical note explaining why testing was not performed. If positive, can return once full isolation period is completed.
Scenario 2: Student or staff identified as a Close Contact* to a person who has tested positive for COVID-19 NEW - Fully vaccinated individuals may not be required to quarantine, if they meet certain conditions. See sccstayhome.org for more info. A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive.*	<ul style="list-style-type: none"> Send home with instructions to quarantine for 10 days after last exposure. Recommend testing around day 6 after last exposure or, if symptomatic, test immediately. If test done earlier than day 6, repeat test towards end of quarantine. Notify school administration and COVID-19 Designee. Send out appropriate letters. Classroom remains open. All test results should be reported to the school. 	<ul style="list-style-type: none"> If test is negative, quarantine for 10 days and monitor symptoms for 14 days after last exposure to COVID-19 case. If continuously exposed to a case during the case's isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends. If test is positive, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve. (If never symptomatic, isolate for 10 days after date of positive test.) 	<ul style="list-style-type: none"> Return to school/work once full 10-day quarantine is completed (or if contact became positive, full isolation period is completed). No medical note is needed. NOTE: Contacts must self-monitor for symptoms for a full 14 days from last exposure to case. If symptoms develop during the 14-day monitoring period, see Test Result Decision Tree for guidance.
Scenario 3: A student or staff member tests positive for COVID-19 in a cohort or non-cohort setting	<p style="text-align: center;">COHORT – Classroom closes</p> <p>Case:</p> <ul style="list-style-type: none"> Send home with instructions to isolate. <p>Contact:</p> <ul style="list-style-type: none"> Send home all members of the class cohort and any other campus close contacts. Then follow SCENARIO 2. Notify school administration and COVID-19 Designee Notify Public Health Department <p style="text-align: center;">NON-COHORT – Classroom remains open</p> <p>Case:</p> <ul style="list-style-type: none"> Send home with instructions to isolate. <p>Contact:</p> <ul style="list-style-type: none"> Use seating chart/roster & staff/student input to determine close contacts to send home. Then follow SCENARIO 2. 	<p>Case:</p> <ul style="list-style-type: none"> For student/staff whose test is positive, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve. (If never symptomatic, isolate for 10 days after date of positive test.) <p>Contact: FOLLOW SCENARIO 2</p>	<p>Case:</p> <ul style="list-style-type: none"> Return to school/work once full isolation period is completed. No medical note needed. <p>Contact: FOLLOW SCENARIO 2</p>
Scenario 4: Routine COVID-19 screening (no	<ul style="list-style-type: none"> Continue at school/work until results are available. 	<ul style="list-style-type: none"> If negative, no action needed. If positive, FOLLOW SCENARIO 3. 	<ul style="list-style-type: none"> If negative, continue at school/work. No documentation needed.

*Close contact can be 15 minutes of continuous contact OR repeated short-duration interactions with the infected person. Being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

2/23/21

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE

Factors that the County of Santa Clara Health Officer may consider in school closure decisions include, but are not limited to, the number of COVID-19 cases associated with a school; a school's ability to effectively respond to COVID-19 cases and exposures; the daily count of new COVID-19 cases in Santa Clara County; the degree to which schools are contributing to community spread of COVID-19; the capacity of our health system to identify and care for cases and prevent transmission in healthcare settings; the availability and use of widespread testing to identify new cases; county residents' ability to quickly and effectively isolate or quarantine themselves when sick; evolving scientific understanding of COVID-19; and our community's continued cooperation in practicing physical distancing, using face coverings, and taking other preventive measures.

COVID-19 SCHOOL DECISION TREE



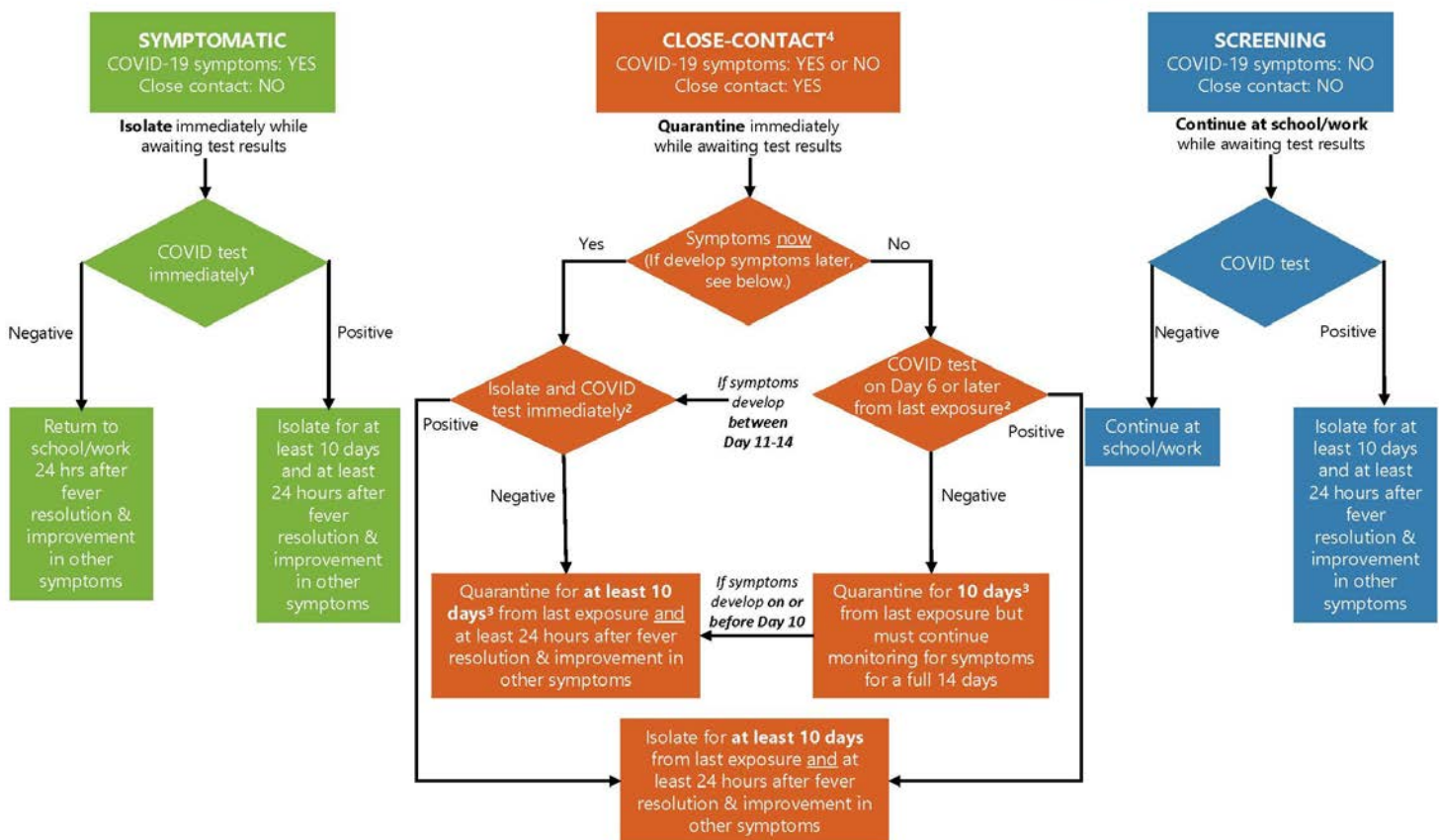
Schools should refer to information from the [CDC](https://www.cdc.gov) regarding COVID-19 transmission rates, spread, and treatment. Any actions will be determined in close partnership with local health officials on a case-by-case basis.

For additional guidance, please refer to this decision tree from Santa Clara County regarding decisions made at the site-level when assessing risk: in the event of COVID-19 exposure or if a student or staff member develops any one of the following signs or symptoms:

TEST RESULT DECISION TREE

Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results

NEW - Fully vaccinated individuals may not be required to quarantine, if they meet certain conditions. See [sccstayhome.org](https://www.sccstayhome.org) for more info.



1. If not tested, obtain medical note (explaining why not tested) OR follow instructions for positive case.) Fully vaccinated individuals must be tested if symptomatic
2. If test done earlier than 6 days after last exposure to case, repeat testing towards the end of the quarantine period. If not tested, quarantine for 10 days.
3. If person is a household contact and is continuously exposed, quarantine starts once the case's isolation period ends and continues as directed above.
4. Individuals who have been fully vaccinated may not need to quarantine if they meet certain conditions, see [sccstayhome.org](https://www.sccstayhome.org) for more information

2.23.2021

WHAT HAPPENS TO LEARNING IF A CLASSROOM OR SCHOOL CLOSES?

If a classroom cohort or school needs to close, the students move to online learning with their existing teacher until they can return back to campus. When cleared to return, the students and teacher resume their on campus learning in person.

SOCIAL-EMOTIONAL HEALTH



A top priority is the social-emotional well-being of our students.



AS WE OPEN...

Oak Grove School District Staff and schools are committed to supporting the social-emotional wellness of each and every student, each and every day. Schools are offering resources to ensure the transition back to in person learning is as smooth as possible.

Now more than ever, we appreciate the partnership of families in helping create healthy environments for students during these challenging and unprecedented times. We are asking that schools and families work together to remain flexible and collaborative in assessing students' individual needs.

MENTAL HEALTH SUPPORTS

OGSD provides a wide variety of free resources to families. The focus of service is for students in grades Preschool-8th who may be experiencing any of the following: difficult situations at home or in school, depression, continued academic failure,

Families may be referred by school personnel, or can reach out directly by visiting our mental health webpage at: <https://www.ogsd.net/apps/pages/mentalhealth>

SOCIAL-EMOTIONAL SUPPORT MAY INCLUDE:

- Teachers will pay close attention to social-emotional learning in both in-person and virtual classrooms through our NEARPOD curriculum.
- Community resources, classes, and webinars for parents on COVID-19
- Crisis and Emergency Help Line: 1-888-724-7240
- Assistance with Pandemic-EBT (P-EBT) cards, CalFresh renewals
- Guidance for Youth in Transition (YIT) and Foster Care
- On-Campus/Virtual 504 meetings, counseling and referral services
- On-Campus/Virtual Special Education Services and IEP meetings
- Guidance for students and families who are English Language Learners
- Teacher office hours for additional support and instruction

SAMPLE SCHEDULE

ELEMENTARY (PK-6)

Following is an example of a typical day. Please note that these are sample schedules and the times can vary from day to day as well as the time on and offline in order to serve students' developmental, social, academic, and emotional needs.


















HYBRID MODEL (TK-6TH)

ELEMENTARY (TK-6)

Elementary Sample Stable Cohort Groups Tentative


(Hybrid Model - AA/BB)

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Group A			Live Interaction Distance Learning • Intervention Services for Students • Recovery Learning Services • Staff Planning/ Professional Development Prep Time Staff Meeting		
Student Group B					
Student Group C					

	Face-to-face instruction		Distance Education		Full-time Distance Learning
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STAY CONNECTED






Register to use ParentSquare and Infinite Campus Parent Portal



Stay Connected

WWW.OGSD.NET

Follow Us on Social Media @OakgroveSD



VISIT OUR WEBSITE AT:

santateresa.ogsd.net



(408) 227-3303



**6200 Encinal Drive
San Jose, CA 95119**

DAC Meeting on February 25, 2021

General Discussions

-

Superintendent's report

- Have been getting a lot of enquiries about school reopening. Talking with other districts about reopening.
- Survey sent out to see how folks feel about distance learning and returning to in-person instruction.
- Board hasn't finalized a decision yet on in-person instruction. They have committed to making a decision by March 11 (next board meeting).
 - Have a plan on re-opening, presented to this group last meeting.
- Will be hosting an information night on March 4th at 5:00pm. Will invite community to join.
 - Will post a Q&A on website for things that could not be covered in that meeting.
- [Mari] There are claims that reopening decision is done in a vacuum. Can the information night be used to counter this?
 - Re-opening handbook is done and detailed plan is available. All information is readily available. We are trying to share information as openly as possible.
 - Will collect feedback.
 - Will have support for multiple languages.
 - Will share some documents tonight and these will be posted on website tomorrow.
 - [Brendan] What is your confidence level that schools will have resources (including people) to implement the in-person instruction plan?
 - Presentation today will go over protocols. As Nurse Lindsey indicated, mitigation strategies are very effective and we will be able to implement these. So confidence is high.
 - Physical distancing for students will not be possible with class sizes of 34 or so, we will have to use a hybrid strategy for this.

Thursday, February 25, 2021

- [Mari] Is there any discussion of a summer program happening?
 - Yes, we are considering and looking into this - currently in planning stage. No details available yet.
- [Maria Arellano] Happy to hear about the information night. Getting a lot of questions and this session will help.
- [Margarita Mendoza] We are lacking information (specifics), so the information night will help. So this will do wonders for providing transparency.

District Business

- We work with the DAC to have a school calendar. Want to have a 2 year calendar. Andy Garcia to lead this. Andy..
 - Andy showed the 2022/23 calendar draft. As we get feedback, will discuss this with the teacher's union.
 - Based off the East Side Union's calendar.
 - Our school starts on Aug 11th. Teacher's start on Aug 9th for professional development.
 - Andy went through the calendar.
 - Vinod asked for a copy of the draft to look in more detail.
 - Andy and Jose mentioned that in the past, they have not done this since the draft sometimes leaks and causes problems. Jose said they would send a link if folks agree not to share this.
 - Syncing with a high school calendar is because when folks have a high schooler and an elementary School student, taking a vacation when high school is off is preferred (easier to catch up loss of school in elementary grades).
 - [Andy] This will be going to the board for the April board meeting. Would be helpful to have all feedback by the 3rd week of March.
- Ivan Chaidez - COVID 19 update.
 - Presentation available for download.
 - Nurse Lindsey
 - Case numbers down since December (infections and deaths).

Thursday, February 25, 2021

- There was a spike over the holidays but numbers coming down fast.
- Our county met requirements for red tier on Feb 23rd. If numbers continue like this for another week, we will move to the red tier. All schools can reopen for in-person instruction in 3 weeks.
- Stay at home order ended on Jan 25. Additional updates coming when we move to red tier.
- Teachers can now get vaccinated.
- Rollout of vaccinations in county picking up pace.
- We are done with Phase 1A for vaccination. Healthcare workers.
- Moved to Phase 1B that included education and childcare. This phase has a lot more people (8.5m)
- Goal is to get to 85% vaccinations by August.
- [Mari] Originally expecting schools to not be in session this school year. Given the latest data, is there a chance to open for in-school instruction in spring?
 - Board will discuss this and get back by March 11.
- [Alisha H] Science is showing kids are not super-spreaders, we can vaccinate educators and we're taking good measures. As a parent I don't see kids spending enough time with teachers. At what point are we going to move forward towards in-person schooling?
 - [Jose] Understand frustration. We've received a lot of communication on this. This is why board has committed to getting a decision out by March 11.
- [Dennis Bua] At a PTA meeting folks mentioned that they weren't able to answer the survey because they felt like they were lacking information (e.g. scenarios and examples).
 - [Jose] Heard this feedback as well. Will wait for more data and possibly send more information out.
- [Nurse Lindsey] Lower infection rate plus vaccines for teachers will give a lot of protection by the beginning of April. Depends on the supply of the vaccine to the county and hospitals though.
- Ivan Chaidez talked about the Oak Grove district opening plan (guidebook).. presented to the DAC earlier.

Thursday, February 25, 2021

- When and if we open, what will be best-practices, protocols, processes etc.
 - Includes message from Jose to the community.
 - Each school will publish their own bell schedule.
 - All schools have HVAC systems with Merv-13 filters already. Filters to be changed every 3 months.
 - Will have water refilling stations - will discourage water fountains.
- Ivan talked about
- How ParentSquare is being used by 97% of parents thereby facilitating effective communication.
 - Social-emotional learning via Nearpod.
 - New improved website coming up.
 - Improved communication via social media and text messages.
 - Documents regarding safety protocols and prevention measures is available for review.

Feedback and Questions

- [Mari] There's a post on NextDoor about Glider possibly being on sale. It was mentioned when the school closed that sale was not an option, is it on sale?
- The law (at the time) required that proceeds from any sale could only be used for specific purposes. Due to the pandemic, boards have lobbied to the state to use proceeds from potential sales for expanded set of actions and greater flexibility. The State has now allowed this (as long as proceeds are for one-time costs). No decisions, agreements or commitments are in place regarding the closed properties at this time (lease/sale).
 - E.g. Cambrian has approval to develop a portion of their land for residential units that will generate about \$500K for them per year - rent/lease revenue.

Committee Business

- Motion passed to accept the minutes of prior meeting.
- Meeting adjourned at 7:46pm.

Santa Teresa Elementary Home And School Association

Budget vs. Actuals: 2020-2021 Budget - FY21 P&L

August 2020 - July 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Fundraisers			0.00	
Birthdays on the Marquee	459.45	1,000.00	-540.55	45.95%
Box Tops	71.80		71.80	
Direct Donation Drive	16,319.66	26,000.00	-9,680.34	62.77%
Merchandise Rewards		1,000.00	-1,000.00	0.00%
Amazon Smile	454.64		454.64	
Total Merchandise Rewards	\$ 454.64	\$ 1,000.00	-\$ 545.36	45.46%
On-line Auction		1,000.00	-1,000.00	0.00%
Restaurant Nights	203.27	1,000.00	-796.73	20.33%
Chipotle	179.72		179.72	
Yogurtland	65.00		65.00	
Total Restaurant Nights	\$ 447.99	\$ 1,000.00	-\$ 552.01	44.80%
Smencils		1,125.00	-1,125.00	0.00%
Spirit Wear	2,804.58	3,000.00	-195.42	93.49%
Yearbook Sales	2,030.93	7,000.00	-4,969.07	29.01%
Total Fundraisers	\$ 22,589.05	\$ 41,125.00	-\$ 18,535.95	54.93%
School_Fundraisers			0.00	
Mixed Bags	616.77		616.77	
Total School_Fundraisers	\$ 616.77	\$ 0.00	\$ 616.77	
Total Income	\$ 23,205.82	\$ 41,125.00	-\$ 17,919.18	56.43%
Gross Profit	\$ 23,205.82	\$ 41,125.00	-\$ 17,919.18	56.43%
Expenses				
Benefit Students			0.00	
Distance Learning	2,988.39	6,000.00	-3,011.61	49.81%
Teacher Supplies		9,000.00	-9,000.00	0.00%
Total Benefit Students	\$ 2,988.39	\$ 15,000.00	-\$ 12,011.61	19.92%
FundraiserExp			0.00	
Direct Donation Drive Costs	374.36	200.00	174.36	187.18%
On-line Auction Expense		250.00	-250.00	0.00%
Smencils		300.00	-300.00	0.00%
Spirit Wear Costs	1,508.74	3,000.00	-1,491.26	50.29%
Yearbook Costs	3,911.74	6,000.00	-2,088.26	65.20%
Total FundraiserExp	\$ 5,794.84	\$ 9,750.00	-\$ 3,955.16	59.43%
General Operating	328.13	5,000.00	-4,671.87	6.56%

Income- Jan-February	
Direct Donation	1000
Restaurant Night	203
Birthday on Marquee	160
Spirit Wear	900
Amazon smile	200
	2463
Expense	
Yearbook	4000
Spirit wear	1500
QB Subscription	800
	6300

Insurance	590.00		590.00	
QuickBooks Payments Fees	915.00		915.00	
Total General Operating	\$ 1,833.13	\$ 5,000.00	-\$ 3,166.87	36.66%
Panther Prizes		1,500.00	-1,500.00	0.00%
School Improvements		4,000.00	-4,000.00	0.00%
Social			0.00	
6th Grade Pool & Completion Activities		3,000.00	-3,000.00	0.00%
Kindergarten Welcome Packets	655.50	1,000.00	-344.50	65.55%
Teacher Appreciation Week		2,000.00	-2,000.00	0.00%
Total Social	\$ 655.50	\$ 6,000.00	-\$ 5,344.50	10.93%
Technology	9,532.06	10,000.00	-467.94	95.32%
Total Expenses	\$ 20,803.92	\$ 51,250.00	-\$ 30,446.08	40.59%
Net Operating Income	\$ 2,401.90	-\$ 10,125.00	\$ 12,526.90	-23.72%
Net Income	\$ 2,401.90	-\$ 10,125.00	\$ 12,526.90	-23.72%

Thursday, Mar 04, 2021 12:21:15 PM GMT-8 - Cash Basis