



Study Session of the Board of Directors

via Zoom

Wednesday, August 12, 2020 06:00 PM

I. CALL TO ORDER

(Action)

- a. Pledge of Allegiance
- b. Roll Call
- c. Approval of Agenda

II. TOPIC FOR BOARD DISCUSSION

A. Draft Reopening Schools Plan

(Information)

Presenter: Superintendent Weight/Shawn Lewis

[Reopening Schools Plan.pdf \(p. 2\)](#)

B. Maintenance Facility Project

(Information)

Presenter: Melissa Beard

[SHSD NMF Design & Construction Timeline.pdf \(p. 11\)](#)

III. ADJOURNMENT

(Action)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 12, 2020

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Each School District must adopt a reopening plan for the 2020-21 school year through local board resolution. The School Board will consider a resolution at the August 26, 2020 Board of Directors meeting. This resolution will assert that the Board has reviewed the district's reopening plan and directs the district to post this plan on the district's website.

The Office of Superintendent of Public Instruction developed a Washington School 2020 Reopening Plan Template which is required to be submitted by every school district two weeks prior to the first day of school (WAC 180-16-195). The template to be submitted to OSPI is primarily a set of YES or No assertions. The district has provided narrative information for each assertion and, where appropriate, has collected evidence to support these assertions. The narrative information would be posted to the district website and the evidence will be maintained at the district office if requested later by OSPI or the State Board of Education.

The Reopening Plan will be shared multiple ways with stakeholders, including virtual meetings with SHSD staff on August 17 and families on August 19. The district designee will submit the attached plan to OSPI and post this plan to the district website two weeks prior to the first day of school as required, pending the Board's formal approval on August 26. This plan will be amended or updated online if changes are necessary.

RECOMMENDED ACTION:

Information only. No action required.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

OSPI NARRATIVE TO SHARE WITH SCHOOL BOARD ON AUGUST 12
DRAFT ONLY – EXECUTIVE TEAM REVIEW

Question 1: District Name

Steilacoom Historical School District

Question 2: Planned Reopening Date

September 3, 2020

Question 3: Planned Last Day of School for 2020-21

June 17, 2021

Question 4: Our district has identified our primary local health officer:

Pierce County's health officer is Dr. Anthony L-T Chen. The district has regular updates and meetings with our health officer in coordination with all other Pierce County School Districts.

Question 5: Our district has identified a primary district-level point of contact for our reopening effort.

Shawn Lewis is the SHSD primary district point of contact and can be reached via email at shlewis@steilacoom.k12.wa.us and via cell phone at 360-515-6307.

Question 6: We have reviewed the US Centeres for Disease Control and Prevention definition of high-risk employees and we have clearly communicated with staff their opportunity to identify themselves as high-risk.

The executive director of human resouces sent out a survey to all staff which included a question regarding whether they considered themselves to meet the definition of high risk. Every staff member who identified themselves as high risk received a follow up call from human resources which included the process for seeking accomodations and the district process for making decisions regarding accomodations.

Question 7: We have reviewed our drop-off and pick up plans to provide proper physical distancing and minimal opportunities for parents and other adults who are not staff to enter our buildings.

Principals have submitted plans for drop-off, screening protocol and locations, and pick-up to the district office and those plans will be shared with families by each school prior to the start of school. Plans are on file with the district (Tab A).

Question 8 and 9: We have a daily health screening plan in place for students and staff. Identify which health screening protocol best fits your school planning.

The district has a consistent screening plan on file for staff and students which will be shared with all families by each school prior to the start of school. As indicated in our plan, we intend to rely on attestations, but to screen staff and students who do not provide an attestations that a screen was at home before school by the employee or by the student's parent, guardian, or caregiver. Individual school screening plans are on file with the district (Tab B).

Question 10: We have altered our indoor classroom classroom and common spaces and reconfigured our processes to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

In order to address the six feet of physical distance the district adopted a hybrid school schedule which allows a little more than half of the enrolled students to attend on each school campus at the same time. Individual school schedules are on file with the district (Tab C).

Question 11: We have altered physical spaces, reconfigures schedules and adopted necessary plans to provide meals to students that ensures six feet of physical distance between all persons as a planning framework.

Students in grades 4-12 will be provided meals in classrooms which are already set up to ensure six feet of physical distance. Students in grades K-3 will be provided meals to eat at home consistent with the primary grades schedules.

Question 12: We have established clear expectations and procedures to ensure frequent hand washing in our facillies for students and staff.

Times for handwashing will be established in all schools on a regular schedule. Exact times and written procedures will be distributed to school before the first day of school.

Question 13: We have established clear expectations with students, staff and families that all persons in our facilities will be wearing face coverings consistent with DOH and L&I requierements., including any of the narrow exceptions identified.

Clear expectations have been established in writing to families and staff, and included in the students rights and responsibilities handbook. Students rights and responsibilities language has been developed and is on file with the district (Tab D).

Question 14: We have developed busing plans to maximize physical distancing on our buses as much as possible on a given bus route.

We will have roughly half the number of students riding most of our regular routes each day, which will maximize physical distancing. The district plans to monitor bus ridership by route after school starts and adjust as necessary to ensure the safety of students and the driver.

Question 15: We have developed a cleaning regimen in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.

The district has a consistent cleaning regimen for schools and other facilities on file (Tab E).

The SHSD will require Durham to take extra cleaning measures by cleaning and disinfecting buses at the mid-day and end of day time periods. In addition, Durham will be required to disinfect “high touch” areas such as handrails and grab bars at the completion of each route. Riders will be required to load and unload, and sit in locations that maintain physical distancing to the maximum extent possible.

Question 16: We have clearly established procedures, in coordination with our local health authority, to report any suspected or known cases of COVID-19.

The district has regular updates and meetings with our health officer in coordination with all other Pierce County School Districts. The district has documented DOH guidance regarding contact tracing and outbreak reporting (Tab F).

In addition, we have developed a draft process map for use in schools which will be updated prior to in-person learning. This is also on file at the district (Tab G).

Question 17: We have established a school calendar to accommodate 180 instructional days and required instructional hours assuming all of the guided learning planned by and under the direction of the certificated teacher counts, subject to the State Board of Education requirements outlined in WAC 180-16-200.

All school days will have students engaged in learning activities designed by certificated staff and the learning activities are designed, both in the event of remote delivery or in a hybrid model to meet the 1,027 average annual hour requirement. The district’s calendar is on file (Tab H).

Question 18: In order to accommodate the instructional hours requirements, please describe your typical weekly schedule for students and professional collaboration. Include any reasonable options to maximize cohorts of students to reduce the risk of possible virus transmission.

K-3 students will be provided in-person instruction 3 hours per day for 4 days per week. Teachers will provide a combination of recorded lessons, learning activities to students that approximate an additional 3 hours for 4 days a week and 6 hours on 1 day per week (exclusive of holidays and other scheduled breaks). This will result in an average of 6 hours per day times 180 days – or 1080 hours of in person or remote activities for each student.

Students in grades 4-12 will be provided in person instruction 6 hours per day for 2 days per week. Teachers will provide a combination of recorded lessons, learning activities to students that approximate 6 hours per day for 3 days per week. This is exclusive of holidays and other scheduled breaks. This will result in an average of 6 hours per day times 180 days – or 1080 hours of in person or remote activities for each student.

All students in grades K-5 will be kept in small group cohorts for each day that allows for physical distancing.

All students in grades 6 through 12 will be kept in small group cohorts for core courses each day to the maximum extent possible. There will be mixing of cohorts for other courses – but we intend to limit the cohort mixing to the extent possible. Wherever there is a mixing of cohorts, schools are taking additional mitigation actions to limit possible transmission of the virus including added handwashing and increased physical distancing where possible.

In the event the district is required to provide instructional services in a remote learning environment, all students will receive a minimum of 2-3 hours each day of recorded or live lessons, additional teacher contact as necessary based on educational need, and planned activities that, when combined with other instruction will take a total of 6 hours per day on average, or 1080 hours for each student for the school year.

Sample weekly schedules are on file with the District (Tab J).

Question 19: We have a plan to take daily attendance for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules.

Attendance and engagement is a critical element to student success regardless of the teaching method or modality. Teachers will take attendance/verify student engagement at least daily, including the review of student work performed during remote learning times.

Question 20: We have identified learning standards across grade levels and or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.

The district has identified essential standards in ELA and math for grades K-5 to guide instructional planning for the beginning of the school year. The initial essential standards identified by the district include ELA Anchor Standards for College and Career Readiness and Math Practice Standards. School teams will continue to revise and refine the list of essential standards throughout the school year. For other content areas in grades K-5, teams of teachers will identify essential standards. The district is utilizing an instructional plan template across the district to ensure consistent use of essential standards for teaching and for grading.

For courses in grades 6-12, teams of teachers or individual teachers will identify essential standards for the courses they teach. The district is utilizing an instructional plan template across the district to ensure consistent use of essential standards for teaching and for grading.

Question 21: We have determined our 2020-21 grading policies.

The district uses essential standards for determining mastery and for grading and has not changed its established grading policy. Students will have multiple opportunities to demonstrate progress towards and mastery of essential standards in a variety of ways. If students do not engage with these opportunities, school staff will contact families to offer support. Students must demonstrate appropriate progress in order to earn passing grades.

Question 22: Our district has a specific plan to support students who received “incompletes” in the spring of 2020.

Students in high school grades were contacted to offer opportunities during the summer of 2020 to complete their learning. For students who did not take advantage of these opportunities, they will be engaged individually by counselors to determine how to make up credits.

Students at all other levels will be assessed at the beginning of the school year by their teachers and individual support plans will be created as needed to make sure students can meet current year standards.

Question 23: Our district developed summer learning services opportunities for students who needed additional support to be ready for success this fall.

Summer learning services were offered in the summer in 2020.

Question 24: We have a plan to perform a universal screening of each student when they return to school to better understand their strengths, learning needs, and social emotional needs.

The beginning of each year always includes an assessment of where students are in terms of learning and social emotional needs. The district, schools, and school staff are being more intentional this year and will be focusing on these needs assessments at the onset of the school year.

The district will select a universal screening tool for SEL that will be rolled out to schools prior to the first day of school.

The district has collected the specific plans created by each individual school (Tab K).

Question 25: Our district has developed a family and community engagement process that includes strategies to reach non-English speaking families to inform our reopening plan.

We will connect with families who do not speak English as their primary language at home to ensure reopening plans are understood and translate any necessary documents as needed. Schools will send an “Important Document” label to those families who may need information translated, and then connect them with a phone interpreter whenever needed.

Question 26: Our district has invested in additional accessible technology, hardware or connectivity for students and educators as we have prepared for fall reopening.

All students and staff who will be engaging in online learning will be provided a chromebook or laptop for use during the year. The district will also provide hotspots for students who have connectivity issues at their homes. Students who need special technology to address their needs will also be issued technology as appropriate.

Question 27: Our district has provided professional learning for our educators to prepare them for effective instruction during the 2020-21 school year.

SHSD educators have been provided professional learning opportunities focused on online learning, flipped classrooms, and delivering social emotional learning in a remote environment. Ongoing professional development will occur on Wednesdays throughout the school year without regard to whether the district is operating in a Hybrid model or a 100% remote learning model. Professional learning opportunities provided will be documented by the end of August by the District (Tab L).

Question 28: Our district has selected a primary learning management system for consistent use with students across the district during the 2020-21 school year.

SHSD has selected Google Classroom as its primary learning management system for the 2020-21 school year. For grades K-3, the district will either use the proprietary platform of Edgenuity, Inc – while it builds content for delivery in Google Classroom in the second semester – or Google Classroom if all staff are able to implement with fidelity at the beginning of the school year. Educators have received professional development in the use of Google Classroom and each school has an educator designated as an instructional coach in the use of Google Classroom and instructional technology.

Steilacoom Historical School District No. 1
511 Chambers
Steilacoom, WA 98388

Resolution No. 867-08-26-20

District Reopening Plan

WHEREAS, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including the promotion of effective, efficient, and safe district operations, and RCW 28A.330.100 authorizes local school boards with additional powers, and RCW 28A.150.230 assigns local school boards the responsibility for ensuring quality in the content and extent of its educational program;

WHEREAS, on February 29, 2020, Washington Governor Jay Inslee declared a state of emergency in all counties of our state under Chapters 38.08, 38.52, and 43.06 RCW, and directed the implementation of the plans and procedures of the state's Comprehensive Emergency Management Plan in response to the novel coronavirus (COVID-19) and on March 13, 2020, the closure of all public and private K-12 schools in Washington State was ordered to contain the spread of COVID-19, and school buildings remained closed from providing traditional, in-person instruction throughout the remainder of the 2019-2020 school year;

WHEREAS, on June 11, 2020, the Office of the Superintendent of Public Instruction issued official guidance for reopening Washington schools for the 2020-2021 school year, specifying employee and student safety requirements for reopening schools during the COVID-19 pandemic and the State Board of Education adopted WAC 180-16-195 requiring school boards to adopt and submit reopening plans for the 2020-2021 school year;

WHEREAS, the State Board of Education revised WAC 180-16-200 for the 2020-2021 school year amending the definitions of instructional hours and school days for the purpose of meeting the minimum number of instructional hours and days for basic education funding purposes;

WHEREAS, the Steilacoom Historical School District has as its core mission to educate and prepare responsible citizens who can contribute and adapt in a changing world, in partnership with our communities;

WHEREAS, the Steilacoom Historical School District strategic vision focus areas include:

- providing safe and secure learning environments;
- promoting wellness, positive mental health and connectedness;
- responding to the multi-sensory learning needs of students;
- optimizing the academic achievement of all students;
- targeting interventions to specific needs; and
- evolving curriculum resources to prepare students for college, career and post-secondary success;

NOW, THEREFORE BE IT RESOLVED, that the Steilacoom Historical School District Board of Directors has reviewed and hereby adopts its reopening plan for the 2020-2021 school year, which addresses the mandatory health requirements, statutory education requirements, and additional expectations, as identified by the Office of Superintendent of Public Instruction’s June 11, 2020 official guidance for reopening Washington schools.

BE IT FURTHER RESOLVED that the Board directs that the plan be posted on the District’s website two weeks prior to the reopening of school. The Board recognizes that the circumstances related to reopening schools safely will change regularly, and the reopening plan requires monitoring and possible revision. Therefore, the District Superintendent will monitor the reopening plan throughout the 2020-2021 year, and the District will revise and update the reopening plan as needed.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution pertains exclusively to the 2020-2021 school year and sunsets no later than that time.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the regular meeting held on August 26, 2020.

BOARD OF DIRECTORS

Chair

Vice-Chair

ATTEST

Superintendent/Secretary

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 12, 2020

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

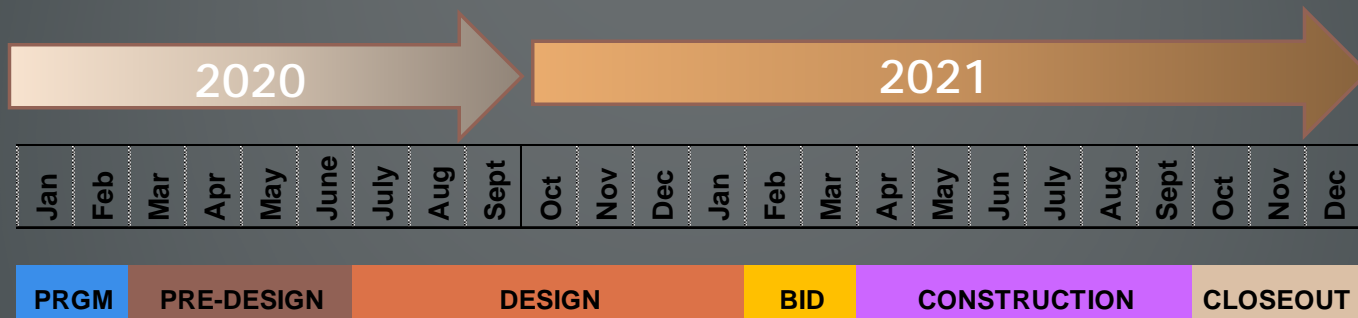
In May of 2020, the District was approved to use the General Contractor/Construction Manager (GCCM) project delivery method for the new Maintenance Facility. An RFQ was posted in June and the District received 7 Statements of Qualification. A committee led by our project manager, Kasey Wyatt, screened the 7 Statements and interviewed 3 construction companies. Based on screening, interviews and bids, Forma Construction was awarded the pre-construction contract. The Work Session presentation will focus on the project timeline and milestones that are aligned with the sale of the DuPont property. Forma Construction employees Drew Phillips, pre-construction director and Mike Johnson, project manager will also be available to answer questions.

RECOMMENDED ACTION:

Information only. No action required.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

NEW MAINTENANCE FACILITY TIMELINE & MILESTONES



- Schematic Design July 8, 2020 – September 29, 2020
- Design Development September 30, 2020 – November 11, 2020
- Construction Documents November 11, 2020 – February 2, 2021
- Permitting January 2, 2021 – March 25, 2021
- Early Site Work April 2021 – June 2021
- Guaranteed Maximum Price (GMP) Negotiations March 30, 2021 – June 21, 2021
- Building Construction June 24, 2021 – December 8, 2021
- Commissioning & Punchlist November 8, 2021 December 17, 2021
- Systems Training & Move In December 17, 2021 – January 5, 2022
- Operational – January 5, 2022