Regular Governing Board Agenda

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, August 13, 2020

Closed Session 6:00 PM | Via Zoom: https://cabrillok12.zoom.us/j/94882297812

(For public comments on Closed Session items only)

Public Session 7:00 PM | Via Zoom: https://cabrillok12.zoom.us/j/96710717022

(You can also watch the Governing Board Meeting live on http://www.pacificcoast.tv/ and on the CUSD YouTube channel.)

In response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which temporarily suspended provisions of the Brown Act relating to public meetings. As such, Cabrillo Unified School District will be conducting its Governing Board meeting at the regular time, in a different modality. The District will be leveraging a Webinar format (using Zoom) in order for the Governing Board members to participate remotely, and to allow for orderly public comment. There will not be a physical location for this meeting.

The Governing Board will meet for Closed Session to discuss labor negotiations, student discipline, personnel matters, litigation, anc other matters as provided under California state law as set forth on the agenda below. Following Closed Session, the Board reconvenes to Public Session. Adjournment of the Public Session will be no later than 10:00 PM for all regular and special meetings unless extended by a majority vote of the Board. Writings relating to a board meeting agenda items that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 498 Kelly Avenue, Half Moon Bay, CA. Such writings may also be available on the District's website. (Government Code 54957.5b).

Individuals who require special accommodations (Spanish interpreter, accessible seating, documentation in an accessible format, etc.) should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us no later than 48 hours preceding the meeting.

PUBLIC COMMENTS GUIDELINES

There are two ways in which members of the public may provide comments as part of a Cabrillo Unified School District Governing Board remote meeting:

1. Submit Comments in Advance:
Members of the public may submit comments in advance of the meeting through the following link: http://bit.ly/cusdcomment13. Comments will be read out loud by the Board President or a designee during the meeting. Written comments should be limited to no more than 300 words; longer comments might not be shared publicly during the meeting. However, all comments received, whether or not they are shared publicly during the meeting, will be made available to all Board

members.

2. Provide Comment in Real-Time During Remote Meeting:
Members of the public may submit comments in advance of the meeting by through the following link: http://bit.ly/cusdcomment13. When called upon by Board president or designee, speakers will be unmuted. After the allotted time, speakers will be placed on mute.

Because of technical limitations, please submit your comments or request to address the Board in real-time before 6:00 PM on Thursday, August 13, 2020. "Hand Raised" future will be disabled during the meeting. We ask the participants to type their full name when joining the meeting, as prompted.

Individual speakers shall be allowed three (3) minutes. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The CUSD Governing Board does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the CUSD Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

Instructions to join the Board Meeting are as follows:

> **Please click the link below to join the webinar:** https://cabrillok12.zoom.us/j/96710717022
> **Webinar ID: 967 1071 7022**
> Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099
> International numbers available: https://cabrillok12.zoom.us/u/abmBMPqUQK

Open Board meetings may be recorded and broadcast.

1. CALL TO ORDER

a. Public Comments on Closed Session Topics

b. Adjourn to Closed Session - 6:00 PM

Board Members will meet privately via Zoom for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

1. **Matters Related to Students (Education Code §35146, §48912, §49070)**

   The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may hear matters related to student suspensions/other disciplinary actions, student grade change appeals, and confidential student matters according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.

2. **Public Employee Discipline/Dismissal/Release (Government Code §54954.5, §54957)**

3. **Conference with Legal Counsel—Anticipated Litigation (Government code §54956.9 (d)(2) or (3))**

4. **Conference Regarding Labor Negotiators (Government Code §54957.6)**

- Cabrillo Unified Teachers' Association
- California School Employees' Association, Chapter 485

5. **Public Employee Performance Evaluation (Government Code §54957)**

c. Reconvene to Public Session - 7:00 PM - Welcome

1. Closed Session Action Report: If applicable
2. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. COMMUNICATIONS

a. Public Comments

b. Employee Organizations Report

1. CUTA Representatives
2. CSEA Representatives

c. Board Members Report

d. Superintendent Report

4. CONSENT AGENDA

a. Approval of Certificated Personnel Report - Part 1 (Consent Agenda)

4.a Board Memo Certificated Personnel Report - Part 1.pdf (p. 5)

b. Approval of Certificated Personnel Report - Part 2 (Consent Agenda)

4.b Board Memo Certificated Personnel Report - Part 2.pdf (p. 6)

c. Approval of Classified Personnel Report (Consent Agenda)

4.c Board Memo Classified Personnel Report.pdf (p. 7)

d. Approval of the 2020-2021 Submission of the Consolidated Application & Reporting System (Consent Agenda)

4.d Board Memo 2020-2021 Consolidated Application & Reporting System.pdf (p. 8)

4.d.1 2020-21 Consolidated Application.pdf (p. 10)

e. Approval of Board Policy 0470 COVID-19 Mitigation Plan Special Update Recommended by the California School Boards Association (Consent Agenda)

4.e Board Memo BP 0470 COVID-19 Mitigation Plan Special Update.pdf (p. 18)

4.e.1 BP 0470 COVID-19 Mitigation Plan.pdf (p. 19)

5. GENERAL BUSINESS

a. Update on 45-Day Budget Revision, SB 98, and Opening of School and Approval of New Opening of School Recommendations (Action)

5.a Board Memo Budget Revision, SB-98, & Opening of Schools Update.pdf (p. 32)

5.a.1 Budget Revision, SB 98, & Opening of School Update Presentation.pdf (p. 33)

b. Adoption of Resolution No. 27-20 Appointing Measure M Citizen's Bond Oversight Committee as Advisory Committee for Measure I Parcel Tax (Action)

5.b Board Memo Resolution No. 27-20 Appointing Measure I Parcel Tax Advisory Committee.pdf (p. 82)

5.b.1 Resolution No. 27-20 Appointing Measure I Parcel Tax Advisory Committee.pdf (p. 83)

5.b.2 Combined COC-Parcel Tax Bylaws - Amended 2020.pdf (p. 86)

c. Approval of Tentative Agreement on MOU on Return to School (Action)

5.c Board Memo Tentative Agreement on MOU on Return to School.pdf (p. 95)

5.c.1 CUSD_CUTA Remote Learning MOU 2020.pdf (p. 96)

6. FUTURE EVENTS

a. August 17 - First Day of School

b. September 10 - Regular Governing Board Meeting

7. RETURN TO CLOSED SESSION (IF NECESSARY)

8. ADJOURNMENT OF THE MEETING

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
ITEM TITLE: Approval of the Certificated Personnel Report

BACKGROUND

The following personnel items are submitted for your ratification/approval.

1. OFFER OF PROBATIONARY EMPLOYMENT FOR 2020-2021

Jesse Choi, Mathematics teacher, Half Moon Bay High School, effective August 10, 2020.

Brenda DeJesus, Immersion teacher, Hatch Elementary School, effective August 10, 2020.

Steven Francis, Science Teacher, Cunha Intermediate School, effective August 10, 2020.

Tom Galvin, Social Studies teacher, Half Moon Bay High School, effective August 10, 2020.

Pamela Monestie, Immersion teacher, Hatch Elementary School, effective August 10, 2020.

Isa Polt-Jones, Immersion teacher, Hatch Elementary School, effective August 10, 2020.

Joelle Saute, Mathematics teacher, Half Moon Bay High School, effective August 10, 2020.

2. OFFER OF EMPLOYMENT FOR CERTIFICATED ADMINISTRATOR

Claire Beltrami, Principal, El Granada Elementary School, effective July 30, 2020.

Erin Brown, School Psychologist, Half Moon Bay High School, effective August 3, 2020.

Alyssa Jaramillo, Assistant Principal, Hatch Elementary School, effective August 5, 2020.

3. RESIGNATION

Guadalupe Miner, Immersion teacher, Hatch Elementary School, effective June 5, 2020.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
ITEM TITLE: Approval of the Certificated Personnel Report

BACKGROUND

The following personnel items are submitted for your ratification/approval.

1. OFFER OF PROBATIONARY EMPLOYMENT FOR 2020-2021

Linda Squillacote, Mathematics teacher, Cunha Intermediate School, effective August 10, 2020.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
ITEM TITLE: Approve the Classified Personnel Report

BACKGROUND INFORMATION

The following personnel items are submitted for your ratification/approval.

1. **OFFER OF EMPLOYMENT FOR 2020-2021**

   Holly Lynne, Accounting Technician II, District Office, effective August 10, 2020.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
Leticia Bhatia, Assistant Superintendent, Curriculum & Instruction
CATEGORY: Consent
ITEM TITLE: Approval of the 2020-2021 Submission of the Consolidated Application & Reporting System

BACKGROUND INFORMATION

The Consolidated Application and Reporting System (CARS) is a data collection system to apply for Categorical Program Funding and to report on the use of those funds. The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. It is a requirement for funding through the Consolidated Application that the local Governing Board approves the ConApp.

From mid-May to the end of June (July - August, 2020 due to COVID-19), each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the Consolidated Application. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

REPORT/PROPOSAL

Staff recommends that the Cabrillo Unified School District Governing Board approve the 2020-21 Consolidated Application for funding.

The 2020-21 Consolidated Application will be uploaded on Monday or as soon as it is finalized.

FISCAL ANALYSIS

Upon the adoption of the State Budget and CDE authorization of the ConApp, and based on 2019-20 revenue, CUSD anticipates categorical funding as follows:

- **Title I, Part A, Improving Academic Achievement ($116,857),** academic achievement throughout a school so that all students, particularly the lowest-achieving students, demonstrate proficiency on the State's academic standards.

- **Title II, Part A, Teacher Quality ($52,755)**, professional development support for teachers, administrators, and other school staff that is aligned with state content and performance standards in all curriculum areas. The school district is obligated to offer equitable participation in professional development activities, but it is not allowed to provide funding to private schools for any purpose.

- **Title III, Part A, Limited English Learner ($73,675)**, supports language instruction for Limited English Proficient and immigrant students.

- **Title III, Immigrant Student Sub-Grant Program ($5,445),** supports eligible immigrant students and their families through the provision of supplementary programs and services for the underlying purpose of assuring that these students meet the same challenging grade level and graduation standards as mainstream students.

- **Title IV, Students Supports and Academic Enrichment ($9,246),** students with access to a well-rounded education, improve conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students.

RECOMMENDATION

Approve the 2020-2021 Submission of the Consolidated Application & Reporting System.

2020-21 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at https://www.cde.ca.gov/fg/aa/co/ca20assurancestoc.asp.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	J Jesus Contreras
Authorized Representative's Signature	
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	08/07/2020

*****Warning*****

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2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov , 916-319-0269

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	J Jesus Contreras
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	08/07/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

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2020-21 LCAP Federal Addendum Certification

CDE Program Contact:
Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) / District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	08/19/2019
Direct Funded Charter Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	J Jesus Contreras
Authorized Representative's Title	Chief Business Officer

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2020-21 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/13/2020

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Catalina Maya Martinez
DELAC review date	06/03/2020
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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2020-21 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	$114.40
Estimated English learner student count	686
Estimated English learner student program allocation	$78,478

Note: $10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than $10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at https://www.cde.ca.gov/sp/el/t3/elconsortium.asp.

Budget

Professional development activities	$10,000
Program and other authorized activities	$37,000
English Proficiency and Academic Achievement	$20,570
Parent, family, and community engagement	$5,000
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	$1,569
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	$4,339
Total budget	$78,478

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2020-21 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated immigrant per student allocation	$104.70
Estimated immigrant student count	67
Estimated immigrant student program allocation	$7,015

Note: Eligibility criteria

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	$6,301
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	$140
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	$574
Total budget	$7,015

*****Warning*****

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2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Arturo Ambriz, Fiscal Oversight and Support Office, AAmbriz@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at https://www.cde.ca.gov/fg/ac/sa/.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum & Instruction
CATEGORY: Consent
ITEM TITLE: Approval of Board Policy 0470 COVID-19 Mitigation Plan Special Update Recommended by the California School Boards Association (CSBA)

BACKGROUND INFORMATION

To assist districts in reopening school campuses, CSBA created sample Board Policy 0470 COVID-19 Mitigation Plan. The policy is intended for use during the coronavirus pandemic and supersedes conflicting provisions in other district policies and regulations, thereby eliminating the need to temporarily revise other policies and regulations. When the Governing Board determines, in conjunction with guidance from state and local health officials, that district operations may resume in a manner that makes this policy inapplicable, it should be removed from the district's policy manual.

Board Policy 0470 COVID-19 Mitigation Plan will be uploaded by Monday or as soon as it is finalized.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

Cabrillo USD

Board Policy

COVID-19 Mitigation Plan

BP 0470

Philosophy, Goals, Objectives, and Comprehensive Plans

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 5141.22 - Infectious Diseases)
(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)
(cf. 6158 - Independent Study)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into on-campus instruction

2. Consider whether or not a student has experienced a regression of skills and/or lack of progress

3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Grading

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments

2. Assignment of pass/no pass grades for all courses

3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with

local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning

repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)

Social Distancing

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other

2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes

3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements

4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries

5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries

6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

7. Cabrillo Unified School District only provides transportation services only to legally eligible students whose Individualized Education Plans (IEPs) require transportation. Only for this small subgroup of students, staff will assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives

(cf. 3540 - Transportation)
(cf. 3543 - Transportation Safety and Emergencies)

8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)
(cf. 3514.1 - Hazardous Substances)
(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4113 - Assignment)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19

2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19

3 Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine

5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the

first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of $200 per day and $10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop

plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:

EDUCATION CODE
44978 Sick leave for certificated employees
45191 Leave of absence for illness and injury, classified employees
48205 Excused absences
48213 Prior parent notification of exclusion; exemption
48240 Supervisors of attendance
49451 Exemption from physical exam; exclusion from attendance
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12945.1-12945.2 California Family Rights Act
HEALTH AND SAFETY CODE
120230 Exclusion from attendance
LABOR CODE
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 2
11087-11098 California Family Rights Act
CODE OF REGULATIONS, TITLE 5
202 Exclusion from attendance
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended, especially:
2601 Paid sick leave
2620 Public health emergency leave
UNITED STATES CODE, TITLE 42
1760 Note National School Lunch program waivers addressing COVID-19
CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus
FAQs on Grading and Graduation Requirements
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020
School Guidance on Novel Coronavirus or COVID-19, March 7, 2020
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Considerations for Schools, rev. May 19, 2020
Interim Guidance for Schools and Day Camps, May 2020
Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020
OFFICE OF THE GOVERNOR PUBLICATIONS
Executive Order N-30-20, March 17, 2020
Executive Order N-26-20, March 13, 2020
OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
U.S. DEPARTMENT OF LABOR POSTERS
Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov
Office of the Governor: https://www.gov.ca.gov
Office of Management and Budget: https://www.whitehouse.gov/omb
U.S. Department of Labor: https://www.dol.gov
World Health Organization: https://www.who.int

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: TBD Half Moon Bay, California

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum & Instruction
J Jesús Contreras, Chief Business Officer
Jason Owens, Director of Personnel and Pupil Services
Martha Ladd, Director of Student Services
Randy Rudolph, Director of Technology
CATEGORY: Information/Action
ITEM TITLE: Update on 45-Day Budget Revision, SB 98, and Opening of School and Approval of New Opening of School Recommendations

BACKGROUND INFORMATION

The presentation presented to the Governing Board will provide an update on the 45-Day Budget Revision, SB 98, and Opening of School Plan and will provide new opening of school recommendations for board approval.

RECOMMENDATION

Approve the new recommendations pertaining to the Opening of Schools Plan for Cabrillo Unified School District.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

45-Day Budget Revision, SB 98, and Opening of School Update

Governing Board Meeting

Thursday, August 13, 2020

AGENDA

I. Opening of Schools Update
   A. SB 98 & 45-Day Budget Revision
   B. Learning Continuity
      1. Overview of Components
   C. Family Engagement
   D. Student Supports
   E. Pupil Services
      1. Survey Update
      2. Attendance
   F. Technology Update
II. Approval of transition from Phase I to Phase III on a Quarterly basis (reword)

SB 98 Overview

SB 98: Budget Bill

Signed into law SB-98 Education Finance: Education Omnibus Budget Trailer Bill (6/29/2020)

Governor Newsom - SB 98

Full Copy of SB 98

Section 4359: Learning Continuity & Attendance

Section 34: Ed Code 43500 - 43509

SB 98 (Cont.)

- SB 98 removes the requirement for a 2020-21 LCAP and establishes a Learning Continuity and Attendance Plan.
- Seeks to address funding stability for schools while providing information at the district level for how student learning continuity will address the COVID-19 crisis in the 2020-21 school year.
- Intends to balance needs of stakeholders and streamlines meaningful stakeholder engagement.

The new LCAP for 2020-21

By September 30, 2020, districts will complete a **Learning Continuity and Attendance Plan**. Template will be released no later than August 1, 2020.

Funding: by December 15, 2020, Districts will still submit a Budget Overview for Parents along with the First Interim Budget.

The Learning Continuity and Attendance Plan

The **timeline for adoption** shall include:

After a separate public hearing, local governing board adoption by **September 30, 2020.**

Submission to County Office of Education (COE) for **review** no later than 5 days after adoption.

COE written recommendations for amendments to reviewing authority by **October 30, 2020.**

LEAs shall consider COE written recommendations in a public meeting within 15 days.

SB 98 and Attendance

ED Code 43504.

(a) The compulsory education requirements described in Section 48200 continue to apply for the 2020–21 school year.

(b) A local educational agency shall offer in-person instruction to the greatest extent possible.

(c) For the 2020–21 school year, for purposes of the requirement on school districts to **offer 180 instructional days** per school year pursuant to Section 46208 and the requirement on charter schools to offer 175 instructional days per school year pursuant to Section 11960 of Title 5 of the California Code of Regulations, an instructional day is a day in which all **pupils are scheduled for the length of the day established by the governing board** or body of the local educational agency in a classroom **under the immediate supervision of a certificated employee or in distance learning that meets the minimum requirements** described in this part.

(d)(1) Each local educational agency shall **document daily participation for each pupil** on **each schoolday**, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a schoolday shall be documented as absent for that schoolday.

SB 98 and Attendance (Cont.)

(2) For purposes of this section, daily participation **may include**, but is not limited to, **evidence of participation** in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.

(e) Each local educational agency **shall ensure that a weekly engagement record is completed for each pupil** documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, **verifying daily participation, and tracking assignments**.

(f)(1) A **pupil who does not participate daily** in either in-person instruction pursuant to subdivision (b) or distance learning pursuant to subdivision (d) **shall be deemed absent** by the local educational agency. A local educational agency shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

Funding and Instructional Time Frequently Asked Questions:

https://www.cde.ca.gov/fg/aa/pa/pafaqs.asp

Distance Learning Frequently Asked Questions:

https://www.cde.ca.gov/ci/cr/dl/distlearningfaqs.asp

45-Day Budget Revision

Cabrillo USD Budget Summary and Multi-Year-Projections with May Revised Assumptions

	2019-20: Basic Aid			2020-21: Basic Aid			2021-22: Basic Aid			2022-23: Basic Aid		
	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED
LCFF	30,350,208	1,609,810	31,960,018	28,566,236	1,609,810	30,176,046	29,096,732	1,609,810	30,706,542	29,641,023	1,609,810	31,250,833
Federal Revenue	168,636	1,333,830	1,502,466	0	1,196,130	1,196,130	0	1,196,130	1,196,130	0	1,196,130	1,196,130
State Revenue	981,313	2,452,076	3,433,389	593,895	1,928,372	2,522,267	587,983	1,926,285	2,514,268	581,910	1,924,142	2,506,052
Local Revenue	173,751	2,769,883	2,943,634	125,450	2,543,912	2,669,362	125,450	2,542,917	2,668,367	125,450	2,542,917	2,668,367
Total Revenues	31,673,908	8,165,599	39,839,507	29,285,581	7,278,224	36,563,805	29,810,165	7,275,142	37,085,307	30,348,383	7,272,999	37,621,382
Certificated Salaries	11,834,971	3,454,114	15,289,085	12,155,573	3,435,508	15,591,081	12,398,564	3,500,258	15,898,822	12,646,535	3,570,263	16,216,798
Classified Salaries	2,725,104	3,459,027	6,184,131	2,935,147	3,451,064	6,386,211	2,985,991	3,510,724	6,496,715	3,038,246	3,572,162	6,610,408
Benefits	5,317,218	4,591,488	9,908,706	5,506,132	4,213,511	9,719,643	5,666,337	4,332,881	9,999,218	6,130,579	4,554,064	10,684,643
Supplies	304,174	776,924	1,081,098	304,174	862,188	1,166,362	304,174	635,537	939,711	304,174	633,394	937,568
Services	1,983,867	3,560,627	5,544,494	1,987,079	3,564,606	5,551,685	1,987,079	3,475,719	5,462,798	1,987,079	3,475,719	5,462,798
Capital Outlay	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500
Other Outgo/Indirect	30,420	265,985	296,405	32,865	278,469	311,334	32,865	278,469	311,334	32,865	278,469	311,334
Total Expenses	22,195,754	16,134,665	38,330,419	22,920,970	15,831,846	38,752,816	23,375,010	15,760,088	39,135,098	24,139,478	16,110,571	40,250,049
Surplus/(Deficit)	9,478,154	(7,969,066)	1,509,088	6,364,611	(8,553,622)	(2,189,011)	6,435,155	(8,484,946)	(2,049,791)	6,208,905	(8,837,572)	(2,628,667)
Transfer in (891X)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer out (761X)	313,712	0	313,712	332,544	0	332,544	332,544	0	332,544	332,544	0	332,544
Contribution	(8,049,453)	8,049,453	0	(8,235,833)	8,235,833	0	(8,484,946)	8,484,946	0	(8,837,572)	8,837,572	0
Other In / Out	(8,363,165)	8,049,453	(313,712)	(8,568,377)	8,235,833	(332,544)	(8,817,490)	8,484,946	(332,544)	(9,170,116)	8,837,572	(332,544)
Total Surplus/(Deficit)	1,114,989	80,387	1,195,376	(2,203,766)	(317,789)	(2,521,555)	(2,382,335)	0	(2,382,335)	(2,961,211)	0	(2,961,211)
9791	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,489,057	333,022	3,822,079	1,106,722	333,022	1,439,744
9795												
Beginning Balance	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,489,057	333,022	3,822,079	1,106,722	333,022	1,439,744
Ending Balance	5,692,823	650,811	6,343,634	3,489,057	333,022	3,822,079	1,106,722	333,022	1,439,744	(1,854,489)	333,022	(1,521,467)
Revolving Cash, Stores & Prepaid	35,500		35,500	35,500		35,500	35,500		35,500	35,500		35,500
Restricted Programs		650,811	650,811		333,022	333,022		333,022	333,022		333,022	333,022
3% REU (9789)	1,159,324	0	1,159,324	1,172,561	0	1,172,561	1,184,030	0	1,184,030	1,217,478	0	1,217,478
UNASSIGNED (9790)	4,497,999	0	4,497,999	2,280,996	0	2,280,996	(112,808)	0	(112,808)	(3,107,467)	0	(3,107,467)

Cabrillo USD Revised Budget Summary and Multi-Year-Projections with CA Signed-Budget 6.29.2020 Assumptions

	2019-20: Basic Aid			2020-21: LCFF			2021-22: Basic Aid			2022-23: Basic Aid		
	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED
Total Revenues	31,673,908	8,165,599	39,839,507	29,387,718	7,278,224	36,665,942	31,912,302	7,275,142	39,187,444	30,450,520	7,272,999	37,723,519
Certificated Salaries	11,834,971	3,454,114	15,289,085	12,155,573	3,435,508	15,591,081	12,398,564	3,500,258	15,898,822	12,646,535	3,570,263	16,216,798
Classified Salaries	2,725,104	3,459,027	6,184,131	2,935,147	3,451,064	6,386,211	2,985,991	3,510,724	6,496,715	3,038,246	3,572,162	6,610,408
Benefits	5,317,218	4,591,488	9,908,706	5,506,132	4,213,511	9,719,643	5,666,337	4,332,881	9,999,218	6,130,579	4,554,064	10,684,643
Supplies	304,174	776,924	1,081,098	304,174	862,188	1,166,362	304,174	635,537	939,711	304,174	633,394	937,568
Services	1,983,867	3,560,627	5,544,494	1,987,079	3,564,606	5,551,685	1,987,079	3,475,719	5,462,798	1,987,079	3,475,719	5,462,798
Capital Outlay	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500
Other Outgo/Indirect	30,420	265,985	296,405	32,865	278,469	311,334	32,865	278,469	311,334	32,865	278,469	311,334
Total Expenses	22,195,754	16,134,665	38,330,419	22,920,970	15,831,846	38,752,816	23,375,010	15,760,088	39,135,098	24,139,478	16,110,571	40,250,049
Surplus/(Deficit)	9,478,154	(7,969,066)	1,509,088	6,466,748	(8,553,622)	(2,086,874)	8,537,292	(8,484,946)	52,346	6,311,042	(8,837,572)	(2,526,530)
Transfer in (891X)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer out (761X)	313,712	0	313,712	332,544	0	332,544	332,544	0	332,544	332,544	0	332,544
Contribution	(8,049,453)	8,049,453	0	(8,235,833)	8,235,833	0	(8,484,946)	8,484,946	0	(8,837,572)	8,837,572	0
Other In / Out	(8,363,165)	8,049,453	(313,712)	(8,568,377)	8,235,833	(332,544)	(8,817,490)	8,484,946	(332,544)	(9,170,116)	8,837,572	(332,544)
Total Surplus/(Deficit)	1,114,989	80,387	1,195,376	(2,101,629)	(317,789)	(2,419,418)	(280,198)	0	(280,198)	(2,859,074)	0	(2,859,074)
9791	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,591,194	333,022	3,924,216	3,310,996	333,022	3,644,018
9795												
Beginning Balance	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,591,194	333,022	3,924,216	3,310,996	333,022	3,644,018
Ending Balance	5,692,823	650,811	6,343,634	3,591,194	333,022	3,924,216	3,310,996	333,022	3,644,018	451,922	333,022	784,944
Revolving Cash, Stores & Prepaid	35,500		35,500	35,500		35,500	35,500		35,500	35,500		35,500
Restricted Programs		650,811	650,811		333,022	333,022		333,022	333,022		333,022	333,022
3% REU (9789)	1,159,324	0	1,159,324	1,172,561	0	1,172,561	1,184,030	0	1,184,030	1,217,478	0	1,217,478
UNASSIGNED (9790)	4,497,999	0	4,497,999	2,383,133	0	2,383,133	2,091,466	0	2,091,466	(801,056)	0	(801,056)

CUSD: 45-Day Budget Revision after SB 98

	2019-20: Basic Aid			2020-21: LCFF			2021-22: Basic Aid			2022-23: Basic Aid		
	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED
LCFF	30,350,208	1,609,810	31,960,018	28,665,379	1,609,810	30,275,189	31,206,403	1,609,810	32,816,213	29,743,140	1,609,810	31,352,950
Federal Revenue	168,636	1,333,830	1,502,466	0	1,196,130	1,196,130	0	1,196,130	1,196,130	0	1,196,130	1,196,130
State Revenue	981,313	2,452,076	3,433,389	593,895	1,928,372	2,522,267	587,983	1,926,285	2,514,268	581,910	1,924,142	2,506,052
Local Revenue	173,751	2,769,883	2,943,634	125,450	2,543,912	2,669,362	125,450	2,542,917	2,668,367	125,450	2,542,917	2,668,367
Total Revenues	31,673,908	8,165,599	39,839,507	29,384,724	7,278,224	36,662,948	31,919,836	7,275,142	39,194,978	30,450,500	7,272,999	37,723,499
Certificated Salaries	11,834,971	3,454,114	15,289,085	12,155,573	3,435,508	15,591,081	12,398,564	3,500,258	15,898,822	12,646,535	3,570,263	16,216,798
Classified Salaries	2,725,104	3,459,027	6,184,131	2,935,147	3,451,064	6,386,211	2,985,991	3,510,724	6,496,715	3,038,246	3,572,162	6,610,408
Benefits	5,317,218	4,591,488	9,908,706	5,506,132	4,213,511	9,719,643	5,666,337	4,332,881	9,999,218	6,130,579	4,554,064	10,684,643
Supplies	304,174	776,924	1,081,098	304,174	862,188	1,166,362	304,174	635,537	939,711	304,174	633,394	937,568
Services	1,983,867	3,560,627	5,544,494	1,987,079	3,564,606	5,551,685	1,987,079	3,475,719	5,462,798	1,987,079	3,475,719	5,462,798
Capital Outlay	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500
Other Outgo/Indirect	30,420	265,985	296,405	32,865	278,469	311,334	32,865	278,469	311,334	32,865	278,469	311,334
Total Expenses	22,195,754	16,134,665	38,330,419	22,920,970	15,831,846	38,752,816	23,375,010	15,760,088	39,135,098	24,139,478	16,110,571	40,250,049
Surplus/(Deficit)	9,478,154	(7,969,066)	1,509,088	6,463,754	(8,553,622)	(2,089,868)	8,544,826	(8,484,946)	59,880	6,311,022	(8,837,572)	(2,526,550)
Transfer in (891X)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer out (761X)	313,712	0	313,712	332,544	0	332,544	332,544	0	332,544	332,544	0	332,544
Contribution	(8,049,453)	8,049,453	0	(8,235,833)	8,235,833	0	(8,484,946)	8,484,946	0	(8,837,572)	8,837,572	0
Other In / Out	(8,363,165)	8,049,453	(313,712)	(8,568,377)	8,235,833	(332,544)	(8,817,490)	8,484,946	(332,544)	(9,170,116)	8,837,572	(332,544)
Total Surplus/(Deficit)	1,114,989	80,387	1,195,376	(2,104,623)	(317,789)	(2,422,412)	(272,664)	0	(272,664)	(2,859,094)	0	(2,859,094)
9791	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,588,200	333,022	3,921,222	3,315,536	333,022	3,648,558
9795												
Beginning Balance	4,577,834	570,424	5,148,258	5,692,823	650,811	6,343,634	3,588,200	333,022	3,921,222	3,315,536	333,022	3,648,558
Ending Balance	5,692,823	650,811	6,343,634	3,588,200	333,022	3,921,222	3,315,536	333,022	3,648,558	456,442	333,022	789,464
Revolving Cash, Stores & Prepaid	35,500		35,500	35,500		35,500	35,500		35,500	35,500		35,500
Restricted Programs		650,811	650,811		333,022	333,022		333,022	333,022		333,022	333,022
3% REU (9789)	1,159,324	0	1,159,324	1,172,561	0	1,172,561	1,184,030	0	1,184,030	1,217,478	0	1,217,478
UNASSIGNED (9790)	4,497,999	0	4,497,999	2,380,139	0	2,380,139	2,096,006	0	2,096,006	(796,536)	0	(796,536)

Cash flow Crisis:

- County of San Mateo recalculated Education and Revenue Augmentation Fund (ERAF) for 2017-18; 2018-19; and 2019-20.
- Total loss due to ERAF now is $14 M taken by the County of San Mateo Controller from CUSD.
- Dry-Period borrowing back to SMCOE
- **CASH FLOW Crisis Continues**.
- $15 M Tax and Revenue Anticipation Note (TRAN) to be funded by August 11th.
- Expecting LCFF deferrals impact on CUSD 2020-21 anticipated LCFF designation – Uncertainty and ambiguity.

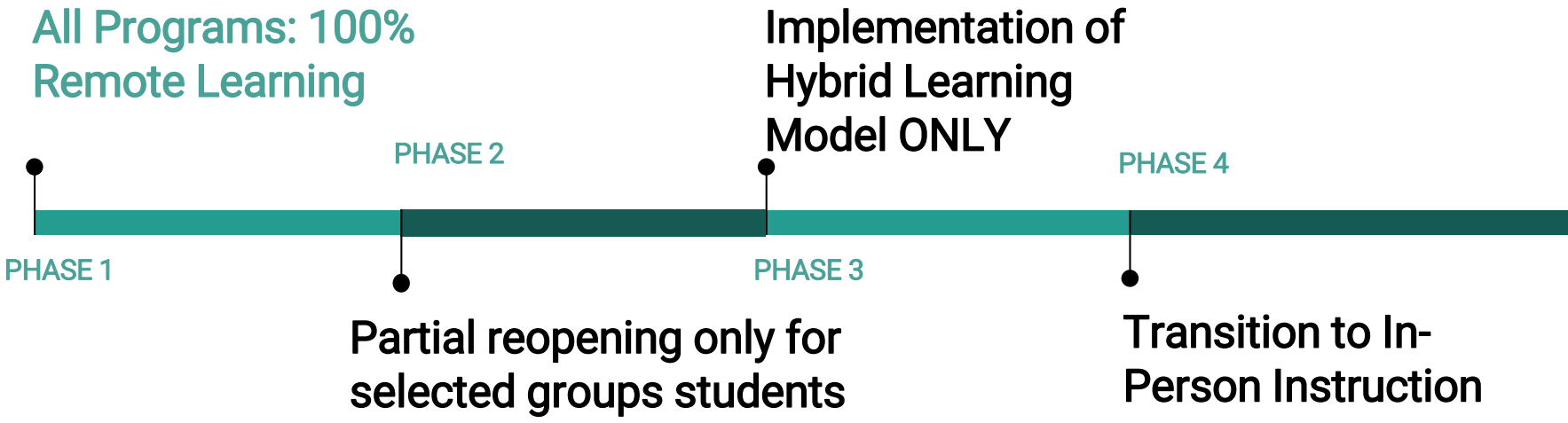
Next Steps:

Exercise local flexibility:

- To face deferrals and cash-flow constrictions.
- Allocate and use Federal CARES funds - $1,909,763 earmarked to mitigate COVID-19 expenditures and “catch up” students (Not yet in the Budget)
- CARES-ESSER - $96,235 for COVID-19 emergency response expenditures
- Expect a second 2020-21 Tax and Revenue Anticipation Notes (TRANS) borrowing to deal with cash-flow deficit.

Opening of Schools Update

Timeline leading to In-Person Instruction (No earlier than October 16, 2020 Proposal)



NOTE: CUSD is working with our Opening of Schools teams and will follow SMC Health Orders, SMCOE, and CDE guidance to define the criteria that will allow us to proceed from one phase to the next. Once this is finalized, we will communicate with our families.

Opening of Schools
Recommendations to the Governing Board

- For our Hybrid Learning Model, define the earliest transition from Phase 1 to Phase 3 at the end of the first quarter (Friday, October 16, 2020).
- ALL subject to San Mateo County Health Orders and CA Watch list status.
- https://www.latimes.com/projects/california-coronavirus-cases-tracking-outbreak/san-mateo-county/

Watchlist

Watchlist Criteria

- Elevated Disease Transmission
  - A county is flagged for elevated disease transmission criteria if:
    1) Case rate (per 100,000) >100 OR
    2) Case rate (per 100,000) >25 **AND** testing positivity >8.0%
- Limited Hospital Capacity
  - A county is considered to meet the limited hospital capacity if:
  - 1) <20% of staffed ICU beds are available OR
  - 2) <25% of ventilators are available
- Increased Hospitalizations
  - A county is considered to meet the increasing hospitalization criteria if:
    1) >10% increase in the average number of confirmed COVID-19 patients hospitalized

Watchlist updates and monitoring: California Department of Health

Learning Continuity & Attendance Plan

General Description

Learning Continuity and Attendance Plan Template

Learning Continuity and Attendance Plan Instructions

General Information

A description of the impact the COVID-19 pandemic has had on the LEA and its community.

Briefly provide information deemed relevant to enable a reader to more fully understand how the LEA's Learning Continuity Plan has been informed by the impacts the LEA and its community have experienced from the COVID-19 pandemic.

Plan Instructions

Senate Bill 98 (SB 98) established the Learning Continuity and Attendance Plan (Learning Continuity Plan), which is intended to **balance the needs of all stakeholders, including educators, parents, students and community members, while streamlining meaningful stakeholder engagement and condensing several pre existing plans.**

In particular, it was important to combine

(1) the intent behind Executive Order N-56-20 (https://www.gov.ca.gov/wp-content/uploads/2020/04/EO-N-56-20-text.pdf), which required a written report and envisioned an off-cycle Local Control and Accountability Plan (LCAP) due December 15th, and

2) the ongoing need for local educational agencies (LEAs) to formally plan for the 2020–21 school year in the midst of the uncertainty caused by the COVID-19 pandemic. The Learning Continuity Plan replaces the LCAP for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20. This plan is intended to memorialize the planning process that is already underway for the 2020–21 school year. All LEAs, which includes school districts, county offices of education, and charter schools are required to complete the Learning Continuity Plan.

Stakeholder Engagement

Purpose

WHY? Stakeholder engagement has long been recognized as an important component of school planning and improvement. Meaningful stakeholder engagement has been linked to:

- An improved understanding of current needs and possible solutions
- More informed decision-making
- Greater trust between parties
- Stronger and longer lasting partnerships

Stakeholder Engagement

WHO? An LEA must consult with parents, pupils, teachers, principals, administrators, other school personnel, and local bargaining units, in developing its Learning Continuity Plan.

HOW? During the consultation and stakeholder feedback process regarding the development of the Learning Continuity Plan, LEAs shall include efforts to reach pupils, families, educators, and other **stakeholders who do not have internet access**, or **speak languages other than English**.

Stakeholder Engagement

1. A description of the efforts made to solicit stakeholder feedback
2. A description of the options provided for remote participation in public meetings and public hearings.
3. A summary of the feedback provided by specific stakeholder groups.
4. A description of the aspects of the Learning Continuity Plan that were influenced by specific stakeholder input.

Continuity of Learning - In-Person Offerings

- A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.

Continuity of Learning - Distance Learning

- **Continuity of Instruction**
  - A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.

- **Access to Devices and Connectivity**
  - A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.

- **Pupil Participation and Progress**
  - A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.

Continuity of Learning - Distance Learning

- **Distance Learning Professional Development**
  - A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.

- **Staff Roles and Responsibilities**
  - A description of the new roles and responsibilities of affected staff as a result of COVID-19.

- **Support for Pupils with Unique Needs**
  - A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.

- **Actions Related to Distance Learning Program**

Pupil Learning Loss

A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.

A sufficient response to this prompt will describe how, with what tools, and at what frequency the LEA will assess pupils to measure learning status, within any instructional delivery model, particularly in the following areas:

- English language arts
- English language development (ELD)
- Mathematics

Pupil Learning Loss Strategies

- A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils who are experiencing homelessness.
- A description of how the effectiveness of the services or supports provided to address learning loss will be measured.

Mental Health and Social and Emotional Well-being

A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

A sufficient response to this prompt will describe how the LEA will support mental health and social and emotional well-being of pupils during the school year which includes:

- What professional development will be provided to staff.
- What resources will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

When responding to this prompt, LEAs may find it helpful to consider the guidance provided on pages 34–36 in the "Mental Health and Well-Being of All" section in the CDE's *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf).

Pupil and Family Engagement and Outreach

A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.

A sufficient response to this prompt will provide a description of pupil engagement and outreach including:

- The procedures for tiered reengagement strategies for pupils who are absent from distance learning.
- How the LEA will provide outreach to all pupils and their parents and guardians, including in languages other than English, when pupils are not meeting compulsory education requirements or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.

School Nutrition

A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.

A sufficient response to this prompt will describe how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.

- When responding to this prompt, LEAs may find it helpful to consider the changes in food service operations provided on pages 43–44 in the “School Services” section in the CDE’s *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf).

Increased and Improved Services for Foster Youth, English Learners, and Low-Income Students

Purpose

EC Section 43509 maintains the requirement for LEAs to describe how they are increasing or improving services for unduplicated pupils pursuant to *California Code of Regulations*, Title 5 (5 *CCR*) Section 15496. In developing the Learning Continuity Plan, LEAs are to consider the unique needs of foster youth, English learners, and low-income students.

Increased and Improved Services Required Descriptions

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Consistent with the requirements of 5 *CCR* Section 15496, describe how the services marked in the Learning Continuity Plan as contributing to the increased or improved services requirement for foster youth, English learners, and low-income students contribute to meeting the percentage calculated as compared to the services provided for all students. Additionally, consistent with the requirements of 5 *CCR* Section 15496, please describe any other actions or services that contribute towards meeting the increased or improved services requirement.

To improve services means to grow services in quality and to increase services means to grow services in quantity.

A sufficient description to this prompt must address how the action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students.

Student Supports

The Heavy Lifting And Alphabet Soup of Educational Support Services

1. **COST** (Coordination of Services Team)- An effective team approach to Tier II interventions including Mental Health. Connecting resources to students and families.
2. **PBIS** (Positive Behavior Intervention and Support) - Tier I Community building and behavior supports. Provides actionable data for needs assessment and school improvement. A critical social emotional learning component.
3. **MTSS** (Multi-tiered Systems of Support)- Ensuring our systems are coordinated, efficient and effectively support students and their families.
4. **SPED** (Special Education) - Supporting our students with exceptional needs in a remote setting. Working with a student's support team to provide robust learning opportunities and solid school relationships.

Pupil Services

Pupil Services

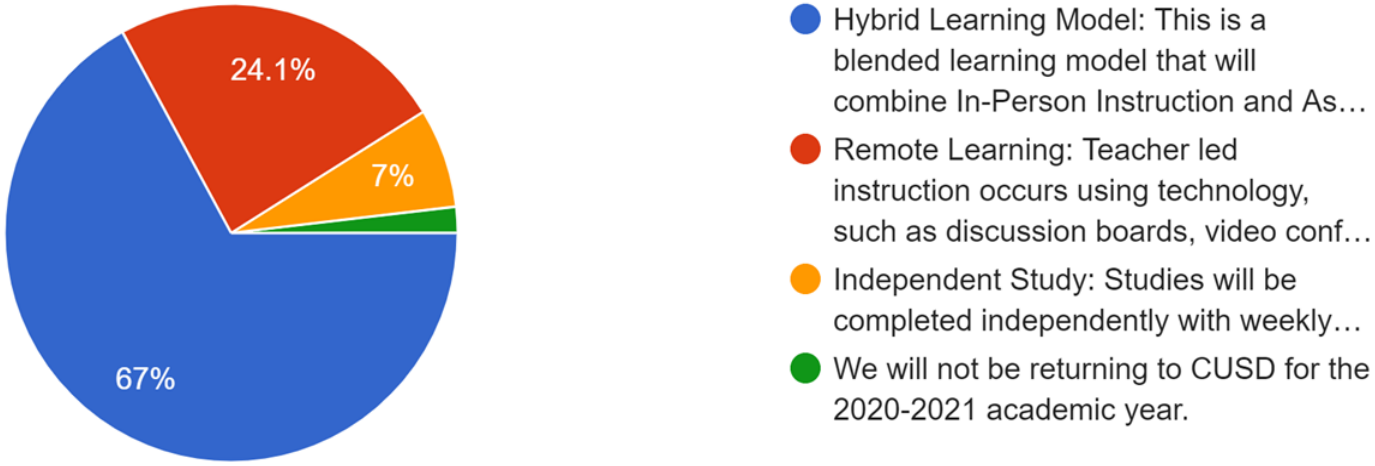
- Reporting COVID exposure
  - Staff/Student
  - Direct supervisor/principal
  - Director of Personnel
  - District Staff/District Nurse
  - Superintendent
  - County Superintendent
  - County Health Department
- Staff/student absences
  - Teachers take attendance per “period”
  - Teachers view attendance and participation



CUSD Learning Choice Plan Results
General Responses

Learning model of choice: (NOTE: All students will start remotely until board approved re-entry phases can begin).

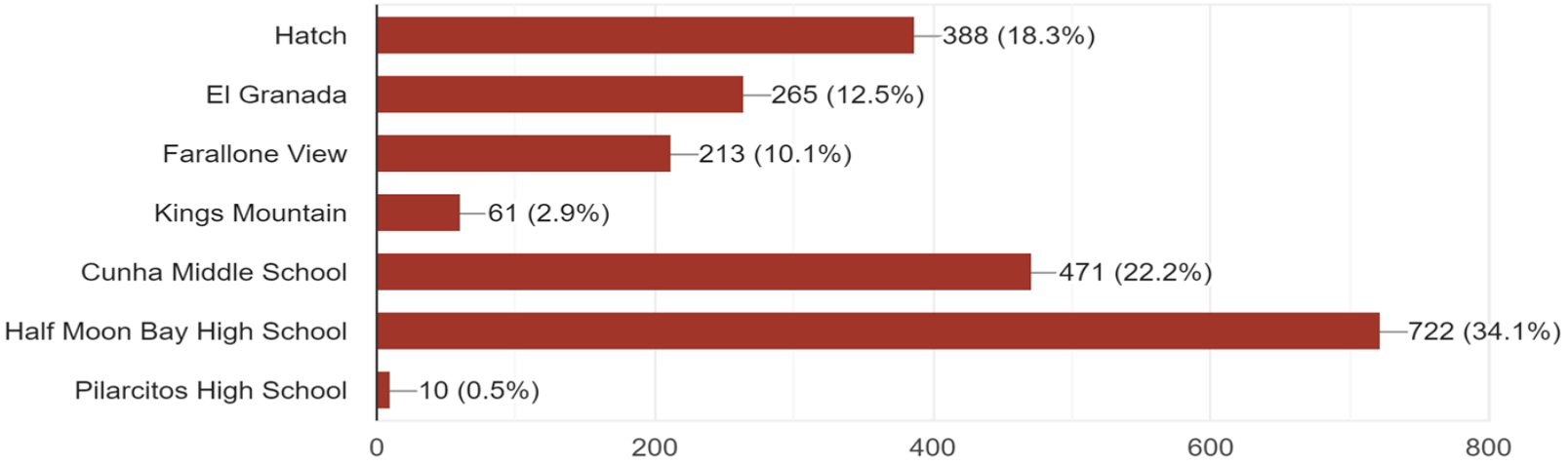
2,117 responses



Responses by school

School student attends:

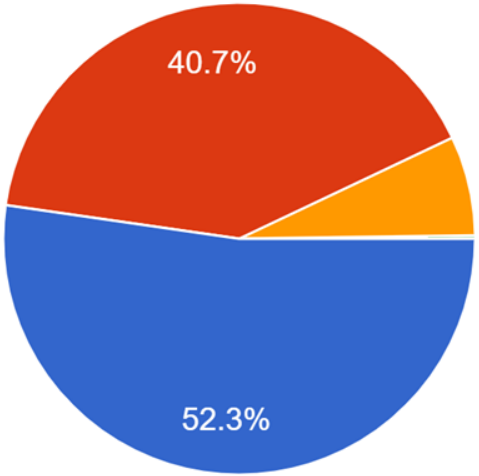
2,117 responses



CUSD Learning Choice Plan Results
Responses from our Hispanic/Latino/a/x Community

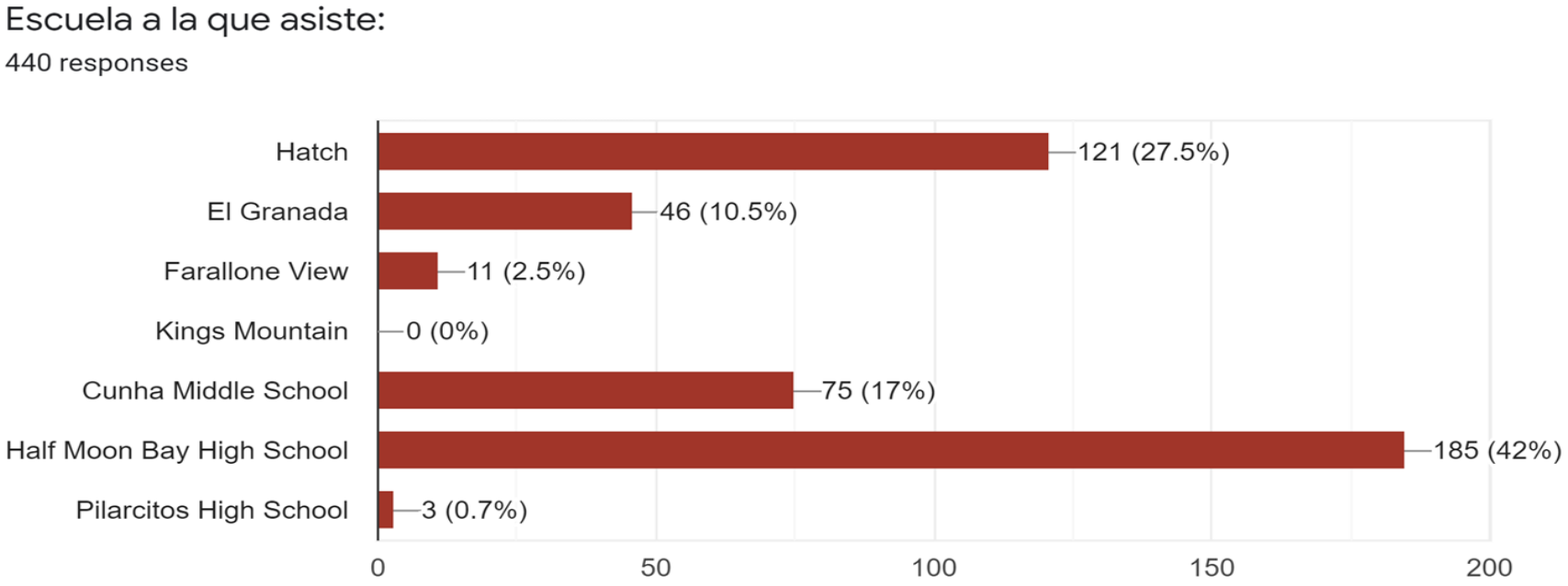
Selección del modelo de aprendizaje: (NOTA: Todos los estudiantes comenzarán clases de forma remota hasta que la mesa directiva apruebe el inicio de las fases para la reapertura de las escuelas).

440 responses



- Modelo de Aprendizaje Hibrido: Este es un modelo de aprendizaje combinado que incluirá la instrucción en persona…
- Aprendizaje Remoto al 100%: La instrucción dirigida por el maestro se lleva a cabo utilizando tecnología, co…
- Contrato de Estudio Independiente a largo plazo: Los trabajos y tareas se c…
- No volveremos al CUSD para el año académico 2020-21.

Responses by school



Technology Update

Technology Update

- Laptops for Teachers
  - Distribution
  - Teacher Laptop Guides
- New Copiers
  - Security
  - Training
- New Security Policies
  - Wireless Security
- Technology Standards
- Google G-Suite Add-Ons
- Chromebooks
  - Distribution Guidelines

QUESTIONS?

Appendix

California Department of Public Health Website

California Department of Education (CDE) Coronavirus Response and School Reopening Guidance web page

CDE Stronger Together, A Guidebook to the Safe Reopening of California's Public Schools

California Collaborative for Education Excellence (CCEE), *The Continuity of Learning Playbooks* and Supporting Families and Communities in Distance Learning CCEE Supporting Families and Communities

CCEE COVID-19 Distance Learning Technical Assistance resources

Support for English learners in response to COVID-19

Special Education Guidance in response to COVID-19

Support for Foster Youth in response to COVID-19

Support for Students and Families Experiencing Homelessness in response to COVID-19

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Action
ITEM TITLE: Adoption of Resolution No. 27-20 Appointing Measure M Citizen's Bond Oversight Committee as Advisory Committee for Measure I Parcel Tax

BACKGROUND INFORMATION

On November 5, 2019, Cabrillo Unified School District passed an education parcel tax measure (Measure I), which requires the District to form or designate an advisory committee to ensure the funds are spent as outlined in the Measure I ballot.

The amended bylaws will be uploaded on Monday as soon as it is finalized.

RECOMMENDATION

Adopt Resolution No. 27-20 Appointing Measure M Citizen's Bond Oversight Committee as Advisory Committee for Measure I Parcel Tax.

RESOLUTION NO. 27-20
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

APPOINTING MEASURE M CITIZEN'S BOND OVERSIGHT COMMITTEE AS ADVISORY COMMITTEE FOR MEASURE I PARCEL TAX PROCEEDS

WHEREAS, the Cabrillo Unified School District ("District") is a public school district organized and operated relative to the laws of the State of California ("State"); and

WHEREAS, on June 5, 2012 the issuance of not to exceed $81 million aggregate principal amount of general obligation bonds of the District was authorized by the electorate with the passage of Measure S, which authorization was thereafter canvassed and certified as required by law; and

WHEREAS, on June 5, 2018, the issuance of not to exceed $99 million aggregate principal amount of general obligation bonds of the District was authorized by the electorate with the passage of Measure M, which authorization was thereafter canvassed and certified as required by law; and

WHEREAS, expenditures under Measure S and Measure M are overseen by a group of citizens acting as two separate independent Citizens' Oversight Committees in accordance with Education Code Section 15278 et seq.; and

WHEREAS, on November 5, 2019, the District passed an education parcel tax measure ("Measure I") in accordance with California Constitution, Article XIIIA, Section 4 and Government Code Section 50075 et seq., which measure by its express terms requires the District to form or designate an advisory committee to ensure that funds are spent as outlined in the Measure I ballot measure; and

WHEREAS, the Board of Education of the District ("Board") finds that it is in the best interest of the District and most administratively efficient to appoint the Measure M Citizen's Oversight Committee ("Measure M COC") to act as the Measure I advisory committee.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE CABRILLO UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

Section 2. The Board hereby designates the Measure M COC to act as the advisory committee for Measure I for the duration of the parcel tax, and approves and adopts the amended Bylaws of the Committee attached hereto as Exhibit A. The Measure M COC shall include in its annual report to the Board an evaluation of the District's expenditure of Measure I funds. Upon the expiration of funds from Measure M or Measure I, the Measure M COC shall cease its activities relative to the expired revenue but shall continue with regard to remaining measure revenues without further action of the Board. Nothing in this Section is intended to change or extend the term of any existing member of the Measure M COC.

Section 3. The provisions and terms of this Resolution shall be effective upon adoption.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 13th day of August, 2020, by the following vote:

Mary Beth Alexander:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Lizet Cortes:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Kimberly Hines:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Sophia Layne:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Freya McCamant:	_____ Aye	_____ No	_____ Abstain	_____ Absent

Certified by:

_____
Mary Beth Alexander
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____
Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

EXHIBIT A

[AMENDED BYLAWS]

Cabrillo Unified School District

Citizens' Oversight Committee Bylaws
Measure S Bond Measure (2012)
Measure M Bond Measure (2018)
Measure I Parcel Tax Measure (2019)

1.0 Preamble

For school bonds passed pursuant to Article 13A, Section 1(b)(3) of the California Constitution, which allows a 55% majority to pass the bond, the Cabrillo Unified School District's ("District") Governing Board ("Board") is required by section 15278 of the California Education Code to appoint an independent Citizens' Oversight Committee ("Committee"). Per section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community. In addition, by its express terms, Measure I requires an advisory committee to oversee the expenditure of parcel tax funds. These Bylaws of the Board provide detail for the Board's expectation with regard to the operation of the Citizen's Oversight Committee.

2.0 Purpose and Duties

2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the bond measure and parcel tax measure ("Measure") revenues from Measure S, passed on June 5, 2012, Measure M, passed on June 5, 2018, and Measure I, passed on November 5, 2019. Unless further modified by the Board, the same group of persons shall oversee all Measure revenues, but may sit as separate committees (henceforth referred to herein as "Committees" or Committee") for purposes of reporting, member terms and term limits. During the period of time during which proceeds are being expended from all Measures, the Committee shall oversee expenditure from all Measures. Once funds from any Measure have been spent, the Committee shall continue to oversee the expenditure of remaining proceeds from other Measures until Measure M revenues are fully spent. The Committee may pause oversight of any Measure during any period of time in which revenues from such Measure have been spent or are unavailable.

The Committees' legal charge is to actively review and report on the expenditure of taxpayer money for school construction and, with respect to Measure I, for its express purposes, in accordance with voter approved projects and programs.

2.1.1 Measure S and Measure M.

The Committee shall convene separately or together to provide oversight of the following:

A. Measure revenues are to be expended only for bonded indebtedness incurred by the District for the construction, reconstruction, rehabilitation or replacement of school facilities, or the acquisition or lease of real property for school facilities. All of the following accountability requirements apply:

1. A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIIIA, Section 1(b)(3), and not for any

other purpose, including teacher and administrator salaries and other school operating expenses, except as provided for in Section 2.1.B below.

2. A list of the specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.

3. A requirement that the Board conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

B. The District may use proceeds from the Measures to pay the salaries of District employees to the extent they perform administrative oversight work on construction projects authorized by the Measures.[1]

2.1.2 Measure I

The Committee shall convene separately or together as an advisory committee to ensure that the education parcel tax proceeds are spent for their authorized purposes, and to report annually to the Board and the public regarding the expenditure of such funds. The District shall work with the Committee to provide expenditure information to the Committee as reasonably requested or necessary to fulfill the Committee's purpose.

2.2 Duties

Committee members are expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose the Committee shall, at its discretion, engage in the following activities with respect to Measure S and Measure M:

A. Receive and review copies of the annual performance audits required by Article 13A, section I, subdivision (b)(3)(C) of the California Constitution.

B. Receive and review the annual financial audits required by Article 13A, section I, subdivision (b)(3)(D) of the California Constitution.

C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13A, section 1, subdivision (b)(3) of the California Constitution.

[1]/ The California Court of Appeal has concluded that certain kinds of salary expenditures and other bond-related costs could permissibly be paid from bond proceeds.

D. Review the District's efforts to maximize the use of bond revenues by implementing cost saving measures including, but not limited to the following, and have these efforts reviewed in the annual independent performance audit:

1. Mechanisms designed to reduce the costs of professional fees;

2. Mechanisms designed to reduce the cost of site preparation;

3. Mechanisms designed to reduce costs by incorporating efficiencies in school site design;

4. Recommendations regarding the joint use of core facilities;

5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. Measure I is not subject to mandatory membership, eligibility, term or other requirements for composition and operation, but shall generally conform to the following guidelines. The Committee shall consist of at least seven (7) members, including the following community representation:

A. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;

B. One member shall, at the time of appointment, be active in a senior citizens organization, which may be a local, regional, statewide, or national organization;

C. One member shall, at the time of appointment, be active in a bona fide taxpayer's organization, which may be a local, regional, statewide, or national organization;

D. One member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District;

E. One member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a school site council.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

3.1 Eligibility

A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.

B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.

C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

3.2 Term of Service

A. Committee members serve without compensation for a term of two (2) years, and for no more than three (3) consecutive terms.

B. Appointed Committee members shall be seated at the first meeting of each odd-numbered year, except those appointed to replace vacancies.

C. After appointment to a two-year term, Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. Members who serve three (3) two-year terms may be reappointed following a two-year absence from the Committee.

3.3 Replacing a Committee Member

A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six months or less remain of the unexpired two-year term, the Board may choose to leave that position vacant for the remainder of the term.

B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting, and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any violation of the Committee's Bylaws or Ethics Policy. Specific cause must be cited in the meeting agenda and motion for removal.

C. A replacement Committee member may be appointed by the Board if one or more of the following events occurs:

1. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;

2. The Committee approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9 below), violating these Bylaws, and/or violating the Committee's Ethics Policy. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the Board President within one week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion.

D. Within sixty (60) days of being notified of a Committee vacancy, the Board shall appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.

E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment for up to two (2) succeeding full two-year terms.

F. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District, etc.) shall be allowed to complete her/his current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

4.0 Committee Officers

Officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary. The Committee may choose to establish other elected positions by amending these Bylaws.

4.1 Elections

At its first meeting in odd-numbered years, the Committee shall place into nomination and elect a Chair, a Vice-Chair, and a Secretary. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair, Vice-Chair and Secretary.

4.2 Term of Office

Officers shall be elected for a two-year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

4.3 Duties of the Chair

A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1 below).

B. The Chair shall establish the agenda for each Committee meeting.

C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5 below).

D. The Chair shall, upon willing concurrence of candidates, appoint the members of each Subcommittee that the Committee chooses to form (ref: Section 7.0, 7.1, and 7.2 below).

E. The Chair, or her/his Committee-approved designee, shall serve as spokesperson for the Committee in all presentations of the Committee to the public, the Board and the media (ref: Section 6.0.A and 6.0.B below).

F. The Chair is an ex-officio member of all Subcommittees.

G. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5 below).

4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

4.5 Duties of the Secretary

A. Subject to review by the Chair before publishing, the Secretary shall provide oversight in the preparation, recording, and distribution by District-provided secretarial support of the following documents in accordance with the Brown Act:

1. Committee meeting agendas;
2. All reports, materials, and meeting packets as required by or addressed to the Committee;
3. The minutes of Committee meetings (ref: Section 5.8 below);
4. All written material submitted by the public during Committee meetings;
5. All official correspondence addressed to the Committee;
6. Reports adopted by the Committee:
7. Committee attendance records (ref: Section 5.9.B, below).

B. The Secretary shall take and record roll at the beginning of each Committee meeting to determine the existence of a quorum. If a quorum ceases to exist during a meeting, the Secretary shall immediately inform the Chair.

4.6 Succession

The Vice-Chair shall accede to Chair when a vacancy occurs in that office. In the event of a vacancy in the office of Vice-Chair or Secretary, the position shall be filled by election, placed on the agenda at the next regular Committee meeting.

5.0 Meetings

All Committee meetings subject to the Brown Act shall be held in a handicapped-accessible facility at a District facility. The Committee shall meet at least four times each year.

5.1 Calling Meetings

Committee meetings may be scheduled on a regular basis by majority vote of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be arranged through the District-appointed Secretary and be noticed in accordance with the Brown Act.

5.2 Agendas

A. Agendas for regular Committee meetings shall be prepared by its Chair (ref: Section 4.3.B above).

B. Any member of the Committee may submit a request for placing an item on a future agenda.

5.3 Quorum

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when greater than half of the seated members are present. "Seated members" means the number of members set by the Board, less any who have resigned or been removed.

5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: 3.3.C.2 and 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: 5.3).

5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be noticed and conducted in strict compliance with the Ralph M. Brown Act.

5.7 Public Participation

Members of the audience will be given an opportunity to address the Committee. The Chair will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda.

5.8 Minutes

Minutes of Committee proceedings and reports issued shall be a matter of public record and, upon Committee approval, the District shall make them available on the Committee's page of the District's internet website. Minutes of Committee meetings and annual reports shall be kept for seven years from the conclusion of the work authorized by the Measure, and once they have been removed from the website shall be available for inspection at the District office upon the request of a member of the public.

The District shall provide secretarial services to assist the Committee Secretary in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5 above). Minutes distributed before adoption by the Committee shall always be labeled "Unadopted Minutes."

5.9 Attendance

Regular attendance at Committee and applicable Subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C).

A. Members anticipating an absence must call or email the Committee Chair or Secretary no later than 24 hours before the scheduled meeting.

B. Committee attendance reports shall be distributed upon request by the Chair.

6.0 Committee Reports

A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year. Upon completion of all projects authorized by each Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.

B. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction (Section 1.1, above) from both Measure S and Measure M and to annually report on expenditures from Measure I. All such reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative roll call vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.E, above).

C. Reports of minority viewpoints shall be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of public reports.

D. Any member of the Committee may speak as an individual on Measure issues, but must clearly state for the record that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Subcommittees

The Committee may, on majority vote, form or disband Subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as performing audits and issuing reports. The Chair shall appoint all Subcommittee members. Subcommittees shall elect their own chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as a simple majority of the seated Subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of Subcommittee actions to the Committee.

Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5 above).

7.1 Standing Subcommittees

A standing Subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. All standing Subcommittees must fully comply with the Brown Act, irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

7.2 Ad Hoc Subcommittees

Ad hoc Subcommittees are temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc Subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc Subcommittee shall normally be limited to less than a quorum of the Committee. If thus limited, an ad hoc Subcommittee meeting need not comply with Brown Act noticing.

8.0 Amendment

These Bylaws may be amended by majority vote of the Board at any regular meeting at which said amendment is placed on the agenda and a quorum is present, after consultation with the Committee Chair. The Committee may also request amendments to the Bylaws by filing such a request with the District Superintendent for consideration. The Board shall in good faith consider such requests, but is not required to accept amendments requested by the COC. All amendments shall be consistent with governing law regarding independent citizen's oversight committees.

9.0 Liability Insurance

In acting within its official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office.

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: August 13, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of Tentative Agreement on MOU on Return to School

BACKGROUND INFORMATION

CUTA and CUSD bargaining representatives have met over the past weeks to negotiate and reach a Tentative Agreement on an MOU outlining legal protections and contractual requirements entailed in the return to school using remote learning. Staff present this MOU tonight to the Board for their approval. This MOU was not posted in advance out of deference to CUTA's process with first securing agreement with their membership, but the MOU will be provided in full to the Board and public for review on the night of the Governing Board Meeting if CUTA members take action on the negotiated Tentative Agreement on this MOU.

RECOMMENDATION

Approve Tentative Agreement on MOU on Return to School as submitted.

1. PARTIES. The Cabrillo Unified School ("District") and Cabrillo Unified Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding Distance Learning for the period of July 1, 2020 through June 30, 2021.

2. INTENT. In preparation for the 2020-2021 school year, the parties recognize the need to address the District's learning environment and instructional model given the continuing pandemic. It is in the mutual interest of the parties to abide by the recommendations of San Mateo County Department of Public Health (SMCDPH) officials to prevent illness and contain the spread of the virus. It is the goal of the District and Association to offer in-person instruction to the greatest extent possible.

The District will work to offer distance learning until in-person instruction is deemed safe, as determined by the implementation of all California Department of Public Health (CDPH) and SMCDPH requirements for return to school. Bargaining Unit members will not be required to return to sites until all required safety measures have been implemented per the above health agencies orders including, but not limited to, the following actions:

Ventilation: All site ventilation systems, including windows, doors, HVAC, and air vents are professionally evaluated to ensure they are in proper working order to mitigate airborne transmission routes and help dilute virus particles.

Daily Health Screenings: All teachers, staff, students, and the public will be required to take a temperature check and fill out a COVID-19 health screening before entering campus.

COVID-19 Safety Protocol: A protocol will be in place for how to safely assist and isolate a student or staff member who becomes ill at school. Staff should use standard and transmission-based PPE precautions when caring for someone sick with COVID-like symptoms.

Testing and Contact Tracing: A safe reopening will require employees to participate in robust testing and contact tracing per county requirements in accordance with standards set by the San Mateo County Department of Public Health and other local authorizing agencies.

Physical Distancing: All sites will be measured and marked to decrease the spread of the virus by increasing the space between people to at least six feet and reducing the number of different people with whom a person interacts. This will include signage for one way ingress and egress, et cetera.

Handwashing: All sites will have an adequate inventory of supplies for hand washing, including but not limited to soap, paper towels, hand sanitizer, and tissues for classrooms, non-classroom areas, and/or handwashing stations. District will provide adequate handwashing stations to meet physical distancing requirements to facilitate frequent handwashing as well as time and supervision for frequent hand washing built into the school day on a schedule meeting local

health recommendations.

Face Coverings and Personal Protective Equipment: Staff and students will be required (based on student age and other considerations) to wear masks or other appropriate face coverings. Face coverings and personal protective equipment (like gloves and masks) will be kept in ample supply for both students and staff, with training provided on proper use.

School nurse/health care provider: School nurses or other health care providers shall be made available to sites as needed.

Custodial Staff: Custodial staff will be trained as needed and held responsible for following and implementing local public agency guidelines for COVID-19 disinfection.

3. DURATION. Bargaining Unit members are required to provide remote learning until such time as all the conditions of #2 are met. The parties agree to meet to discuss implementation of instructional models (e.g., blended and in-person learning) as needed and appropriate according to the federal, state, and local health agency requirements. The parties agree to communicate and meet as necessary to develop guidelines and amendments for the implementation of this MOU, including a plan of continuation of delivery services by support personnel (e.g., nurses, counselors, and psychologists.)

4. WAIVER. CUSD will follow CDPH, SMCDPH, and San Mateo County Office of Education (SMCOE) guidelines as required before filing any waiver to re-open Cabrillo Unified School District (CUSD) schools. Both CUTA and CUSD agree that any submission of a waiver would require that those waiver guidelines are met to do so, including the obligation to consult with CUTA as required in established waiver submission guidelines.

5. TRANSITION FROM DISTANCE LEARNING: The transition to phase 2 in-person learning will occur when in-person instruction is deemed safe as determined by the implementation of all CDPH and SMCDPH requirements for return to school. Transition to phase 2 will be contingent upon the ability to achieve a goal of bringing students and staff back to campuses while complying with state mandates and county guidelines for safe return to on-campus instruction. Staff intend on recommending to the Governing Board that they approve a return to school no sooner than October 16, 2020 to meet CUTA's and CUSD's goal to provide a sense of what to expect as a "no sooner than" date for staff, families, and the Board.

6. CALIFORNIA LAWS. Parties agree to follow the state mandate of fulfilling SB 98 and California laws concerning distance learning (Education Code Sections 43500 et seq.).

7. DISTANCE LEARNING DEFINITION. Distance learning means instruction in which the student and instructor are in different locations. Per Education Code Section 43500, distance learning may include (but is not limited to) the following:

a.Interaction, instruction, and check-ins between teachers and students through the use of a computer or communications technology.

b.Video or audio instruction in which the primary mode of communication between the student and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.

c.The use of print materials incorporating assignments that are the subject of written or oral feedback.

8. DISTANCE LEARNING shall include the following per Education 43503:

a. The District shall provide or confirm access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work. The District shall develop and be responsible for a plan to monitor and distribute all devices to students. CUTA members may be asked but will not be required to participate in such distribution.

b. The District shall be responsible for distribution of all textbooks and other physical instructional materials for remote learning at the beginning and throughout the school year. CUTA members may be asked but will not be required to participate in such distribution.

c. Content aligned to grade level standards will be provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

d. Academic and other supports will be designed to address the needs of students who are not performing at grade level or who need support in other areas, such as English Learners, students with exceptional needs, students in foster care, students experiencing homelessness or housing insecurity, and students requiring mental health support.

e. Special education, related services, and any other services required by a student's Individualized Education Program (IEP) will be provided with accommodations necessary to ensure that IEP can be executed in a distance learning environment. Special Education leaders in the District will work with special education teachers and support providers to satisfy the legally required provision of services for students with IEPs or students requiring other special accommodations.

f. During remote learning, Special Education teachers and staff will also be working remotely. Anything that can effectively be provided, including assessments, in a distance learning format should be done that way, but if services cannot be provided in a distance learning format, the District will investigate ways to provide the service or postpone the service, testing, or support until the District is off the watchlist for 14 consecutive days and/or hybrid or in-person learning begins. The District will consult with CUTA and SMCOE to work with any employees who are

requested to be on campus for legally mandated in-person Special Education services during the time of remote learning so the District can take efforts to address safety concerns of staff and students.

g. Designated and integrated instruction in English language development will be provided, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.

h. Scheduled daily live interaction with certificated employees and students will be provided for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. The District and its employees will strive to achieve the state mandates of SB 98 and Education Code Section 43503 to ensure that distance learning meets the needs of students as outlined herein.

i. Individual education plans (IEPs) must include a description of the means by which the IEP will be provided under emergency conditions in which instruction or services (or both) cannot be provided to students either at school or in person for more than ten (10) school days. Per Education Code 56345, the description shall include the following: special education and related services, supplementary aids and services, transition services (as defined in Section 56345.1), and extended school year services pursuant to Section 300.106 of Title 34 of the Code of Federal Regulations.

9. STUDENT PARTICIPATION/ABSENTEEISM. Per Education Code Section 43504, the District shall adhere to student participation and absenteeism requirements:

a. The Bargaining Unit member will document daily participation for each student on each school day, in whole or in part, for which distance learning is provided.

b. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of learning assessments, and contacts between employees of the District and students or parents or guardians. A student who does not participate in distance learning on a school day shall be documented as absent for that particular school day.

c. Each school site attendance procedure will be developed in accordance with District standards and with bargaining unit members and school site administrators. The attendance procedure will cohere with state guidelines established for this purpose. To meet the provisions of Education Code section 43501, the District will offer a minimum of 180 instructional days and meet the state mandated minutes of TK-12 instruction. Attendance procedures will be clearly defined and communicated to teachers, students, families, and staff by administration to ensure proper implementation and adherence to requirements.

d. A student who does not participate daily in distance learning shall be deemed absent by the District. The District shall use teacher documentation of student absences for the purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

e. The District shall develop and be responsible for implementing written procedures for tiered re-engagement strategies for all students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited to, the following:

i. Verification of current contact information for each enrolled student;

ii.Daily notification to parents or guardians of absences;

iii. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary.

10. LIVE INSTRUCTION PERIODS. Bargaining Unit members are required to be present during live instruction periods. Bargaining Unit members may use live video of themselves in furtherance of satisfying a need for synchronous and asynchronous instruction to comply with the mandate of SB 98.

11. COMPUTER HARDWARE, SOFTWARE, AND RELATED EQUIPMENT. Bargaining Unit members will be issued District laptop computers with all software and District-required capacities as needed installed to conduct distance learning as outlined in this MOU before remote instruction begins. Bargaining Unit members will not be required to purchase or use personal equipment to conduct distance learning. If equipment for remote learning is not provided by the District, Bargaining Unit members will not be responsible for instruction in the missing modality. Any member-requested purchases beyond District standard technology equipment must be approved prior to purchase by site administrators in consultation with District Office staff in charge of curriculum adoptions and technology deployment.

12. INTERNET ACCESS. If Bargaining Unit members have internet access issues at home, they are encouraged to work at their assigned school sites to ensure access to internet connectivity required for remote learning. Should teachers choose to work remotely, they will be expected to maintain internet connectivity at home and at their own expense. Otherwise, the expectation will be that Bargaining Unit members will work at school sites if they do not have internet access at home. If Health Orders change (for example: “shelter in place”) and Bargaining Unit members are required to work from home, the parties agree to meet to discuss internet connectivity needs.

13. STUDENT INSTRUCTIONAL MATERIALS. Site administrators will work with bargaining unit members to develop a standardized list of materials needed to support requirements of

remote learning and/or a hybrid learning environment by grade level and/or subject area by September 18, 2020. The District will work to cover site budgets and costs for the developed standardized list of materials needed to support the requirements of remote and hybrid learning. District or site will purchase the standardized list. Pre-purchase of the developed standardized list of materials by Bargaining Unit Members will not be reimbursable by the District.

14. COMPENSATION AND BENEFITS. While working under the current distance learning model, Bargaining Unit members shall continue to receive their full compensation and benefits. If extracurricular duties are required by the District and need to be performed, Bargaining Unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.

15. REMOTE INSTRUCTION. Bargaining Unit members shall not be directed or required to report to the District in person while working under the distance learning model as long as requirements of SB 98 are met. If responsibilities under the provisions of SB98 in regards to learning and attendance are not met, Bargaining Unit members may be asked to return to campus to fulfill their legal and contractual responsibilities.

16. CLASSROOM ACCESS. Under the current distance learning model, Bargaining Unit members may access and work from their classroom/office worksite during school hours as they deem necessary. In the event a Bargaining Unit member enters a District worksite, they will sign in and sign out on a virtual sign-in sheet provided by the District while confirming their ability to report to work by completing a District-provided wellness protocol and questionnaire. The Bargaining Unit member shall be responsible for following state, county, and local public health recommendations. Bargaining Unit members shall maintain six feet physical distancing between themselves and other individuals. Bargaining Unit members shall be required to wear face masks. Bargaining Unit members will use District technology provided to District staff to log in and enter employee wellness data using a web-based contact tracing and self- certification application available to all employees. Schools will be provided thermometers as needed to comply with health guidelines. The District will maintain hygienic standards for restrooms and other staff high use areas (copy room, et cetera.). For the safety of all employees, distancing protocols for common work spaces will be set up based on CDPH and SMCPDH guidelines including, but not limited to, marked 6 foot distance spacing, one way ingress and egress, et cetera.

17. ADMINISTRATIVE VISITS. Administrators may choose to visit online classes just as they would be allowed to visit any in-person classes when classes are being conducted on campus. Administrators will provide advance notice to Bargaining Unit members to facilitate scheduling and review the purpose of observation ahead of time with Bargaining Unit members. The District shall not record live instruction by unit members without prior notice and consent.

18. DISTANCE LEARNING DETERMINATIONS. Bargaining Unit members will determine the means and methods for providing distance learning based on appropriate standards- based

instruction and assessments, available core instruction materials, available resources, and students' abilities to access the curriculum. Under the distance learning model, Bargaining Unit members shall be responsible for planning appropriate standards- based instruction and assessments using standard District materials, responding to parents and students within 2 school days, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow up.

Bargaining Unit members will work with their site administrators or other supervisors to satisfy attendance reporting and other SB 98 requirements. After all Bargaining Unit members are trained in District-adopted technology and established distance learning platforms during scheduled District professional development time, they will use the platforms to help facilitate student/teacher communication systems.

19. PERSONAL CHILDCARE RESPONSIBILITIES. Bargaining Unit members may bring and supervise their own children while working at District worksites during such time as they are working remotely. Bargaining Unit members are required to inform their supervisor when this occurs and sign a waiver accepting full responsibility for the supervision of their own children at all times. The District and CUTA recognize that many members have children and family circumstances that may result in occasional unexpected interruptions to instruction. Unit members shall not be subject to discipline if and when instruction is occasionally interrupted by such circumstances.

20. CHILDCARE. The District will investigate ways to coordinate with community childcare centers and/or other community supervision options that can be accessed by Bargaining Unit members for their own children.

21. STUDENT COHORT IDENTIFICATION. The District will identify the phases required for returning to in-person and on-campus instruction after a first phase of remote learning concludes. The District will work on enrolling students and families into different learning options as practicable, and District staff's identification of students for these different learning options will aim to provide as much consistency and flexibility as practicable so students and teachers are able to establish rapport during the entire school year. The District agrees to meet and consult with CUTA representatives throughout the year as needed to explain requirements and to explore student and teacher assignments to aid in consistency and practicality of student and teacher assignments as is required of phasing return to campuses.

a. Student cohorts will be assigned to teachers based on their identification and assignment as practicable.

b. "Remote" students will be assigned to teachers with "remote" assignments as practicable.

c. “Phasing” students will be assigned to teachers with “phasing” assignments as practicable.

22. DISTANCE LEARNING ASSIGNMENTS. The following procedures shall apply to the assignment of distance learning remote work:

a. The District shall solicit Bargaining Unit members for their interest in remote assignments. The District shall notify bargaining unit members of remote assignment vacancies via District email to align with Bargaining Unit preferences if possible. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date following the posting date.

b. The unit member’s request for a distance learning remote work assignment must be submitted via email. The request may include the reasons for the bargaining unit member’s request or a medical excuse note, including that they are seeking the distance learning remote work assignment because either they or someone in their household is at high risk for infection and illness associated with COVID-19.

c. Priority for distance learning remote work assignments shall be given to individuals who are requesting remote work assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, with appropriate credential qualifications in order of hire date seniority with the District for unit members. Should employees have similar reasons for requesting remote work assignments, seniority will serve as a consideration for placement.

d. After giving priority of assignment to bargaining unit members according to the criteria above, should there be additional distance learning remote work available, remaining assignments shall be filled in order of hire date seniority with the District for unit members with appropriate credential qualifications.

23. GRADE LEVEL ASSIGNMENTS. TK-5 teachers will be assigned to teach a single grade level. If not feasible, the District will assign no more than 2 grade levels for TK-5 teachers.

24. SUBSTITUTE TEACHERS. If a substitute teacher is required for distance learning and none are available:

a. A bargaining unit member may be requested but cannot be compelled to provide any additional substitute coverage for an in-person distance learning class.

b. Bargaining unit members shall be paid the contract hourly rate of pay rounded up to the next hour for any time worked as a substitute.

c. If no substitute teacher is available to provide substitute teaching coverage, the cohort will be instructed by an administrator or other available certificated staff member until such time as a certificated substitute teacher becomes available. Non-certificated employees shall not substitute teach a cohort or virtual class but may be used to assist students already assigned work by their regular classroom teacher who serves as the teacher on record. CUSD will work to consult with CUTA if a teacher is requesting to work remotely and requires alternative on-site supervision of students while doing so.

25. EVALUATION. The District shall agree to waive 2020-21 evaluations for all permanent Bargaining Unit Members who meet the criteria for Article 9.3.3 (Bargaining Unit Members with permanent status who have been employed at least ten (10) years with the District, are highly qualified, and whose previous evaluation rated the unit member as meeting standards) during the period of this MOU. Probationary and Temporary Bargaining Unit Members will be assisted and trained by site administration for the new model of remote learning with expectations for remote learning clearly enumerated and stated.

The evaluation process for Temporary and Probationary Bargaining Unit Members shall begin on October 1, 2020, with all contractual timelines regarding observations and final evaluations concluded by the designated end date in the CBA. Bargaining Unit members are expected to meet and discuss the evaluation process for the 2020-2021 school year with site administrators and supervisors as needed.

26. SCHOOL HOURS. Remote learning may benefit from school sites instituting new hours to be used for remote learning and/or hybrid learning models. Bargaining Unit members have the right to consult with site administrators and relevant District staff on any proposed changes to school hours, with the understanding that our collective goal is meeting the requirements of minimum school days and minimum instructional minutes per SB 98 and establishing consistent routines for students and schools.

27. 2020-2021 ACADEMIC CALENDAR. The District plan has set aside one (1) day per week in the remote learning and hybrid learning phases for planning and professional development. Offerings of professional development during these days may be conducted by site administrators in collaboration with Bargaining Unit members or other District staff to facilitate training and professional development. Professional development may also include collaboration of Bargaining Unit members by departments, grade levels, or subject areas. The intent of professional development is to aid in the work required of Bargaining Unit members to achieve the District’s goal of meeting the needs of all its students. Meanwhile, collectively we recognize these days are also reserved for planning and communication with students/families. Because of the possibility of online fatigue and work exceeding staff abilities, the District and CUTA agree that professional development and/or coordinated staff collaboration will not exceed 75 minutes per designated planning/PD day in order to allow for other duties required of Bargaining Unit members. Professional development and/or staff collaboration will be

coordinated with site administrators and/or District staff as needed on designated planning/PD days. The hours of scheduled professional development and/or staff collaboration events will be set and communicated to staff at least one (1) week prior to the event.

28. ADDING DAYS TO SCHOOL YEAR. To provide Bargaining Unit members and other District staff with additional time at the beginning of the school year for planning and professional development, the District and CUTA agree to add two (2) days to the 185 day schedule at Bargaining Unit members' daily rate of pay per the CUTA salary schedule thus creating a 187 day work schedule for the 2020-21 school year. *The parties intend this Agreement to qualify as regular compensation for STRS purposes (creditable to defined benefit account/allowance), but acknowledge such determination is ultimately up to STRS.*

- 8/10/20 District Professional Development Day and Staff Meetings (as scheduled)

- 8/11/20 Administrative-directed professional development will not exceed 150 minutes. (75 minutes - 30 minute break - 75 minutes)

- 8/12/20 Administrative-directed professional development will not exceed 150 minutes. (75 minutes - 30 minute break - 75 minutes)

- 8/13/20 Self-directed Teacher Work Day

- 8/14/20 Self-directed Teacher Work Day