

Update on Reopening Schools

November 3, 2020 Board Meeting



CONEJO VALLEY UNIFIED SCHOOL DISTRICT APPROVED TIMELINE FOR TK-12 STUDENTS TO RETURN TO CAMPUS FOR BLENDED LEARNING IN AM/PM COHORTS

DATE	GRADE LEVEL /ACTIVITY	GRADE SPAN/STUDENT PROGRAM
Monday, November 9th	<u>TK - 2nd Grade Students</u> <u>Return to Campus in</u> <u>AM/PM Cohorts</u> <u>for Blended Learning</u>	<ul style="list-style-type: none"> First time on campus to learn routines and procedures; allows for office staff to enroll new kindergarten students that may want to enroll into the District. <i>*Physical distancing guidelines (AM/PM cohorts) in place and face masks</i>
Thursday, November 12th	<u>3rd-5th Grade Students</u> <u>Return to Campus in</u> <u>AM/PM Cohorts</u> <u>for Blended Learning</u>	<ul style="list-style-type: none"> <u>Elementary schools (grades TK-5) will be open for Blended Learning in AM/PM Cohorts</u> 3rd, 4th, and 5th grade students return <i>*Physical distancing guidelines (AM/PM cohorts) in place and face masks</i>
Friday, November 13th	End of Trimester	Elementary Schools & Middle Schools
Monday, November 16th	<u>6th-8th Grade Students</u> <u>Return to Campus in</u> <u>AM/PM Cohorts</u> <u>for Blended Learning</u>	<p><u>Middle Schools will be open for Blended Learning in AM/PM Cohorts</u></p> <ul style="list-style-type: none"> This allows students and teachers to finish the 1st Trimester together; and allows for student schedule adjustments for the 2nd Trimester. <i>*Physical distancing guidelines (AM/PM cohorts) in place and face masks</i>
	<u>Conejo Valley High School & Century Academy Students</u> <u>Return to Campus in</u> <u>AM/PM Cohorts</u> <u>for Blended Learning</u>	<p><u>Conejo Valley High School & Century Academy open for Blended Learning in AM/PM Cohorts</u></p> <i>*Physical distancing guidelines (AM/PM cohorts) in place and face masks</i>
Thursday, January 14th	End of Quarter 2/Semester 1	High Schools
Friday, January 15th	Secondary Prep Day - No School for Secondary Students only	
Monday, January 18th	Holiday - Martin Luther King, Jr. Day - No School Districtwide	
Tuesday, January 19th	<u>9th-12th Grade Students</u> <u>Return to Campus in</u> <u>AM/PM Cohorts</u> <u>for Blended Learning</u>	<ul style="list-style-type: none"> Comprehensive High Schools will be open for Blended Learning in AM/PM Cohorts <i>*Physical distancing guidelines (AM/PM cohorts) in place and face masks</i>

Ventilation Assessment

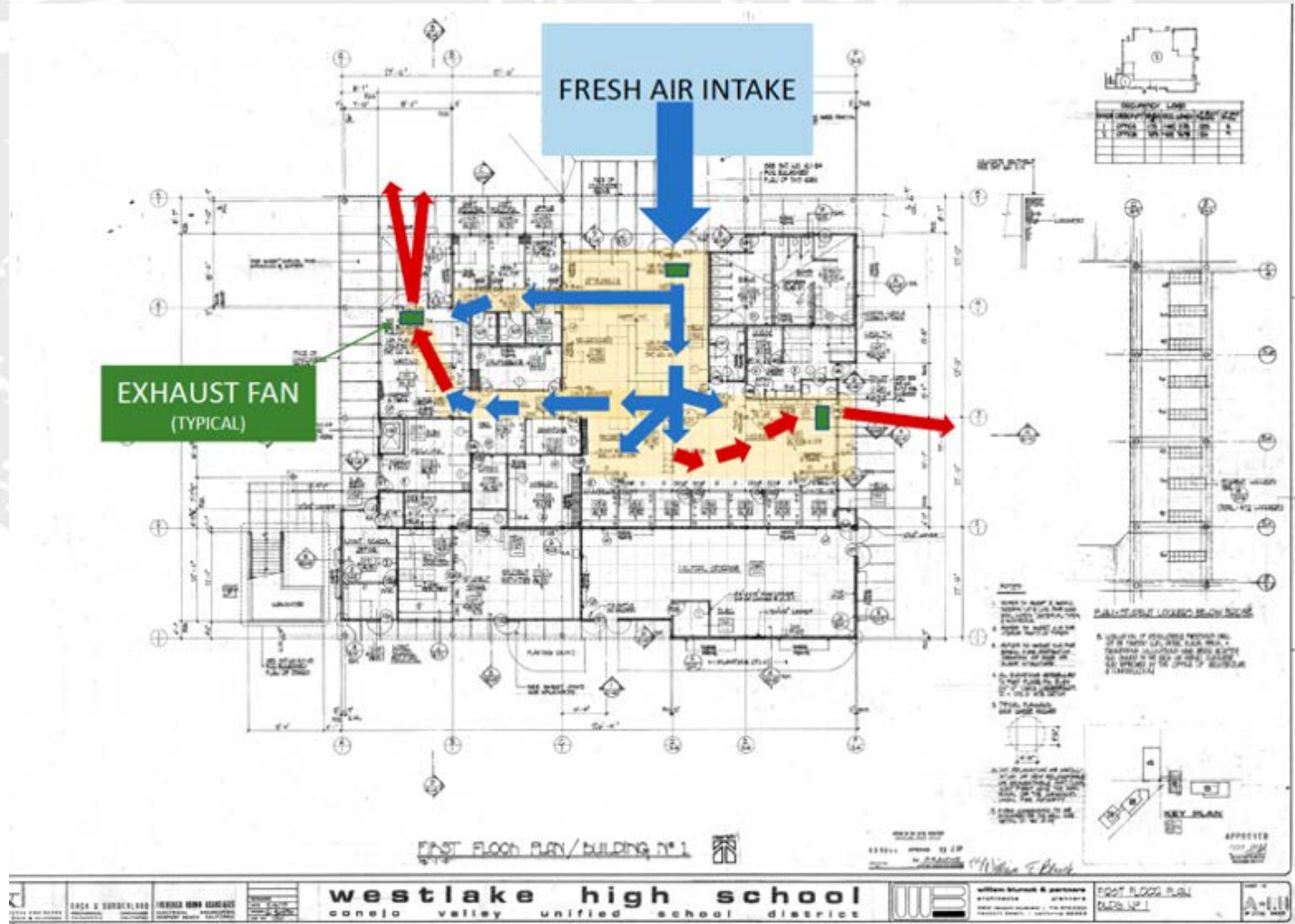
The District has engaged the consulting firm of Forensic Analytical Consulting Services to complete a ventilation assessment. We have been assigned Chief consultant, Michelle Rosales, MPH, CIH tasked to:

1. Review the District's current ventilation approaches to managing risks related to COVID-19 based on guidelines from established public health entities and advise.
2. Perform walk-through assessments of six campuses considered priority in order to evaluate ventilation systems and assist Conejo Valley USD in preparation for re-opening of school campuses for in-person instruction.
3. Provide recommendations for ventilation and air filtration improvements as appropriate based on interpretation of established guidelines by public health entities, HVAC systems in place on site, and feasibility.
4. UPDATE: Report received late Monday, initial review notes recommendations that the District currently has in place. A more detailed review is currently ongoing.

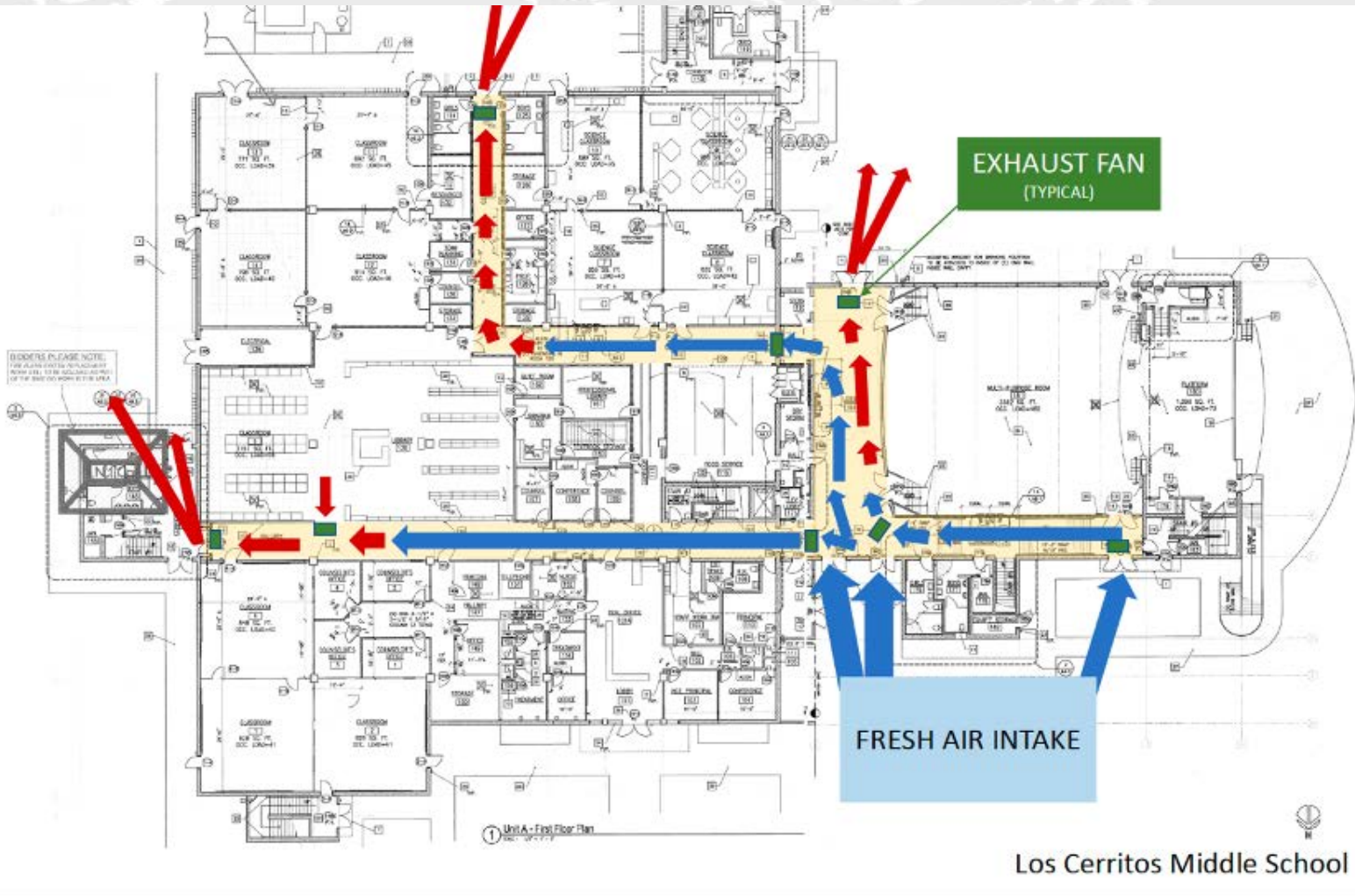
Ventilation (M&O / Planning)

- UPDATE: Partial installations for the orders of MERV 13 filters received are underway at:
 - Cypress, Glenwood, Ladera, Lang Ranch, University, Weathersfield, and Westlake.
 - Installations for these schools and the remaining sites are forthcoming as new orders arrive daily.
 - Contingent upon deliveries remaining on schedule, we would expect 100% of our elementary schools complete by Nov. 9.
 - Percentage of middle school completion (contingent upon timely receipt of materials.) TBD
- HEPA air scrubbers (102) for interior classrooms & high risk spaces
 - Status: Delivered and being deployed
- HEPA air scrubbers (50) for Health Evaluation Rooms
 - Status: Delivered and being deployed
- UPDATE: Bi-Polar Ionization (effectively increasing the filter efficiency to MERV 16)
 - Status: ASP scheduled for 11/6, LCMS schedule for 11/6, SEQ scheduled for 11/9 and WHS TBD based on prior schedules but should be complete within 2-3 weeks
 - District-wide proposal pending BOE approval
- Enhanced fresh air delivery and/if ionizers not in place by opening (examples to follow)
- Days when air quality may be hazardous (ex. fires)
 - Windows and doors must remain open, therefore;
 - Classes may have to shift to remote on a temporary basis

Sample Fresh Air Plan - WHS



Sample Fresh Air Plan - LCMS



CLASSROOM VENTILATION INFORMATION

Site _____ Room _____



Maximum
Room
Occupancy

Filter Type

HEPA

MERV _____

Date installed:

◆
HVAC System
Check Date:



ROOMS CLEANED AND
DISINFECTED AFTER EACH COHORT
AND AT THE END OF THE DAY

FANS AVAILABLE FOR USE

*Make sure your system is turned "on" when arriving in the morning.
Please keep your classroom windows and doors open as much as practical.
For HVAC Service please call M & O at (805) 498-4557*

Classroom Signage

Maintenance and Operations
David Riccardi, Director
667 Rancho Conejo Blvd.
Newbury Park, Ca. 91320
(805)498-4557



HVAC PROTOCOLS

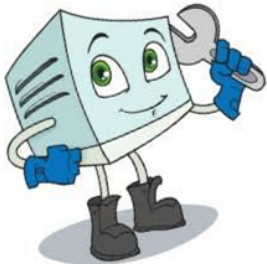
1. To expedite HVAC repairs, please call the M&O Office directly at (805) 498-4557 and include detailed information as to the site location, problem, and length of down time.
2. Dispatch will route service call and dispatch any available HVAC Technicians.
3. Technicians will arrive and confer with Office Manager/Principal for details of the failure.
4. The Technician will then survey the problem and report to the site Office Manager/Administrator and the M&O Office within 60 minutes of the original call. Fans will be set up at the site to provide necessary ventilation if needed.
5. The Technician will affect repairs keeping the site informed as the repair progresses through the M&O Office.
6. If repairs cannot be made with the parts in stock, the site will be advised about any expected delays and updated when the repairs are to be made.

Please call the Supervisors responsible for managing the HVAC team directly if issues persist.

Ron Alessi – Supervisor, Trades

AJ Penn – Supervisor, Maintenance

Dave Riccardi – Director, M&O



Enhanced protocols for HVAC issues and response



Other Supplementary Response Items

- Tents
 - 30 tents size 10' x 12' scheduled to be delivered 11/4, installed over the following days
 - To be utilized as an alternate waiting area or extra outdoor evaluation room.
 - UPDATE: Large 20' x 40' tents for Middle School band and choral classes
 - Planning has confirmed layouts with Principals and have submitted orders, ETA 3-4 weeks
- Student partitions
 - Three different sizes and 8,800 ordered and in manufacture process
 - Ordered from an American manufacturer and will be shipped as fabrication is complete
 - UPDATE: Expected delivery of first batch - 11/6



Transportation and Child Nutrition

Transportation

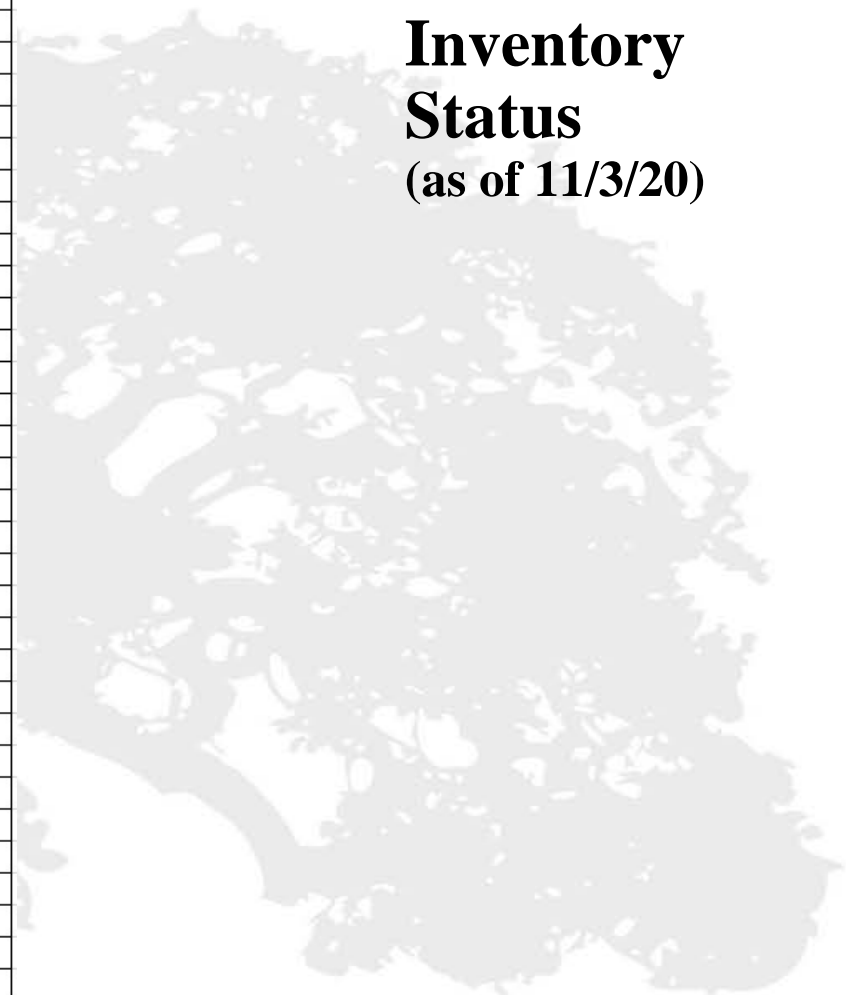
- Masks and Distancing will be required
- Routes are being planned
- Busing application out to parents
- Bus drivers taking student temperatures at bus stop
- Bus capacity at 50%

Child Nutrition

- Breakfast and lunch will be available for students each school day
- The central kitchen will be working two shifts starting 11/9/2020
- Each high school kitchen will prepare meals for three (3) elementary school sites

PPE/COVID-19 Inventory Status (as of 11/3/20)

Item #	Description	On Hand Qty	Available Qty	Order Unit	On Order Qty
35-08840	BLANTEX XM-3 COT	0	-2	EA	16
35-08855	CLEARMASK FACE MASK 24/BOX	352	352	BX	
35-08830	DISPOSABLE COVERALLS FOR HEALTH EVAL RM ONLY	10	10	EA	
35-08825	DISPOSABLE GOWN	10871	10871	EA	
35-08810	FACE MASK , ADULT, DISPOSABLE 50/BOX 313434564	2372	2355	BX	
35-08850	FACE MASK, CHILD'S, DISPOSABLE 30/BOX (100 BX/PER CASE)	420	408	BX	
35-08815	FACE MASK, HANES REUSABLE, BLACK, 500/CASE	2077	2077	EA	
35-08800	FACE MASK, N95, 3M8210 OR COMPARABLE **BOX OF 20	859	859	BX	
35-08820	FACE SHIELD, PROTECTIVE	2340	2334	EA	
35-08824	FACE SHIELD W/ DRAPE #6009	50	50	EA	
35-08821	FACE SHILED W/ DRAPE ADULT SIZE (BY WET)	200	200	EA	500
35-08822	FACE SHILED W/ DRAPE CHILD SIZE (BY WET)	216	211	EA	500
35-08819	DRAPE REPLACEMENT	0	0	EA	50
35-08835	WAIST APRON W/ 3 POCKETS (FOR CAMPUS SPRV)	66	66	EA	
35-00723	HAND SANITIZER, SAFETY FIRST 1 GAL, 4/CASE (NO PUMP)	83	82	EA	120
35-00722	HAND SANITIZER, SAFETY FIRST 16 OZ, 12/CASE	251	249	EA	0
35-00721	HAND SANITIZER, SAFETY FIRST 8 OZ, 36/CASE	440	440	EA	108
35-00724	LOCK-DOWN PLASTIC DISPENSING PUMP #314277596	24	24	EA	24
35-CAL06	PPE - HAND SANITIZER 16.9 OZ	6355	6355	EA	0
35-CAL07	PPE - N95 MASK	73	73	EA	0
35-CAL04	PPE - REUSABLE CLOTH FACE MASK GR 7-12/ADULT	1148	1148	EA	0
35-CAL05	PPE - REUSABLE CLOTH FACE MASK GR K-6/CHILD	4674	4674	EA	0
35-08841	PRIVACY SCREEN 62" W X 70" TALL BLACK FABRIC (PRI-SCREEN6270)	0	-3	EA	15
35-02010	THERMOMETER, NON CONTACT INFRARED #790054	25	20	EA	
35-58505	TISSUE FACIAL 100 SH/BX 30/BX/CS	3504	3504	EA	
25-14150	GLOVES DISP LATEX EXAM LARGE 100/BX POWDER FREE, LIFEGUARD S2010113	14	11	BX	0
25-14160	GLOVES DISP LATEX EXAM X-LARGE 100/BX POWDER FREE, LIFEGUARD S2010114	54	54	BX	60
25-14320	GLOVES DISP VINYL EXAM LGE 100/BX POWDER-FREE EGVPF-L	241	241	BX	40
25-14310	GLOVES DISP VINYL EXAM MED, POWDER FREE, LATEX FREE, 100/BOX	143	121	BX	
25-14300	GLOVES DISP VINYL EXAM SMALL 100/BX NON-POWDERED ITEM #S2020211	227	227	BX	20
25-14331	POWDER FREE NITRILE GLOVES BLUE LARGE	549	549	BX	663
25-14333	POWDER FREE NITRILE GLOVES BLUE MEDIUM	667	661	BX	170
25-14332	POWDER FREE NITRILE GLOVES BLUE SMALL	204	204	BX	200
25-14330	POWDER FREE NITRILE GLOVES BLUE X-LARGE	300	294	BX	200
25-11250	MAGIC HAND & SURFACE WIPES (NOT DISINFECTANT), 70/TUB, 322001 6 TUBS/CASE	0	-259	EA	469
25-11255	WAXIE MULTI TASK WIPING SYSTEM BUCKET, 4/CASE 1033704	239	239	EA	
25-11256	WAXIE MULTI TASK WIPING SYST DRY ROLLS, 6/CASE, 1033703	2828	2828	EA	
20-00260	CLEANER, HP DISINFECTANT, #730 3 LITER	440	440	EA	
25-11260	CLEANCIDE DISINFECTING WIPES BUCKET	104	82	EA	1000
25-15010	FOAMING HAND SANITIZER 62% ALCOHOL	163	154	CASE	237
25-14210	MARKING TAPE, ORANGE, VINYL 1"X180FT	11	11		



The FDA on Hand Sanitizer - Update

- **There are currently no drugs, including hand sanitizer, approved by FDA to prevent or treat COVID-19.** *The best way to prevent the spread of infections and decrease the risk of getting sick is by washing your hands with plain soap and water, advises the [Centers for Disease Control and Prevention \(CDC\)](#).* Washing hands often with soap and water for at least 20 seconds is essential, especially after going to the bathroom; before eating; and after coughing, sneezing, or blowing one's nose. If soap and water are not available, CDC recommends consumers use an alcohol-based hand sanitizer that contains at least 60% ethanol.
- While they are not alcohol-based, and thus not recommended by CDC, there are some hand sanitizer products containing benzalkonium chloride as an active ingredient that may be legally marketed if they meet the requirements for marketing under section 505G of the Food, Drug, and Cosmetic Act. However, as noted above, **there are no hand sanitizers, including those containing benzalkonium chloride, that are legally marketed specifically for the prevention or treatment of COVID-19.** Hand sanitizers using active ingredients other than alcohol (ethanol), isopropyl alcohol, or benzalkonium chloride are not legally marketed, and FDA recommends that consumers avoid their use.
- During the coronavirus pandemic, the FDA has found some false or misleading claims on hand sanitizer labels. Before you buy hand sanitizer, you should know that ***no hand sanitizer has been proven to: Prevent the spread of COVID-19, Protect you from viruses or bacteria for a certain period of time, such as 24-hours.*** No consumer hand sanitizer is FDA-approved, so that claim on any consumer hand sanitizer is not trustworthy.
- Since the start of the COVID-19 pandemic, calls to poison centers nationwide have increased because children have accidentally swallowed hand sanitizer that may look like candy or a sweet drink. Swallowing hand sanitizer can cause alcohol poisoning, serious health problems, and death.
- ***For safety of students and staff, the District has both alcohol and non-alcohol based hand sanitizer.***

Checklist for Sites

REOPEN CHECKLIST

School _____ Date _____ Principal _____

Training and Communication

- Staff trained on sanitation practices, distancing, handwashing, use of face coverings, screening, COVID 19 symptoms, care of sick persons (p10)
- Staff received overview of COVID 19 prevention plan (p10)
- Screening staff trained on COVID 19 prevention plan, exposure to and control of COVID 19 during wellness checks, type, use and limitations of PPE, how to get answers to safety concerns (p11)
- School nurses and health clerks trained on COVID 19 prevention plan, exposure to and control of COVID 19 during wellness checks, type, use and limitations of PPE, how to get answers to safety concerns, use of N95 masks, completion of first aid course (p11)
- Health staff trained on handling sick persons (p14)
- Staff and students instructed on essential need, appropriate use, and care of face coverings (p3)
- Employees instructed on importance of hand washing (p1)
- Teachers instructed to remind students daily about best hygiene practices (p11)
- Hygiene practices posters hung in all classrooms (p11)
- Students and parents directed to bring a plain paper bag with student name for masks that are temporarily removed by student (p3)
- Prevention and mitigation plan and how to protect family members disseminated to the school community (p12)
- Parents instructed to provide a face covering suitable for their child (p3)
- Information provided to families on best hygiene practices (p3)
- Visitors, contractors, and volunteers instructed to arrive with their own face coverings (p3)
- Prevention and mitigation plans posted on school and district website (p12)
- Prevention and mitigation plans disseminated on social media (p12)
- Staff instructed on monitoring students and fellow workers for symptoms (p13)

Campus Access

- Active screening stations set up (p12)
- Multiple entry points identified, labeled and communicated to parents, students, and staff (p7)
- Entry areas equipped with signage to specify distancing, wearing face covering (p8)
- Health Evaluation Room set up (p12)
- Plan in place for remote learning for students unable to attend due to illness, isolation period, or quarantine (p13)
- Students provided social-emotional/mental health resources (p13)
- Accommodation options in place for students with special needs, high risk, or unable to be on campus (p13)
- Options and instructions in place for remote learning should there be a school or cohort closure (p17)

Promote Health Hygiene Practices

- Soap and water available in all restrooms (p1)
- All persons directed to wash hands or use hand sanitizer upon entry (p2)
- Portable hand washing station(s) (p2)
- Teachers directed to instruct students on hygiene with support of signage (p2)
- Hand washing for students scheduled in the school day (before and after activities) (p2)
- Students instructed to wash hands prior to bus entry and after unloading (p2)
- Staff to instruct students to cough or sneeze into cloth, tissue, or elbow and wash hands after or use sanitizer (p3)

Personal Protective Equipment and Essential Protective Gear

- Staff have been supplied with face masks

- Disposable masks available "as needed"
- Plan in place for students that arrive on campus without a mask or refuse (p3)
- Face shields and disposable gloves provided to staff performing active screening (p3)
- Face shields and disposable gloves provided to classroom staff
- Face shields, gowns, N95 masks, and disposable gloves available in the Health Evaluation Room (p3)
- Disposable gloves available for custodial cleaning, cafeteria staff, tech staff for equipment handling, front office staff for handling objects submitted by the public, tasks involving contact with bodily fluids (p3)
- Gowns available for custodial cleaning staff for when disinfecting an area previously occupied by a positive COVID test (p3)

Shared Use

- Outside play equipment taken out of service (staff informed, signage) (p5, p9)
- Plan in place for portable play equipment to be disinfected or isolated for 72 hours before reuse (p5)
- Plan in place to limit sharing of computer devices (p5)
- Adequate supplies of utensils and tools for use in curriculum projects and/or parents instructed to send students to school with adequate supplies (p5)
- Student belongings will be separated and kept in individually labeled containers or other storage areas (p9)
- Signs posted prohibiting sharing (p9)
- Seating will be assigned in each classroom (p5)
- Plan in place to disinfect between cohorts (p5)
- Teaching staff instructed to vacate classrooms during disinfection between cohorts
- Space identified and communicated to staff for vacating classrooms during disinfection between cohorts
- Library books will be isolated for at least 72-hours between use (p5)
- Print materials should be isolated for 24 hours (p5)

Cleaning and Disinfecting

- All classrooms stocked with a tub of disinfecting wipes, a box of disposable masks, face shield (1 per adult)
- Custodial directed to clean high touch surfaces throughout the day (p6)
- Custodial staff trained on proper cleaning, use of personal protective equipment, proper ventilation during cleaning (p6)
- Plan in place for custodial to open windows and doors in all classrooms (p6). Teaching staff instructed to keep open
- HVAC kept operating to introduce fresh air into classrooms
- Plan in place for cleaning and disinfecting areas occupied by person testing positive for COVID 19 (p6)

Physical Distancing

- Teacher and student desks at least six feet apart (p7)
- Excess and non-essential furniture removed as practical and if storage space allows (p7)
- Distancing markers and signage throughout the campus
- Movement of student groups minimized, traffic controlled, signage posted for traffic flow and waiting areas (p7, p8)
- Partitions installed when six-foot distancing cannot be achieved (p7)
- Plan in place for physical education classes, choir, band, other large gatherings (p8)
- Meals bagged to reduce contact and congestion (p8)
- Eating areas for students are outside and marked for distancing (p8)

Director _____ M&O _____ Other _____

School Closures

12. At what point would they have to completely close a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

13. If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

14. What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with VCPH. Districts may typically reopen after 14 days.

Technology

- The District has loaned out over 9,000 devices to students
- Current remaining inventory is approximately 2,200 Chromebooks
- Retaining some inventory for breakage and replacement - the District will be gathering and reallocating devices for schools that do not have any on hand
- Other devices on campus such as desktops in computer labs, iPads, and Winbooks are available for use with disinfecting prior to shared use
- District Technology Committee convened on October 22 to discuss Chromebooks or alternative devices with consensus to stay with Chromebooks for the time being
- Orders placed for Chromebooks have been pushed out to January. Alternate suppliers have given delivery estimates in April 2021 due to low inventory levels and Black Friday sales. Current order of 4,300 Chromebooks are expected to arrive in the second week of November, barring changes from the vendor
- New devices will be distributed based on student requests first, and then to sites based on further discussion on BYOD, 1:1, or other ratio taking overall numbers into consideration

Instructional Services - Updates



Instructional Services - Webinars

Sample Webinars

- Elementary - [Ladera](#)
- Middle School - [Los Cerritos](#)
- High School - [TOHS](#)
(begins at 9:50 mark)

Instructional Services - Proposed Schedules

****Pending Board Discussion & Approval** **Pending Board Discussion & Approval****



ELEMENTARY SCHOOL SCHEDULE BLENDED & REMOTE LEARNING

		Monday, Tuesday, Thursday & Friday	Wednesday
School Site	Custodial Arrival	6:00 am - 7:00 am	6:00 am - 7:00 am
	Office Opens	7:30 am	7:30 am
	Custodial Cleaning & Disinfecting (Between Cohorts) <small>*Cleaning & disinfecting will also take place after Cohort B and regularly throughout the day, as practical</small>	11:00 am - 12:30 pm	10:30 am - Noon
	Office Closes	4:00 pm	4:00 pm
	Cohort A		
Student Arrival (Blended Cohort A)	8:15 am	8:15 am	
Class Start Time (Blended & Remote)	8:30 am	8:30 am	
Class Time Ends (Cohort A - Blended students depart campus)	11:00 am	10:30 am	
Reinforcing Activities & Assignments			
Cohort B			
Reinforcing Activities & Assignments			
Student Arrival (Blended Cohort B) <small>*Arrival time may be earlier at designated school sites for students to eat CVUSD provided lunch, prior to instruction beginning</small>	12:15 pm	12:15 pm	
Class Start Time (Blended & Remote)	12:30 pm	12:30 pm	
Class Time Ends (Cohort B - Blended students depart campus)	3:00 pm	2:30 pm	

REINFORCING ACTIVITIES & ASSIGNMENTS

During the time when students are not participating in their live, in-person (Blended Learning students) OR live-virtual (Remote Learning students) portion of their cohort, they will be assigned Reinforcing Activities to practice foundational skills, solidify current learning, complete assignments, and engage in grade level specific practice. Approximate minutes for Reinforcing Time are:

Monday, Tuesday, Thursday & Friday	Wednesday
<ul style="list-style-type: none"> Grades TK & K: 50 Min./Day Grades 1, 2 & 3: 100 Min./Day Grades 4 & 5: 110 Min./Day 	<ul style="list-style-type: none"> Grades TK & K: 60 Min./Day Grades 1, 2 & 3: 110 Min./Day Grades 4 & 5: 120 Min./Day

**Note: The "Day" (Class Periods) that falls on Wednesday will follow the schedule on the following page*

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6		
Cohort A	8:40 am	Cohort A - Blended Learning Students Arrive on Campus						
	9:00 am - 10:05 am	Class Period	Period 1	Period 3	Period 5	Period 1	Period 3	Period 5
	10:05 am - 10:25am	Passing Period (Blended Students) & Digital Break (Remote Students)						
	10:25 am - 11:30 am	Class Period	Period 2	Period 4	Period 6	Period 2	Period 4	Period 6
	11:30 am	Cohort A - Blended Learning Students Depart Campus						
	11:30 am - Noon	Teacher Lunch						
	Noon - 12:55 pm	Teacher Prep						
	11:30 am - 12:55 pm	Cleaning & Disinfecting						
	1:00 pm - 3:30 pm	Reinforcing Activities & Assignments						
	3:30 pm -	Athletics, Co-Curriculars, Clubs (virtual)						

**Note: The "Day" (Class Periods) that falls on Wednesday will follow the schedule on the following page*

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6		
Cohort B	9:00 am - 11:30 am	Reinforcing Activities & Assignments						
	11:30 am - Noon	Teacher Lunch						
	Noon - 12:55 pm	Teacher Prep						
	11:30 am - 12:55 pm	Cleaning & Disinfecting						
	12:40 PM	Cohort B - Blended Learning Students Arrive on Campus						
	1:00 pm - 2:05 pm	Class Period	Period 1	Period 3	Period 5	Period 1	Period 3	Period 5
	2:05 pm - 2:25 pm	Passing Period (Blended Students) & Digital Break (Remote Students)						
	2:25 pm - 3:30 pm	Class Period	Period 2	Period 4	Period 6	Period 2	Period 4	Period 6
	3:30 pm	Cohort B - Blended Learning Students Depart Campus						
	3:30 pm -	Athletics, Co-Curriculars, Clubs (virtual)						



Elementary Schedule

ELEMENTARY SCHOOL SCHEDULE BLENDED & REMOTE LEARNING			
		Monday, Tuesday, Thursday & Friday	Wednesday
School Site	Custodial Arrival	6:00 am - 7:00 am	6:00 am - 7:00 am
	Office Opens	7:30 am	7:30 am
	Custodial Cleaning & Disinfecting (Between Cohorts) <i>*Cleaning & disinfecting will also take place after Cohort B and regularly throughout the day, as practical</i>	11:00 am - 12:30 pm	10:30 am - Noon
	Office Closes	4:00 pm	4:00 pm
Cohort A	Student Arrival (Blended Cohort A)	8:15 am	8:15 am
	Class Start Time (Blended & Remote)	8:30 am	8:30 am
	Class Time Ends <i>(Cohort A - Blended students depart campus)</i>	11:00 am	10:30 am
	Reinforcing Activities & Assignments		
Cohort B	Reinforcing Activities & Assignments		
	Student Arrival (Blended Cohort B) <i>*Arrival time may be earlier at designated school sites for students to eat CVUSD provided lunch, prior to instruction beginning</i>	12:15 pm	12:15 pm
	Class Start Time (Blended & Remote)	12:30 pm	12:30 pm
	Class Time Ends <i>(Cohort B - Blended students depart campus)</i>	3:00 pm	2:30 pm

Middle School Schedule - Cohort A

*Note: The "Day" (Class Periods) that falls on Wednesday will follow the schedule on the following page		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
Cohort A	8:40 am	Cohort A - Blended Learning Students Arrive on Campus						
	9:00 am - 10:05 am	Class Period	Period 1	Period 3	Period 5	Period 1	Period 3	Period 5
	10:05 am - 10:25am	Passing Period (Blended Students) & Digital Break (Remote Students)						
	10:25 am - 11:30 am	Class Period	Period 2	Period 4	Period 6	Period 2	Period 4	Period 6
	11:30 am	Cohort A - Blended Learning Students Depart Campus						
	11:30 am - Noon	Teacher Lunch						
	Noon - 12:55 pm	Teacher Prep						
	11:30 am - 12:55 pm	Cleaning & Disinfecting						
	1:00 pm - 3:30 pm	Reinforcing Activities & Assignments						
	3:30 pm -	Athletics, Co-Curriculars, Clubs (virtual)						

Middle School Schedule - Cohort B

*Note: The "Day" (Class Periods) that falls on Wednesday will follow the schedule on the following page		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
Cohort B	9:00 am - 11:30 am	Reinforcing Activities & Assignments						
	11:30 am - Noon	Teacher Lunch						
	Noon - 12:55 pm	Teacher Prep						
	11:30 am - 12:55 pm	Cleaning & Disinfecting						
	12:40 PM	Cohort B - Blended Learning Students Arrive on Campus						
	1:00 pm - 2:05 pm	Class Period	Period 1	Period 3	Period 5	Period 1	Period 3	Period 5
	2:05 pm - 2:25 pm	Passing Period (Blended Students) & Digital Break (Remote Students)						
	2:25 pm - 3:30 pm	Class Period	Period 2	Period 4	Period 6	Period 2	Period 4	Period 6
	3:30 pm	Cohort B - Blended Learning Students Depart Campus						
	3:30 pm -	Athletics, Co-Curriculars, Clubs (virtual)						



Middle School “Wednesday” Schedule

WEDNESDAY WHOLE CLASS - REMOTE LEARNING

On Wednesdays Cohort A and Cohort B engage in *Remote* learning together for a Class Period from 9:00 am to 10:05 am and for a Class Period from 10:25 am to 11:30 am. Due to the fact that the periods rotate in sequential order, the Class Period that falls on Wednesday may vary from week to week.

Students engage in learning with both cohorts on Wednesday morning (*no afternoon classes*) - both Remote Learning students and Blended Learning students

WEDNESDAY SCHEDULE

Both Cohort A & B Participate in Remote Learning Together

9:00 am - 10:05 am	Class Period
10:05 am - 10:25 am	Digital Break
10:25 am - 11:30 am	Class Period
1:00 pm - 3:30 pm	Reinforcing Activities & Assignments
3:30 pm -	Athletics, Co-Curriculars, Clubs

Instructional Services - Conejo Valley HS



CONEJO VALLEY HIGH SCHOOL WEEKLY SCHEDULE *(Phase 2)*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am - 8:50 am	Prep	Prep	Prep Work Exp. (Remote)	Prep	Prep
8:55 am - 10:30 am	Period 1A (Remote)	Period 2A (Remote)	Period 1A (Remote)	Period 2A (Remote)	Period 1A (Remote)
10:30 am - 11:30 am	Credit Recovery & Intervention (Remote & Blended)	Credit Recovery & Intervention (Remote & Blended)	Teacher Collaboration	Credit Recovery & Intervention (Remote & Blended)	Credit Recovery & Intervention (Remote & Blended)
11:30 am - Noon	Lunch	Lunch	Lunch	Lunch	Lunch
Noon - 1:35 pm	Period 1B (Blended)	Period 2B (Blended)	Period 1B (Blended)	Period 2B (Blended)	Period 1B (Blended)
1:40 pm - 3:40 pm	CTE (Blended)	CTE (Blended)	CTE (Blended)	CTE (Blended)	



NOTE: The schedule repeats every other week. The alternate week (not shown above) begins with Period 2 on Monday.

Comprehensive High School Schedules

All comprehensive high school students will continue to follow their current schedules through the end of the 2nd Quarter, January 16, 2021.

High school schedules for in-person instruction will be determined and communicated in advance of the January 19th return.

Instructional Services - Wednesday Schedule

- **Elementary**

- Blended & Remote
- By cohort
- Live instruction reduced by 30 minutes for teacher planning time

- **Middle School**

- All Remote
- Cohorts together (9:00 AM - 11:30 AM)
- 2 periods

- **High School - Will remain as current**

- All remote
- Cohorts combined (8:00 AM - 10:30 AM)
- 2 periods

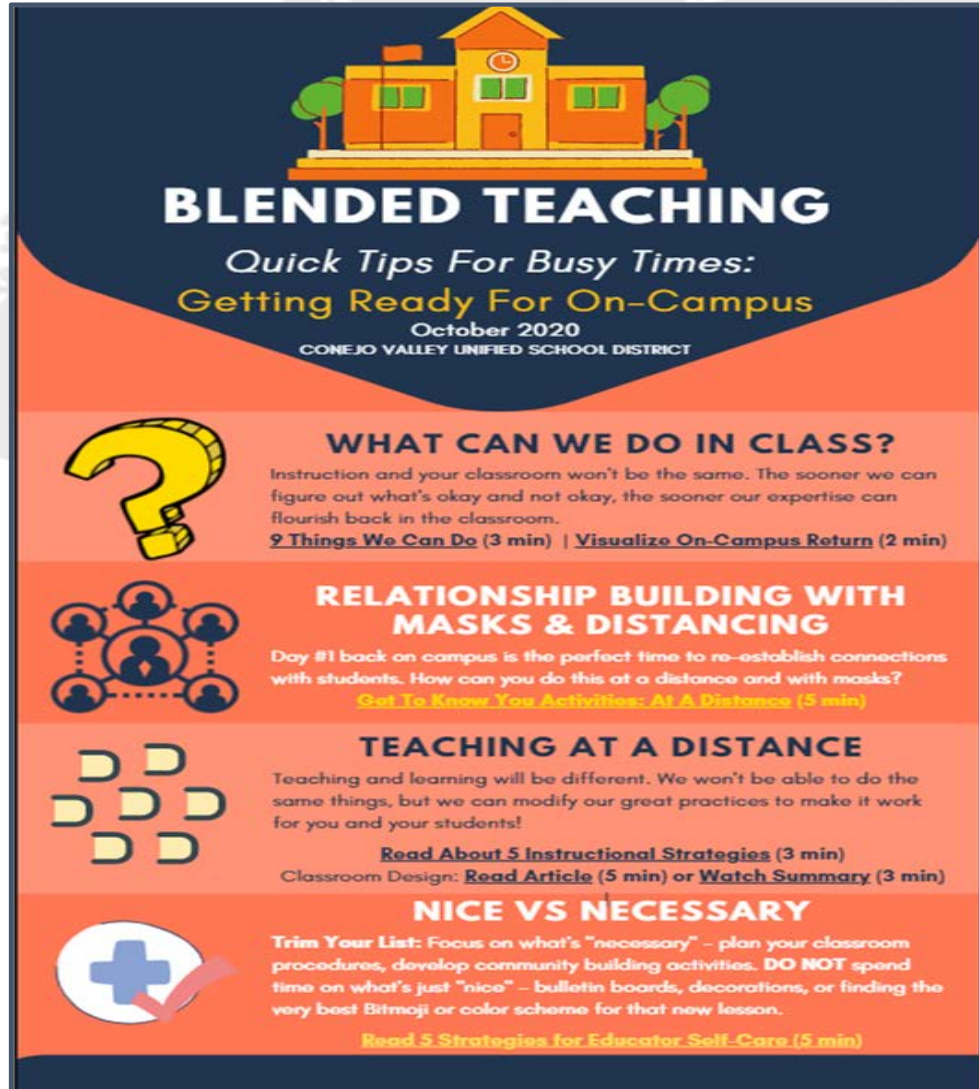
Instructional Services - Enrollment Data

Grade Level	Blended A	Blended B	Remote A	Remote B	Total
TK-5	2,511	2,107	841	779	6,238
6-8	1,462	1,313	518	482	3,775
9-12	2,558	2,363	819	784	6,524
Independent Study (54), Century Academy School (223), Conejo Valley High School (101), SHINE (394), Post Secondary and Non-Public Schools (17)					789
Total	6,531	5,783	2,178	2,045	17,326
Projected Enrollment				17,913	(587)


Instructional Services - Professional Learning “Quick Tips”


Blended Teaching


Remote Teaching




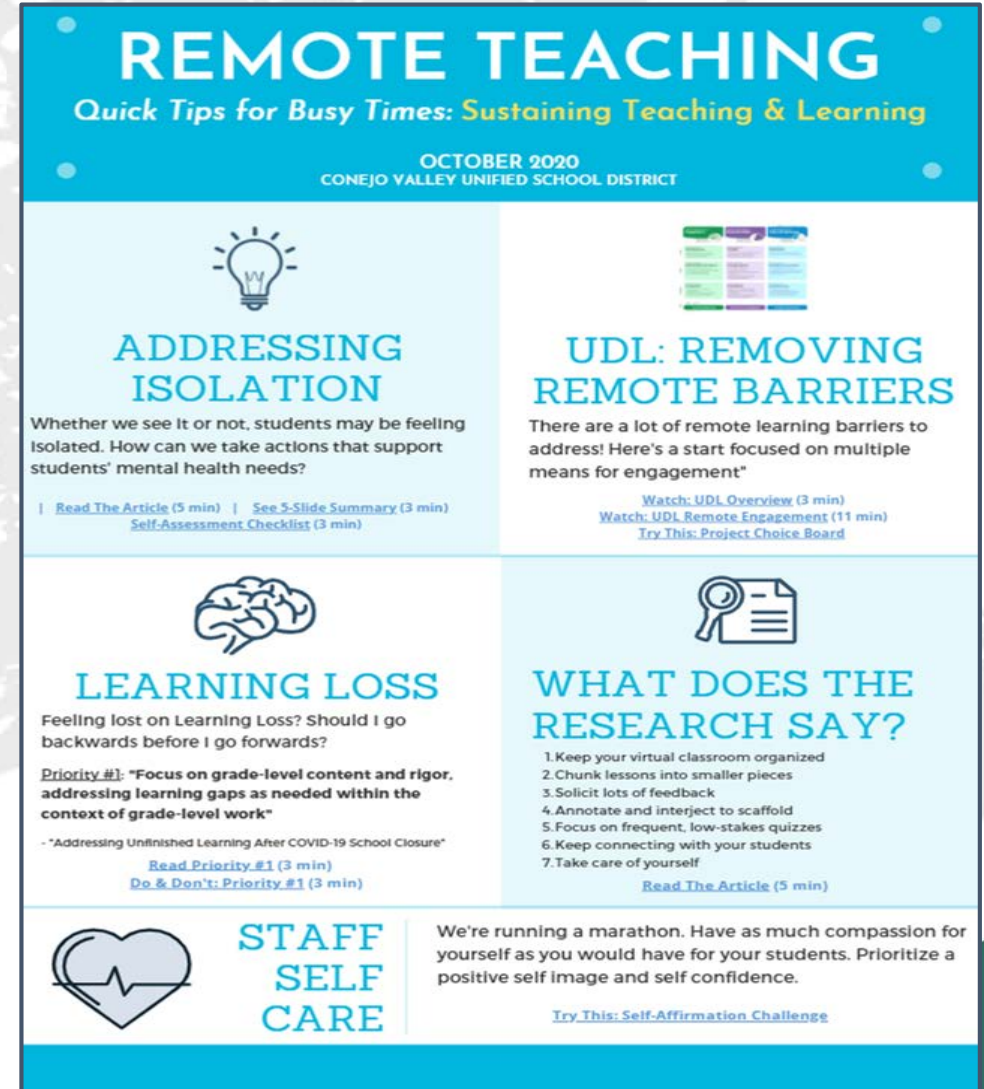
BLENDED TEACHING
*Quick Tips For Busy Times:
Getting Ready For On-Campus*
October 2020
CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**WHAT CAN WE DO IN CLASS?**
Instruction and your classroom won't be the same. The sooner we can figure out what's okay and not okay, the sooner our expertise can flourish back in the classroom.
[9 Things We Can Do \(3 min\)](#) | [Visualize On-Campus Return \(2 min\)](#)


**RELATIONSHIP BUILDING WITH MASKS & DISTANCING**
Day #1 back on campus is the perfect time to re-establish connections with students. How can you do this at a distance and with masks?
[Get To Know You Activities: At A Distance \(5 min\)](#)


**TEACHING AT A DISTANCE**
Teaching and learning will be different. We won't be able to do the same things, but we can modify our great practices to make it work for you and your students!
[Read About 5 Instructional Strategies \(3 min\)](#)
Classroom Design: [Read Article \(5 min\)](#) or [Watch Summary \(3 min\)](#)


**NICE VS NECESSARY**
Trim Your List: Focus on what's "necessary" – plan your classroom procedures, develop community building activities. **DO NOT** spend time on what's just "nice" – bulletin boards, decorations, or finding the very best Bitmoji or color scheme for that new lesson.
[Read 5 Strategies for Educator Self-Care \(5 min\)](#)





REMOTE TEACHING
Quick Tips for Busy Times: Sustaining Teaching & Learning
OCTOBER 2020
CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**ADDRESSING ISOLATION**
Whether we see it or not, students may be feeling isolated. How can we take actions that support students' mental health needs?
| [Read The Article \(5 min\)](#) | [See 5-Slide Summary \(3 min\)](#)
[Self-Assessment Checklist \(3 min\)](#)

**UDL: REMOVING REMOTE BARRIERS**
There are a lot of remote learning barriers to address! Here's a start focused on multiple means for engagement"
[Watch: UDL Overview \(3 min\)](#)
[Watch: UDL Remote Engagement \(11 min\)](#)
[Try This: Project Choice Board](#)

**LEARNING LOSS**
Feeling lost on Learning Loss? Should I go backwards before I go forwards?
Priority #1: "Focus on grade-level content and rigor, addressing learning gaps as needed within the context of grade-level work"
- "Addressing Unfinished Learning After COVID-19 School Closure"
[Read Priority #1 \(3 min\)](#)
[Do & Don't: Priority #1 \(3 min\)](#)

**WHAT DOES THE RESEARCH SAY?**
1. Keep your virtual classroom organized
2. Chunk lessons into smaller pieces
3. Solicit lots of feedback
4. Annotate and interject to scaffold
5. Focus on frequent, low-stakes quizzes
6. Keep connecting with your students
7. Take care of yourself
[Read The Article \(5 min\)](#)

**STAFF SELF CARE**
We're running a marathon. Have as much compassion for yourself as you would have for your students. Prioritize a positive self image and self confidence.
[Try This: Self-Affirmation Challenge](#)

Instructional Services - Remote T&L

Input from SDAC Members

What's Working

Challenges

Collaborative online projects
Creative ways to teach lessons
Homework
Variety of online activities/resources
in person

Zoom Fatigue
Reinforcement vs.
Pacing - Zoom vs.

Ideas/Suggestions

barriers
Enrollment
Breakout rooms
Chunking lessons (breaks)
- 1,620 Socialization
Student feedback via surveys (teacher led)
School wide announcements/videos

Remotely

Elementary

Middle School - 1,000







High School -



Instructional Services - Masks

CVUSD Communication 11/2/2020: [Best Practice: How To Select & Safely Wear A Face Mask](#)

How to Select a Face Mask
When selecting a mask, there are many choices. Here are some do's and don'ts from the Centers for Disease Control and Prevention (CDC):

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>

Instructional Services - Site Preparations

TK-8: On-Campus Preparations

- PPE delivery to classrooms - [Classroom Safety Supply List](#)
- Adjustments to student schedules
- Checklists: [Classroom Checklist](#), [CSA Checklist-Elementary](#),
[CSA Checklist-Secondary](#), [Health Evaluation Room Checklist](#)
- Completed walkthrough using [Reopen Checklist](#) w/ Instructional Director and M&O Staff by 10/30
- Grade-span webinars to staff
- Twice a week communications to staff, families until on-campus return

Instructional Services - Site Preparations

Classroom set-up

Campus signage posted

Arrows for directionality

Markers for students waiting in line

CSA coverage in place and meeting/training held

"NEW" CSA Checklist completed
CSA meeting/training date

Contingency room (HVAC or other issue)

Classroom safety supplies provided in each classroom

Staff trained in safety protocols

Established & communicated location for teachers during classroom cleaning

Campus checklist completed for all classrooms

Reopening schools - Parent webinar

Final inspection w/Grade Span Director,
M&O & Principal



Instructional Services Combination Classes ~ Pilot

Combination Classes defined as including students that are both in the classroom and others that are receiving instruction online or live-virtual, simultaneously.

- High School courses: 43 District-wide as of 11/2/20
- Training materials being finalized - delivered through Canvas to include multimedia

Instructional Services - Combination Classes

List of classes:

Comprehensive High Schools

- NPHS - (20)
- TOHS - (6)
- WHS - (17)

Combo “Pilot” Concept - Cohorted students within the same course will receive live instruction either on campus (blended model) or live-virtual (remote model).

Instructional Services - Combination Classes

A professional learning Canvas course for teachers will address:

- What does concurrent instruction look like?
- How do I navigate the technology?
- How do I plan for concurrent teaching?
- What are some instructional best-practices?

Virtual office hours will be held to provide technical and instructional support

Instructional Services - Site Preparations

High School:

Combo Pilot Preparations

- PPE delivery to classrooms - [Classroom Safety Supply List](#)
- Notify Students & Families returning for combo classes
- Checklists: [Classroom Checklist](#), [CSA Checklist](#), [Health Evaluation Room Checklist](#)
- Walkthrough w/Director, M&O & Principal - week of 11/2
- High School Webinars to Families - 10/28 & 10/29

Instructional Services - Co-Curriculars

High school:

- Co-curriculars - Continue with Phase 2 with on-campus participation
 - Athletic (CIF) Schedules
<https://cifss.org/resources/calendar/>
 - On campus 3:00-6:30 pm until further notice
- Working to increase other on-campus opportunities (Clubs, ASB/G, Visual and Performing Arts)

Human Resources Department Updates

Campus Safety Assistants (CSA)

- Elementary sites are increasing daily supervision to an average of 25 hours per day - proposed, with outstanding needs averaging 2.5 hrs daily - to be covered by administrators/volunteers and other classified support staff
- Ongoing recruitment efforts will continue to employ approximately seven (7) more CSA staff with average daily assignments of 3 hours per day.
- Recruitment mediums: Governmentjobs, Edjoin, District website; College job boards (Moorpark, Ventura, Oxnard, CLU, CSUCI and targeted outreach by site administrators

Custodial

- Continuous walk-in testing for substitute pools 2-3 times per week scheduled - pending hire of current substitutes into regular positions in current and anticipated vacancies through December and actively rebuilding the substitute pool to staff with roving positions - 3 candidates in pre-employment process

Health Offices

- Elementary increase of two (2) hours a day for sites with 3.5 hour regular allocation
- Middle to be authorized for one (1) additional hour per day to provide full day coverage

Training

- Tracking COVID-19 web-based training completion by all employees, regular, substitute and exempt
- Campus Safety Assistant Roles and Responsibilities Checklist



Human Resources Department Updates

Substitute/Limited Term Staffing

- **Certificated teachers - Active recruitment**
 - Acorn and Facebook advertisements generating interest
 - 250 substitutes in pool - Currently processing 15 new employees
- **Campus Safety, Health Clerks, Clerical, Custodial - Continuous recruitment**
 - Advertise on Governmentjobs.com, EdJoin, District Website

Employee Requests for Remote Work

- Classified - paraeducators - 22, clerical - 10
- Certificated - 49 elementary, 115 secondary
- Remote work request may turn into a Leave of Absence if not accommodated - TBD

District Paid Leaves of Absence

- COVID-19 related
 - Emergency Paid Sick Leave (EPSL) - 10 days
 - Childcare Extended FMLA - 10 weeks at two thirds pay

Student Services Department Updates

- Small groups of students and cohorts on campus for targeted support and intervention:
 - October 13, 2020: Welcomed back students who access one of our special education specialized programs in 18 of 41 classes
 - October 19, 2020: Increased the number of specialized program classes to 21, welcomed our Newcomer English Learner students on campus and invited students with unstable housing to access targeted supports and interventions
 - October 26, 2020: All 41 specialized program classes welcomed small groups on campus; expanded support for our English Learner students to also include At-Risk
 - November 2, 2020: Invited our Long-term English Learners to access small group targeted support.
 - These will remain in place until the grade span returns for on campus and in person instruction

	Total # of students invited	Total # of students accessing
Specialized programs	318	209
English Learners (Newcomers, At-risk and LTEL combined)	500	84
Students experiencing unstable housing	67	25



Student Services Department Updates

- Considerations for grade span return to on campus:
 - Special Education Specialized Programs:
 - Determine if Blended class size require one or two instructional cohorts each day
 - If the Blended class size requires two instructional cohorts, ensure Remote class fully accesses instruction
 - Elementary Learning Center Special Education Intervention & All Grades Related Services:
 - Requires intermingling of students from different classes
 - During Remote, tried to not interrupt the general education instructional cohort time, though this might not be entirely possible going forward
 - If Learning Center is before or after the general education instructional cohort time, this will require a different drop off/pick up for some students
 - Push-in support is also being considered and scheduled

Student Services Department Updates

- Considerations for grade span return to on campus:
 - The continuation of offering targeted supports and interventions to our English Learners and students with unstable housing
 - Potentially lengthen the instructional day
 - Staffing
 - Transportation
- Mental Health Supports and Services
 - Direct services continue to be provided to students who have the service identified as part of a Section 504 Plan and/or an IEP
 - Wellness Counselors at secondary levels offer individual and groups intervention
 - Mental health support line remains in place and available
 - Targeted Social Emotional Learning lessons during Elementary Instruction



Questions?

