



Mountain View
Whisman
School District

COVID-19 Written Report

June 2020





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School District

Purpose and Requirements

COVID-19 Operations Report

California Governor's Executive Order N-56-20 requires that all LEAs complete a written report (in lieu of the Local Control Accountability Plan) by July 1, 2020 to explain the following:

- The changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency
- The major impacts of such closures on students and families
- A description of how the LEA is meeting the needs of its unduplicated students.

Requirements for the Operations Report

- The COVID-19 Operations Written Report must be adopted by the local governing board in conjunction with the adopted annual budget by July 1, 2020.
- The COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction. The Written Report must be submitted in conjunction with the submission of the adopted annual budget.
- The COVID-19 Operations Written Report must be posted on the homepage of the LEA's website, if such a website exists.
- LEAs may use the COVID-19 Operations Written Report template developed by the California Department of Education or develop their own reporting tool.

Operations Report Template

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]	[Insert Date of Adoption here]

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

[Add text here]

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

[Add text here]

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

[Add text here]

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

[Add text here]

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

[Add text here]

Operations Report Template

The report asks Districts to do the following in 300 words or less

- Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.
- Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.
- Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.
- Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices
- Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.



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Highlights from COVID-19 Operations Report

COVID-19 Operations Report - Section 1

Description of changes to program offerings that the LEA has made in response to school closures and the major impacts of the closures on students and families

- Transition from regular school to Distance Learning
 - March 18 - April 17: Online Flexible Learning Options and paper work packets
 - April 1-8: Thought Exchange to gather community feedback
 - April 6-17: Development of Distance Learning Plan
 - April 20: Implementation of Distance Learning Plan
 - May 11 - June 5: Implementation of revised Distance Learning Plan
- Communication plan before and during school closure
 - Websites, School Dashboards, social media, automated phone calls, parent emails and personal contact from school employees.
- Challenges presented by community demographics
 - Needs of socioeconomically disadvantaged students and families including meals and technology
- Policy changes created by school closure
 - Attendance, grading, assessments, meetings, celebrations
- Impacts and adjustments to the delivery of Special Education Services
 - Virtual services and IEP meetings

COVID-19 Operations Report - Section 2

Description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

- Meal and Technology distribution plans
- McKinney Vento-Liaison
- Individualized support for homeless families and foster youth
- School and Community Engagement Facilitators
 - Student and Family support in multiple areas including technology use, engagement learning, connection to community resources
- Social Emotional Supports
 - CHAC services
- English Language Development
 - ELD lessons included in Distance Learning Plan

COVID-19 Operations Report - Section 3

Description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

- **March 18 - April 17:** Online Flexible Learning Options
 - Online activities shared with families
 - Three weeks of English Language Arts and Math activities in paper packets for students without access to internet
- **April 1-8:** Thought Exchange to gather community feedback
 - what is working well and what challenges parents and staff members face in supporting child(ren) in learning from home.
 - More than 1400 people participated
- **April 6-17:** Development of Distance Learning Plan
 - Teacher training, creation of school dashboards and additional materials distribution

COVID-19 Operations Report - Section 3

Description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

- **April 20:** Implementation of initial Distance Learning Plan with activities posted on school Dashboards by Monday of each week and communication to families from site principal
 - Zoom Check in meetings and Office hours (2 per day) for individualized and small group support.
 - Two teacher-developed lessons for every subject or course taught each week including English Language Development.
 - Lessons delivered in a variety of ways including:
 - Pre-recorded (asynchronous),
 - Pulled from other sources (links to Khan Academy, Youtube videos, Learning A to Z, Grammar Gallery, i-Ready etc.)
 - Developed and shared between grade level teams
 - Delivered live

COVID-19 Operations Report - Section 3

Description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

- **May 11 - June 5:** Implementation of revised Distance Learning Plan
 - **Revised expectations:**
 - All elementary teachers must post recorded lessons of themselves teaching 2 ELA and 2 SS lessons each week (feedback from families was that students missed seeing their teachers regularly)
 - Grade level teams can collaborate to record lessons and/or use other sources (Great Minds/Khan/Learning A to Z etc) in Math and ELD.
 - All Middle School teachers will record all of their lessons - 2 per week per course.
 - Lessons should be on average 15 minutes in length and teach concepts and skills.
 - Summer 2020
 - Optional Summer Learning plans for grades TK-8

COVID-19 Operations Report - Section 4

Description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices

- Free lunch and breakfast for the next day will be available every weekday at Mistral Elementary School until school reopens
- Starting 5/11/2020, breakfast, lunch and dinner are available seven days a week.
- Meals are distributed using grab-and-go, either drive through or walk up, from 11:30 am-1 pm
- MVWSD used direct email to parents and automated phone calls (English and Spanish), text messages and www.mvwsd.org to communicate with families
- MVWSD operates with a Pandemic Standard of Operations Procedure Manual.
- Procedures include
 - Ongoing staff training for a limited crew in Pandemic PPE procedures and social distancing requirements
 - a full time sanitation Janitor
 - regular temperature checks,
 - Appropriate PPE
- Between March 18 and May 26 MVWSD has served 172,417 meals

COVID-19 Operations Report - Section 5

Description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

- In partnership with the Santa Clara County Office of Education, options for supervision of students was made available to families through the SCCOE Childcare for Essential Workers Portal.
- The portal was made publically available on April 10, 2020 and updated by the County team beginning the week of May 4th
- The Childcare for Essential Workers Portal lists organizations offering child care in the county and identifies which ones offer free or subsidized care for those that qualify
- MVWSD has advertised to parents and staff members the SCCOE Child Care Portal through Superintendent's and schools' newsletters as well as the District's website.
 - School secretaries and the District Receptionist have the information about the SCCOE Child Care Portal to share with families as requested.
 - MVWSD's partner the El Camino YMCA offers childcare for first responders and essential workers.



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Next Steps

Next Steps

- Present COVID-19 Operations Written Report for discussion tonight
- Bring report back for approval on June 18th
- Post to District website
- Send approved copy to the Santa Clara County Office of Education with the budget