



**BOARD OF DIRECTORS SPECIAL MEETING**  
**February 25, 2021 - 6:30 PM**

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Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference. Further PUBLIC PARTICIPATION note at the end of this Agenda.

**I. CALL TO ORDER AT 6:30 PM**

**II. ROLL CALL AND ESTABLISHMENT OF QUORUM**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Hope Gawlick	X	
Sian Burman	X	
Nancy Kong-Vasquez	X	
Josh Corell	X	
Michelle Gibbons	X	
Vasa Lokteff	X	
Ashlee Patel	X	
Shannon Simonds	X	
Jed Wallace	X	



### III. CELEBRATIONS

- AW - Professional Development with a panel discussion about reopening campus.
- JW - A great advocate in his daughter! Got his first vaccine this morning.
- MG - All of the work that it took to get us here today where we get to talk about a plan to reopen.
- VL - NUSD and the team of volunteers who are running the drive through clinic. Extremely organized.
- JC - The positive parenting webinar was very good and contained a lot of good information.
- SS - Celebrating vaccine options. Was very efficient and organized.
- AP - Westlake's perseverance during the pandemic. Teachers provided opportunities to continue one on one assessments to make sure kids are growing and successful in their academics.
- SB - Got 2nd COVID shot last week and didn't experience any side effects.
- SK - NUSD partnership with COVID support.
- HG - NUSD vaccine clinic is helping so many people. People are grateful and it's a great volunteer opportunity.
- JE - NUSD vaccine clinic.
- NKV - NUSD vaccine clinic. 1100 people got vaccinated today, was a great volunteer opportunity. Long and rewarding day.

### IV. BOARD COMMENTS

- V. **PUBLIC COMMENTS:** This portion of the meeting is set aside for the audience to make comments or raise issues that are not specifically on the agenda. Comments are limited to three (3) minutes per person. Members of the public may speak on agenda items during the time when the item is addressed by the Board. This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Directors. If visitors have a complaint about a specific employee of the school, they will be asked to submit an oral or written complaint to the employee's immediate supervisor as required by Board Policy #08-03 (Please note that the public portion of all meetings is recorded in the minutes.)

### VI. ACTION ITEMS

- A. Review and approve Reopening Plan - J. Eick

#### Summary of the Week:

- Sacramento County Announces Transmission rate <25
- NUSD, NCS, NP3, Robla, Elk Grove, Sacramento City, West Sacramento announced reopening dates.

#### WCS Admin Visit

- Lighthouse Charter School K-8 - Open at 70% capacity (18-22 students per room)
- Barrett Ranch K-5 - Open at full capacity (20-28 students per room)
- St. Hope Public Schools K-5 - ABAB Schedule (6-14 students per room)

#### WCS Admin

- Reviewed, revised, and produced all necessary plans, schedules, and assets for reopening



### **Vaccines**

- 100% of staff interested in a vaccine have been offered (this is not the norm in Sacramento)

### **Considerations**

- Over 100 individual pieces of feedback from staff survey
- Over 300 individual pieces of feedback from parent survey
- Months of instructional modeling collaboration
- Learnings from school visits
- Recent research from CDC regarding risk mitigation
- Reopening data from Sacramento County schools

### **Next Steps**

- February 22 - Leadership Review of the Plans for Reopening
- February 23 - Staff Review of Plans for Reopening
- February 24 - Panel of educators and medical experts discussing reopening
- February 25 - Special Board Meeting to Review Plans for reopening
- February 26 - Release reopening plans to families

### **Backwards Planning from March 15 Reopening K-2nd, March 22 3rd-8th**

- 3 days of school closure for team collaboration & staff training
- All non-essential meetings cancelled until spring break to increase teacher prep time
- Parent and staff education and training prepared

### **Considerations**

- We will have to work together to manage this change

### **California Department of Public Health**

- K-6 Schools may reopen safely with community spread <25 using Layers of Safety:
  - Appropriate Mask Usage
  - Stable Groups
  - Physical distancing of 6'
  - Adequate Ventilation
  - Handwashing and respiratory etiquette
  - Symptom & Close Contact screening
  - Surveillance or screening testing
- 7-12 Schools may reopen safely with community transmission <7 using Layers of Safety

### **Appropriate Mask Usage**

Since August all staff and students on campus have masked. There has been no transmission of cases on campus

The California Department of Public Health has issued guidance directing schools to exclude students from campus who refuse to wear a mask appropriately.

### **Stable Groups**

Preparations made:

- All cohorts (A&B) designed to keep siblings together
- Middle school classes built keep groups stable
- Specialties remain virtual
- Recess/activity time designed to keep groups stable
- Grab n' go lunch to avoid mixing in the cafeteria



### **Physical distancing of 6'**

Preparations made:

- Increased Staffing to reduce class sizes
- Launching in "Baseline" with very small in person groups
- Rooms are prepared for 6' social distancing
- Spray painted dots and arrows as structures to social distance in the halls
- Outdoor activity zones & outdoor learning zones available
- Structured arrival & dismissal for social distancing

### **Adequate Ventilation**

Preparations made:

- Merv 13 Air Filters
- 15 cubic feet of fresh air per student per minute
- Exchange rate turnover classroom air 6x per hour
- None of the schools we visited had this capacity
- Optional portable hepa filter

### **Handwashing and respiratory etiquette**

Preparations made:

- Hand sanitation stations across campus
- Hand sanitation at entry to campus & classroom
- Hand washing promoted at regular intervals
- Signage across the campus
- Family education and promotion
- Community Agreement:
- Our community will sign an agreement indicating that they support all safety measures to keep our school safe.

### **Symptom & Close Contact screening**

Preparations:

- Students and staff will stay home when symptomatic
- Verbal and temperature screenings at arrival
- Symptoms will be referred to office
- Bathrooms are one at a time to eliminate close contact
- Contact tracing and reporting in place since November

### **Dashboard**

- Notifications go to staff and vendors
- No reportable on-campus instances in over 30 days
- No reported campus-based transmissions

### **Surveillance or screening testing**

Preparations:

- Transmission from student to staff is incredibly low where first five layers of safety are employed
- The CDC and CDPH indicate the highest risk comes from staff to staff contact
- WCS will provide surveillance testing on site for staff
- WCS will assist with surveillance testing for students
- All testing is voluntary



### **Skills Development**

- Some skills will be front loaded, more will be learned once we open.
- Skills intended to be frontloaded:
  - Arrival symptom screening for students and staff
  - On campus safety protocols
  - On campus mental health protocols for students and staff
  - Referral protocols for systematic observations
  - Cleaning protocols i.e. declutter surfaces for fogging sanitizer; self-cleaning materials if desired
  - Preparing for substitute teachers
  - Collaborating with IAs, Ed Specialists, and Admin

### **March 4th, 5th and 12th**

#### **Staff Collaboration & Training**

- All Staff on Campus
- Team Check-in Times
- Team and Personal Deliverables

### **March 8-11th**

- Level 2: Virtual Orientation
  - During Morning Meeting/Advisory
  - Materials released to families daily as well

### **March 15th-19th**

- Level 3: Baseline Launch
  - All orientation materials should be taught and reviewed with in person students during their time on campus

### **From February 25th - April 2nd (Spring Break)**

- The following meetings are cancelled until after spring break: D&A, PBIS, SEL, Leadership, MTSS push-ins, PD
- This does not include Student meetings such as IEP's, 504's, MTSS

### **Planning/Collaboration Time Dates**

- March 3rd Collab Wednesday
- March 4th & 5th, March 12th - School closed for Collaboration & Training
- March 17th, 24th, 31st - Collab Wednesday

### **Planning/Collaboration Deliverables:**

- Personal Deliverables - (example set-up classroom, materials, etc.)
- Team Deliverables - (schedule for Baseline, scope and sequence)
- Trainings - (read memos, watch videos, tour campus and Q & A with admin, etc.)

### **Class lists**

- Were delivered Wednesday
- Remember, if you have 12 returning, those split into 2 smaller groups when we open.
- Roughly 60% returning (Varies by grade level)
- Expect most classes to be 6 to 9 students



**Payoff: Benefits for Students**

- Students get to meet their teacher in person
- Increased mental health needs and abuse intervention
- Reengaging those that have not been engaging
- Help train kids, and us, for the fall
- See their real faces and hear their real voices
- Starting at a grading period: one whole trimester to focus on small groups
- The question of when is answered

**Action Plan: Instructional Model**

Focusing on one group at a time is intended to reduce teacher burnout.

**AM: In Person Learning**

- 6 to 10 students
- 2.5 hours
- Grab n' go lunch

**1 hour prep + 30 Min Lunch**

**PM: Distance Learning**

- Keeping A, B, & C all on the same daily pace

**1 hour afternoon prep**

**Rational for AM/PM model**

- Clear equitable instructional times for groups A, B, & C
- Reduces burn out by focusing on one group at a time
- Clarity for families with students in multiple grade levels
- Acts as a Substitution model with room to innovate through augmentation
- No need to mask while teaching DL
- 2.5 hours of live instruction only requires 40-90 minutes of async to meet minutes:
  - 30 minutes of Specialties
  - 15 mins of Freckle + 15 mins of Lexia
  - Only need to design 20-30 mins of Async
    - This can be paper, digital, project, etc.

**Action Plan: Timeline to Reopening**

- February 22 - Leadership Review of the Plans for Reopening
- February 23 - Staff Review of Plans for Reopening
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- March 3rd Collab Wednesday
- **March 4th, 5th & 12th - No School *All staff report to school* - Team Collab & Training**
  - Campus open on weekends if you need it
- March 15th - K-2 -Launch Cohort A
- March 18th - K-2 Launch Cohort B
- March 22 - 3-8 Launch Cohort A
- March 25 - 3-8 Launch Cohort B
- April 26th - Next Check-in for Families



Motion:	<b>NKV</b>	Action:	<b>Accept and approve</b>					
Second:	<b>JC</b>	Vote:	<b>Unanimous</b>					
<b>HG</b>	<b>SB</b>	<b>NKV</b>	<b>JC</b>	<b>MG</b>	<b>VL</b>	<b>AP</b>	<b>SS</b>	<b>JW</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**VII. REFLECTION**

NKV - Appreciates the amount of planning and work that goes into putting together a plan like this. If I still had students at Westlake I would be thrilled to pieces. Really feel like what we have approved tonight is the best plan with lessons learned and input from our community. Great effort by John and his team.

VL - A year of work and I'm excited to be back at school, see and talk to some kids!

SK - Been an interesting year, it's going to be great to have kids back on campus!

SB - Commend the team for staying true to the commitment to the plans and continuing to adjust as they navigated this process.

SS - audio problems, could not hear.

MG - Appreciates where we are at, we are one step closer to being at the end of the pandemic.

JC - What John's team can do while on vacation for a week is impressive to say the least. Volunteers to support the reopening on campus opening days.

JE - At a time where there are no right answers, it's wonderful to have a group of people who push us to be better and ask the questions to suspend any disbelief as we arrive at this place. Appreciates the continued support of the board.

JW - Just thrilled at continued no drama - keep going!

AP - The always thinking about the preparedness of Westlake teachers and the support of the board and families as we prepare to reopen. Engagedness of our families on YouTube. 33 families are watching this meeting and submitting questions and feedback.

MG - Are we wearing uniforms when we go back to school?

JE - Yes! And we have links posted and a Uniform Exchange is planned.

AW - We've been working towards this day since March 2020. I know JE well enough to know that he has not slept since that point. Thank you for looking out for us 300 some odd days.

HG - For the first time in a year I got to see JE in person. You don't know how much you miss your valued partners. This plan safely brings our kids and community back together. If anyone is interested in volunteering at the NUSD shot clinic please reach out to Aimee.

**VIII. ADJOURNMENT AT 8:22 PM**

**PUBLIC PARTICIPATION INSTRUCTIONS:**

Based on guidance from the California Department of Public Health and the California Governor's Officer, in order to minimize the spread of the COVID 19 virus, please do the following:

You are strongly encouraged to observe the live stream of the Board Meeting (Meeting) [Here](#) or By Phone: (US)+1 716-262-8670 PIN: 377 303 410#

If you choose not to observe the Meeting but wish to make a comment on a specific agenda item,



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please submit your comment via email by 5:00 p.m. on the Wednesday prior to the meeting. Please submit your comment to [admin@westlakecharter.com](mailto:admin@westlakecharter.com). Your comment will be placed into the record at the Meeting.

If you are watching/listening to the live stream of the Meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may submit your comment, limited to 250 words or less, to [admin@westlakecharter.com](mailto:admin@westlakecharter.com). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the Meeting.