



Date: June 16, 2020

To: Navigator Schools Board

From: Ami Ortiz, Director of Business & Finance

Subject: COVID-19 Operations Written Report

Recommendation

It is recommended the Board adopt the COVID-19 Operations Written Report for Gilroy Prep, Hollister Prep and Watsonville Prep.

Background

COVID-19 Operations Written Report Overview Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes.

EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan (LCAP) and Budget Overview for Parents as well as waiving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

Summary

The COVID-19 Operations Written Report for each site must be adopted by the local governing board in conjunction with the adopted annual budget by July 1, 2020.

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Gilroy Prep School	Ami Ortiz	ami.ortiz@navigatorsschools.org 831-217-4881	June 16, 2020

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.

Navigator's closure significantly impacted the offerings that we could provide during the COVID-19 emergency. We went to a full distance learning program from one day to the next. As we proceeded, we moved from Phase 1 to Phase 2 over the course of the two weeks. Initially, students just worked on physical packets or online packets. In Phase 2 we added Khan Academy, Google Classroom, Zoom meetings and writing projects. These offerings were new to our program and replaced our face to face direct instruction.

Below is a list of major impacts that occurred:

Students

- Face to face instruction ended
- Science and social studies instruction were minimized
- Student small group instruction was reduced
- Assessment of common core standards was at a minimum
- Grading changed from letter grades to effort and participation marks
- Collaborative student work decreased
- Counselling and SPED services were no longer held in person

Families

- Parents became partners in educating their children and were primarily responsible for work quantity and quality
- Parents without wifi were provided hot spots
- Parents who were essential workers had to obtain childcare
- Teaching parents struggled to instruct remotely with their own children present

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

Navigator has continued to provide high levels of service to our vulnerable populations of students. A site task force was formed to ensure our disengaged students were supported from the start of the stay at home order began. Families have been provided internet hotspots and an iPad so that students could continue with their daily instruction. Staff has conducted home visits to support students who are struggling to participate in distance learning. These site visits have served the purpose of family tech training, social-emotional support, and learning support.

Instructional and counseling staff has been trained to use Zoom to conduct small group instruction or provide 1:1 support as needed. Students have daily schedules that allow families to anticipate meeting times to ensure that students are engaged in distance learning. Each grade level has been assigned an additional instructor as well to help keep ratios low. Utilizing small group instruction through Zoom, our vulnerable populations of students receive “just right instruction” and support.

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

Navigator developed a three phase roll-out for distance learning to ensure our staff, students and families have an optimal distance learning experience. Phase I included a heroic effort to distribute technology and wifi to all students along with a simple learning schedule to ease the transition stress for both students and parents. We also used Phase I to provide professional development for staff so they would be prepared to use the tools and techniques required for successful distance learning. Teachers received training for:

- Google Classroom
- Zoom
- Screencasting
- Using Teach Like a Champion virtually

In Phase II we added Google Classroom which is a Learning Management System (LMS), as well as synchronous and asynchronous lessons for all students. Our operations team added a technology help line to ensure families were well supported with the new shifts.

We studied the implementation of Phase II to make decisions around the optimal distance learning plan to be rolled out as Phase III in August. Major shifts for August include:

- New math curriculum that is more conducive to online learning
 - Zearn K-5
 - Eureka 6-8
- Distance Learning Coaching

Though we understand there is no perfect substitute for face to face (F2F) instruction, Phase III takes all of the academic and social emotional elements from our successful Navigator model and translates each one into the most optimal distance learning format. By doing so we are able to maintain a consistent experience for both the students who will be attending F2F and our virtual learners.

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

Navigator Schools has continued to provide school meals during this season. The program has changed by providing meals once a week on Mondays. Five days of breakfast and five days of lunch are provided to our families.

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

In compliance with the CDC and County Health Department guidelines, the Operational Department has developed protocols for how the staff will supervise students during school hours. To maintain social distancing, the staff to student ratio, at present, will be one adult to eleven students, in a cohort. The staff member will remain with the group of students during the time the students are at the school. There will be additional staff assigned to monitor socially distant student transitions to and from the classroom, to their parents, the restroom, playground or to the office.

California Department of Education
May 2020

COVID-19 Operations Written Report

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

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