

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Kelseyville Unified School District	David McQueen, Superintendent	<a href="mailto:davem@kvusd.org">davem@kvusd.org</a> , 707-279-1511	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.

*Immediately following the decision to discontinue having students on our school campuses, Kelseyville USD moved to a blended model of traditional packet-based instruction and online instruction. With initial data estimating that 40% of our students/families did not have access to broadband Wi-Fi, KVUSD teachers designed and implemented packet-based instruction for all students in grades K-12 for the first three weeks of the school closures. During this initial time, school-based staff made regular contact with students and families. After a week of Spring Break, it became clear that the Shelter in Place order would be ongoing and our teachers began online instruction using Zoom, Google Meets, and Google Classroom. For families without sufficient internet access, instructional packets containing the same material being taught online were distributed for an additional four weeks. During this time, a decision was reached by all school districts in Lake County that students would not be returning to school sites for the remainder of the school year. As the school closure progressed, more teachers began to offer online lessons one or two times each week per class. Another significant change districtwide was a substantial increase in communication with our stakeholders regarding our response to this unprecedented time through our website, Facebook pages, emails, text messages and automated phone calls in both English and Spanish.*

*Special Education service providers pivoted to providing services online and via telephone. IEP meetings were held online and through phone calls to make the necessary changes to individual student’s IEPs. Special Education staff have worked diligently to provide students and families with the support they need to address the modified IEP goals.*

*Our Information Technology department repurposed Chromebooks from school sites to provide students and families with devices for accessing online instruction. IT Helpdesk requests regarding all aspects of online instruction increased dramatically and our IT staff implemented rigorous PPE measures when handling Chromebooks and other personal computing devices. Additionally, all onsite maintenance and repair to IT infrastructure and staff computing devices has been conducted after normal business hours to limit person to person interactions with staff.*

*The KVUSD Maintenance staff has implemented weekly deep cleaning of school sites and district departments to combat the spread of COVID 19. Deep cleaning schedules are announced in advance and sites staff are asked not to be present for 24 hours after deep cleaning has been completed.*

*With the discontinuance of home to school transportation, our transportation department has been working to ensure that we are prepared for safe social distancing measures on our buses once home to school transportation is resumed.*

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

*KVUSD is providing a variety of supports for our English Learner, Foster Youth and Low-Income students and families during the school closures. These supports begin with our commitment to communication with our stakeholders in both English and Spanish via social media, website, phone, text, and email. We also publish monthly columns in local media (LakeCoNews, Record-Bee, and Al Punto).*

*Districtwide, we have provided more than 300 Chromebooks to students without devices (as long as they have internet at home). Teachers, counselors and administrators are making contact with each student in the district each week to check in. All students have teacher contact information and can call or email teachers for help. Although we estimate that we have been successful in interacting with approximately 97% of our students and families, we have found it necessary to make home visits to ensure that all of our students are engaged with our distance learning efforts. For our students and families who do not have reliable internet access, standards-based instructional packets are provided that mirror the content of online classes. Bilingual secretaries at Kelseyville Elementary, Mountain Vista Middle, and Kelseyville High School are available for students and families in need of translation or clarification.*

*Foster Youth families are supported by our Student Services department. Our staff is making regular phone calls to find out if there is anything we can do for their students' distance learning and social-emotional support. Teachers and service providers are conducting online therapy sessions or meetings with students and families via phone conferences.*

*Food Services is operating under the Seamless Summer program and continues to feed any family in our community with children under the age of 18 for free. Families who are unable to travel to KHS can request meal delivery. We are currently providing over 600 meals per day.*

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

*For the first four weeks of the move to distance learning, KVUSD teachers designed traditional packet-based, standards-aligned instructional materials for all students. As we moved into the second phase of school closures, our teachers began to deliver online instruction for students with sufficient internet access. For students without internet access, teachers developed packet-based instruction that mirrored the content of the online lessons. Teachers are using a variety of online platforms including Zoom, Google Meets, Class Dojo, Whiteboard, Google Classroom, Screencastify, and Ed Puzzle to provide students with high quality online distance learning. Teacher and administrator collaboration has been crucial and we continue to improve our ability to deliver online learning. Examples include teachers at Mountain Vista Middle School participating in an Online Learning Google Classroom set up by administration where admin is continuously posting resources for teachers, Riviera Elementary teachers identifying priority standards through their Professional Learning Communities, Kelseyville Elementary grade-level groups mapping out standards for the rest of the current school year, and Kelseyville High School teachers working together to identify students in need of additional contact and communication with school staff. In support of this effort, our IT department is assisting the delivery of distance learning by expanding its technical help capabilities to include both students and parents/guardians.*

*In addition to greatly improving our online instruction efforts, KVUSD is providing one-on-one assistance for students, both online and via phone calls. Our Special Education teachers are providing online class sessions, online individual sessions, online therapy sessions, and making consistent contact with parents and guardians.*

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

*Food Service staff are preparing more than 600 meals per day for families to pick up at Kelseyville High School, every school day, from 11:30 AM – 12:30 PM. These meals include lunch and breakfast for the following day. In addition, for those families that are unable to travel to KHS for meal pick-up, our Food Services staff are making home deliveries. Other changes in Food Service operations involve increased diligence in sanitizing work surfaces in the KHS kitchen facility and practicing safe PPE and other preventive measures when engaging with our families. Meal pick-up procedures include a request for families to wear masks and observe a safe 6-foot distance between themselves and others while waiting in line for pick-up.*

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

*Lake County currently has over 100 available child care slots available for health care workers and first responders. As such, neither the County of Lake nor Lake County Office of Education has requested that Kelseyville USD arrange for supervision of students during normal operating hours.*