



COVID-19 Operations Written Report for Conejo Valley Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Conejo Valley Unified School District	Mr. Luis A. Lichtl Assistant Superintendent	llichtl@conejousd.org (805) 497-9511	June 30, 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.

On March 23, 2020 CVUSD initiated “distance learning” (DL) following a week of long-term planning and teacher training. The first week of school closure (3/16/20 - 3/20/20) included voluntary instructional activity packets for elementary and middle school students, while high school students were encouraged to remain engaged through self-study and completion of past due assignments. District and site administration engaged with teacher leaders at all levels to develop distance learning schedules and guidelines for instruction. The implementation of DL included the flexibility for teachers to use any available platform that they and their students were most familiar with, as opposed to transitioning all 800+-faculty members to a common platform. Therefore, Google Classroom, SeeSaw, Schoology, Edmodo and the like, were utilized for the delivery of instruction with training opportunities offered to teachers on an as-needed basis each week, and on a wide spectrum of topics including online platforms, and social emotional learning and support. Allowing teachers to use their platform of choice assured that DL would roll out rapidly and as effectively as possible with limited down time. Secondary and upper elementary teachers have utilized Zoom and Google Classroom as the primary communication and instructional delivery modality to students, while Zoom and SeeSaw has been the primary method at the lower elementary grade levels.

Further actions taken by the CVUSD to respond to the major impacts of school closure while meeting the needs of all students included the establishment of a Social Emotional Learning and Mental Health Support Line. Several surveys were administered throughout the first six weeks of school closure that outlined our actions and services provided, and included increased communication efforts and coordination with and between CVUSD departments, sites and the community. Moreover, District personnel worked closely with the United Association of Conejo Teachers (UACT) and other Ventura County school districts to develop a “do no harm” grading protocol that is in place through the end of this school year. The District is in the process of developing and implementing a Reopen and Redesign Plan, which includes an increased level of cooperation with UACT and the other local bargaining units in reshaping CVUSD’s Instructional Delivery Model and plans for opening schools in the fall of 2020, as appropriate.

CVUSD staff made appropriate adjustments to programs and services to meet the needs of students and families. District Outreach staff, including Title 1 Outreach Assistants, bilingual facilitators, bilingual paraprofessionals, and school counselors have supported outreach to families throughout the school closure time period, connecting with families to ensure that students have a technology device, understand how to use the online platforms, and engage in online learning. Essential standards were identified at the elementary level in grades TK-5 for Trimester 3 and assessment measures were created to determine student progress on standards. The Remote Student Tutoring program was created to provide additional support for our elementary students. We have a total of 54 high school students providing 30 minute tutoring sessions 5 days per week, including a total of 23 bilingual student tutors who were capable of offering support in more than English.

CVUSD developed resources to support families in distance learning platforms. The Technology Services Department launched an expanded support line for families to call, live chat, or submit electronic tickets for questions about technology equipment and distance learning platforms. “How-to” videos in English and Spanish related to distance learning platforms were created and released for families to access. In addition, CVUSD provided live training webinars related to distance learning platforms for parents/families. The District’s website was transformed to include up-to-date information and communications regarding all elements of school closure including information related to: Free Meals, Distance Learning Schedules and Resources, Parent/Guardian Resources, DL Technology Support, Mental Health Support Line, and CVUSD Teacher Resources.

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

English Learners are provided an equitable instruction during school closure by ensuring the core instruction includes Designated and Integrated ELD lessons. All core lessons include scaffolds for students at the emerging, expanding and bridging stages of English proficiency. Student-centered instruction is based on English/language arts and Mathematics essential standards, coupled by the corresponding ELD Standards. Teachers use a variety of digital platforms and tools that target the development of language and literacy while integrating other content areas. In addition, bilingual paraprofessionals further support the core instruction by targeting specific skills in small groups and on a one-to-one basis. The well-being of English Learners is further supported by the school liaisons referred to as Bilingual Facilitators who connect with the families in various forms to ensure they have the appropriate technology, academic support, and other needs. Outreach resources are available for identified families in need of specialized supports such as student tech supports, hotspots, health and wellness.

CVUSD's Coordinator of Student Support Services oversees McKinney-Vento students and as the District's liaison reached out to families to connect them with resources for students including access to food, computers, internet service/hotspots and items that may be needed from the Conejo Closet (clothing, school supplies, toiletries). Each school has a designated McKinney-Vento liaison that works directly with the District liaison. During COVID-19 related school closures, school site liaisons reach out to all McKinney-Vento families bi-weekly to continue to offer access to resources and to support in keeping students engaged during distance learning

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

The CVUSD developed a DL plan and schedule with stakeholder feedback that allowed for flexibility while engaging students in their academic program to the highest degree possible.

The plan included the following timeline:

March 16-20: Online and print activities offered TK-12 at nine pick-up locations

March 23-27: Online and print activities offered TK-8; DL began for students in grades 6-12

March 30: Distance learning for all CVUSD students (TK-12)

The District undertook many actions to support student access and staff implementation of DL. Asynchronous instruction via video conferencing software, recorded video lessons, and curriculum delivered through a learning management system such as Google Classroom.

Device distribution initiated on March 23, 2020 with 3,985 devices deployed through May 22, 2020. A Tech Support hotline staffed by employees of our Technology Services department was implemented to support students, parents, and staff. Support for home internet access via hotspots and information regarding free offers from internet service providers was communicated to families. Professional learning was provided to staff in learning software and best practices. Free webinars and support for parents and students in distance learning software is ongoing. Resources on distance learning best-practices and lesson design were distributed via site principals and through the teacher landing page on the District's website.

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

The CVUSD Central Kitchen reconfiguration included the removal of tables to provide 6' social distancing for staff during meal preparation. All employees are required to thoroughly wash their hands, put on a mask, single use disposable gloves and aprons upon entering the work space. Each time employees change a task they are to remove their gloves, wash hands and place clean disposable gloves on their hands. Staff members are required to maintain social distance throughout their work shift.

Refrigerated delivery vans are fully equipped with hand sanitizer, disposable PPE including mask and single use disposable gloves. All staff maintain appropriate social distancing while providing meals as well as adhering to the requirements related to PPE. Portable folding tables are set up upon arrival at the meal distribution site, immediately sanitized, and placed proximate to the meal van. Six-foot barriers are put in place to separate staff from students and parents who are picking up the meal bags. Stainless steel carts are sanitized upon arrival for use during drive-by meal distribution and areas are coned or taped off at 6-foot intervals along sidewalks and walkways in an effort to assure appropriate social distancing.

The need for daily meals and response to this service has been well utilized by District students and families with 105,766 meals provided through May 18, 2020, growing from 3,530 during the first week of closure and growing to 12,932 during the week of May 18th.

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

Due to the public health orders and school closures, the District has not provided direct supervision to students since March 16th, though the CVUSD web site does include links to available child care options for essential workers in Ventura County as follows: <https://www.vcoe.org/childcare>. Looking forward, the CVUSD has developed a "Reopen & Redesign" plan and committee structure to address options for the summer and the 2020-21 school year.

The CVUSD has engaged with the Boys and Girls Clubs of the Greater Conejo Valley as they have offered limited programming within their clubs, all four of which are located on CVUSD middle schools. Further, the District has engaged in conversation with the local YMCA to develop and implement summer programs, both virtual and on-site based on public health orders, for District students who attend our Title I schools.