



AGENDA

BOARD OF DIRECTORS REGULAR BOARD MEETING

Topic: Board of Directors Meeting

Closed Session Time: September 9, 2020 5:00 PM Pacific Time (US and Canada)

Regular Board Meeting Time: September 9, 2020 5:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75868285022?pwd=M1hhMWYyV1FRLzVVSkkQxZU5Qckxzdz09>

Meeting ID: 758 6828 5022

Passcode: 2E7XjL

This meeting will be conducted via web conference. To participate in the live meeting, click on the link above.

QUESTIONS and COMMENTS to address the Board during the meeting may be sent to:

Boardofdirectors@chicocountryday.org

Mission Statement

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

2020-2021 CCDS Board Members:

Jessika Lawrence, Chair
Chris Constantin, Vice Chair
Michele Mittman, Treasurer
Fawn Ruby, Secretary
Jamie Clyde, Member
Thang Ho, Member
Nicole Plottel, Member

1. CALL TO ORDER & ROLL CALL (5:00 pm)

2. CLOSED SESSION (5:00 pm)

2.1 Public Employee Evaluation

Per Government Code §54957

Title: Director of Education, Director of Student Affairs, Director of Student Support Services,
Chief Business Officer

3. REGULAR SESSION (5:30 pm)

3.1 Approval of Regular Agenda

3.2 Report from Closed Session



4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

5. CONSENT AGENDA

- 5.1 Minutes from meetings of 8/12/20
- 5.2 Leadership Report
- 5.3 19/20 Unaudited Actuals
- 5.4 Measure K Project Request: Contingency Funding
- 5.5 20-21 Contract for Special Education Legal Services: Atkinson, Andelson, Loya, Ruud & Romo

6. DISCUSSION/ACTION ITEM

- 6.1 Attendance Update
- 6.2 Altitude Learning Update
- 6.3 Learning Continuity Plan 2020-21 Draft
- 6.4 TK-6 grade Waiver Application to Butte County Public Health Department/Parent Feedback Survey

7. ADJOURNMENT: Adjourn; Next meeting is September 23, 2020

Information, Procedures and Conduct of CCDS Board Meetings:

Student Participation:

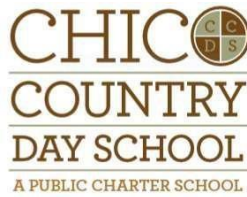
At the discretion of the Board Chair, students may be given priority to address items to the Board

Public input on specific agenda items and those items not on the agenda:

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

Special Needs: If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

Copies of Agendas and Related Materials: Materials are available at the meeting, on the website at www.chicocountryday.org, or in the Main office prior to the meeting @ 102 W. 11th Street, Chico, CA 95928.



Minutes

CCDS Board of Directors Special Meeting

Date: Wednesday, August 12, 2020

Time: 5 p.m.

Location: Zoom Web Conference

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5 p.m. Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Nicole Plottel, Jamie Clyde (arrived at 5:50), Chris Constantin (arrived at 5:34) Absent: Fawn Ruby
- 2. REGULAR SESSION**
 - 2.1 Approval of Regular Agenda** – Lawrence/Ho to approve. All in favor: Lawrence, Mittman, Plottel, Ho (4-0).
 - 2.2 Report from Closed Session** – nothing to report, removed.
- 3. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA**
- 4. CONSENT CALENDAR** - Lawrence/Mittman to approve. All in favor: Lawrence, Mittman, Plottel, Ho (4-0).
 - 4.1 Minutes from meetings of 6/22/20, 7/22/20, 8/3/20**
 - 4.2 IIPP – COVID Addendum**
 - 4.3 Long Term Facilities Use Agreement (FUA) Between CUSD/CCDS**
- 5. DISCUSSION/ACTION ITEMS**
 - 5.1 Consideration of Application to Butte County Public Health Department for waiver for partial reopening of TK-6 Grades** – Discussion about waiver. Lawrence/Constantin to approve. All in favor: Lawrence, Constantin, Mittman, Plottel, Ho (5-0)
 - 5.2. Student/Family Handbook 2020-21-** Discussion of updated sections in Handbook. Constantin/Ho to approve. All in favor: Lawrence, Constantin, Mittman, Plottel, Ho (5-0) Clyde abstained.
 - 5.3 2020-21 Learning Continuity Plan** – Discussion, no vote.
- 6. ADJOURNMENT:** Lawrence adjourned at 5:56 p.m. Next regular meeting is September 9, 2020

Respectively Submitted,
Margaret Reece

Leadership Team Report- September 4, 2020

Family Communication

- Our leadership team hosted “Coffee with Admin” on Friday, August 28th at 9:00 am to address parent needs, discuss the waiver process, and give a space for parents to share feedback
- Waiver Survey participation: We have 256 responses to our parent survey as of Thursday afternoon. Our Learning Continuity Plan YouTube Live has 136 views at this time and our Community meetings over the summer have 521 and 620 views.

Student Support Services

- Our special education team members have been working to add a new form, the Emergency Contingency Form, to all of our Individualized Education Plans. These are a new form that must be added to document how services will look during times of ‘emergency school closure’ that we are currently experiencing
- We have set up a contract with a local therapist to offer some counseling/mental health support to our students. At this time the contract is for 8 - 10 hours per week.
- We are in the process of beginning to use the StopIt COVID-19 Screening App to screen staff (and students) prior to entering the CCDS campus. This tool will streamline the process for staff members and will also support parents with the daily screening process once students are back on campus.

Learning Management System

- Parent and Teacher feedback about Altitude has been very positive. Claudia and Wendy have ongoing meetings with their team to address any upcoming needs. We will have additional professional development with them throughout the year, including assessment practices, parent portal, feedback, and long-term project development.
- Teachers and students are both enjoying the personalization and creative process of the Altitude Cards. We are still able to deliver CCDS teacher-led learning through our platform and maintain our focus on Project Based Learning.

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2019 to June 30, 2020

Charter School Name: Chico Country Day School

CDS #: 04614246113773

Charter Approving Entity: Chico Unified School District

County: Butte

Charter #: 112

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	2,784,869.00		2,784,869.00
Education Protection Account State Aid - Current Year	8012	453,394.00		453,394.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,152,704.00		1,152,704.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		4,390,967.00	0.00	4,390,967.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290			0.00
Special Education - Federal	8181, 8182		0.00	0.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	33,468.75	6,856.72	40,325.47
Total, Federal Revenues		33,468.75	6,856.72	40,325.47
3. Other State Revenues				
Special Education - State	StateRevSE		271,222.00	271,222.00
All Other State Revenues	StateRevAO	88,165.16	27,177.18	115,342.34
Total, Other State Revenues		88,165.16	298,399.18	386,564.34
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	390,932.48	61,991.61	452,924.09
Total, Local Revenues		390,932.48	61,991.61	452,924.09
5. TOTAL REVENUES		4,903,533.39	367,247.51	5,270,780.90
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,465,337.30	109,957.07	1,575,294.37
Certificated Pupil Support Salaries	1200	82,521.36	200,245.91	282,767.27
Certificated Supervisors' and Administrators' Salaries	1300	237,891.99	45,484.15	283,376.14
Other Certificated Salaries	1900	30,444.07		30,444.07
Total, Certificated Salaries		1,816,194.72	355,687.13	2,171,881.85
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	218,903.60	96,224.05	315,127.65
Noncertificated Support Salaries	2200	84,404.35		84,404.35
Noncertificated Supervisors' and Administrators' Salaries	2300	301,112.80	13,323.34	314,436.14
Clerical, Technical and Office Salaries	2400	236,900.82	5,149.92	242,050.74
Other Noncertificated Salaries	2900	34,079.30		34,079.30
Total, Noncertificated Salaries		875,400.87	114,697.31	990,098.18

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Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	321,922.01	45,091.91	367,013.92
PERS	3201-3202	133,627.58	16,769.00	150,396.58
OASDI / Medicare / Alternative	3301-3302	94,183.84	13,709.13	107,892.97
Health and Welfare Benefits	3401-3402	438,761.75	48,161.77	486,923.52
Unemployment Insurance	3501-3502	19,254.57	4,050.39	23,304.96
Workers' Compensation Insurance	3601-3602	25,476.53	6,121.89	31,598.42
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902			0.00
Total, Employee Benefits		1,033,226.28	133,904.09	1,167,130.37
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	5,966.67	1,000.00	6,966.67
Books and Other Reference Materials	4200		4,799.51	4,799.51
Materials and Supplies	4300	34,718.36	35,470.23	70,188.59
Noncapitalized Equipment	4400	18,302.11		18,302.11
Food	4700	6,961.10		6,961.10
Total, Books and Supplies		65,948.24	41,269.74	107,217.98
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	18,290.90	2,531.19	20,822.09
Dues and Memberships	5300	11,264.00	25.00	11,289.00
Insurance	5400	65,586.21	7,287.80	72,874.01
Operations and Housekeeping Services	5500	83,675.35		83,675.35
Rentals, Leases, Repairs, and Noncap. Improvements	5600	121,888.63		121,888.63
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	301,555.90	19,523.92	321,079.82
Communications	5900	16,546.57	7,632.04	24,178.61
Total, Services and Other Operating Expenditures		618,807.56	36,999.95	655,807.51
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	237,350.00		237,350.00
Total, Capital Outlay		237,350.00	0.00	237,350.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438	71,289.89		71,289.89
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		71,289.89	0.00	71,289.89
Total, Other Outgo		71,289.89	0.00	71,289.89
8. TOTAL EXPENDITURES		4,718,217.56	682,558.22	5,400,775.78

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Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		185,315.83	(315,310.71)	(129,994.88)
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(315,310.71)	315,310.71	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(315,310.71)	315,310.71	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		(129,994.88)	0.00	(129,994.88)
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	7,014,150.56		7,014,150.56
b. Adjustments/Restatements	9793, 9795	32,000.00		32,000.00
c. Adjusted Beginning Fund Balance /Net Position		7,046,150.56	0.00	7,046,150.56
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		6,916,155.68	0.00	6,916,155.68
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00		0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	6,916,155.68	0.00	6,916,155.68

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July 1, 2019 to June 30, 2020

Charter School Name: Chico Country Day School

CDS #: 04614246113773

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	2,457,012.25		2,457,012.25
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	440,712.02		440,712.02
4. Due from Grantor Governments	9290	327,894.55		327,894.55
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	68,844.78		68,844.78
7. Other Current Assets	9340	4,870.37		4,870.37
8. Capital Assets (accrual basis only)	9400-9489	8,922,747.30		8,922,747.30
9. TOTAL ASSETS		12,222,081.27	0.00	12,222,081.27
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	435,268.19		435,268.19
2. Due to Grantor Governments	9590	1,433.91		1,433.91
3. Current Loans	9640	200,920.30		200,920.30
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	4,668,303.20		4,668,303.20
6. TOTAL LIABILITIES		5,305,925.60	0.00	5,305,925.60
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		6,916,155.67	0.00	6,916,155.67

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L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. <u>none</u>	\$		0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

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3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2018-19 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2021-22.

a. Total Expenditures (B8)	5,400,775.78
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	40,325.47
c. Subtotal of State & Local Expenditures [a minus b]	5,360,450.31
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	308,639.89
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 5,051,810.42

Measure K Charter School Facilities Committee
Project Recommendation Form for Consideration by CUSD Board of Trustees

GENERAL INFORMATION:

Name of School	Chico Country Day School
Address of School	102 West 11 th Street, Chico, CA 95928
Contact Name	Margaret Reece
Contact Phone/Email	margaret@chicocountryday.org ; 530-895-2650
Year Established	1997
Charter Renewal Date	2020
CDS Code	04-61424-6113773
Charter Number	112
Website	www.chicocountryday.org

1. Type of Project:

- ☐ Planning
☒ Construction
☐ Health Safety (Including ADA)
☐ Modernization/Repair/Renovation/Improve
☐ Purchase or lease Project
☐ Other (including FF&E)

2. Project Narrative:

This project includes the replacement of modular on the site and the construction of three kindergarten classrooms, an administrative building, a special education classroom and a multi-use classroom. Added alternates include a dining canopy seating area, ADA ramp and stairs, a terraced seating area near the gym, and the remodeling of the remaining modular on campus. CCDS is requesting additional funds to address contingency needs on this major project.

3. Charter School Property Project Location: *(If project location is different from address above.)*
102 West 11th Street, Chico, CA 95928

- a. Does your school currently operate on a CUSD School Site: ☒ yes ☐ no
b. Does your school lease property/buildings from a private owner: ☐ yes ☒ no

4. Current enrollment and ADA: 568/538

5. Financial Questions

- a. Was your prior annual audit report free of any negative findings? ☐ yes ☒ no

CCDS had an audit recommendation in 18/19 regarding vacation accrual.

- b. What were your cash reserves as a percent of expenditures at the end of the prior fiscal year?
CCDS has an undesignated reserve of \$1,972,841.04. The Ending Fund Balance as of July 1, 2019 was \$7,134,612.56 with designations for Prop 1D loan liabilities, fiscal stabilization fund, special education reserves and capital improvements/maintenance reserves.

6. Project Schedule

Please briefly describe the timeline for the project planning and completion.

Programming/Schematic Design Documents – completed

Design Development Documents – December 2018-19

Construction Documents – September/October 2019

DSA Review & Approval – February 2020

Bid & Award – April/May 2020

7. Preliminary Estimate (Cost)

Series A- C Allocation	\$5,714,238
Less Previously Allocated Funds	\$5,006,649
Less Current Project Funds Requested	\$100,000
Remaining Round Allocation	\$607,589

School Facilities Projects to be Funded with Proceeds of Bonds

“Bond proceeds will be expended to repair, modernize, replace, renovate, expand, construct, acquire, equip, furnish and otherwise improve the classrooms and school facilities the [charter’s] existing schools, new school sites, and other [charter] owned properties to provide equity among campuses, improved facilities, and student access to instructional technology.”—Measure K

Documentation *(please indicate those completed)***All Projects**

Project Narrative: general scope of work _x_ Included
 Enrollment Capacity: Current Facility and/or Proposed _x_ Included
 Preliminary Estimate (Cost) _x_ Included
 Project Schedule _x_ Included

Building/Modernization/Renovation Projects

Feasibility Study and Site Review _____ Included _x_ Not Applicable
 Enrollment Capacity: Current Facility and/or Proposed _____ Included _x_ Not Applicable
 Pre-Schematics *(to be completed by a District approved architect and/or engineering team)* _____ Included _x_ Not Applicable
 Facility Assessment _____ Included _x_ Not Applicable
 Schematic Drawing(s) *(areas of work)* _____ Included _x_ Not Applicable
 CEQA Process Determination *(pre-CEQA-form)* _____ Included _x_ Not Applicable
 Design Development Drawings _____ Included _x_ Not Applicable
 Design or Bid Estimate _x_ Included ___ Not Applicable
 Construction Documents _x_ Included ___ Not Applicable

For Committee Use:

All necessary documents were included:
(if no: request for additional documentation)

x yes ___ no

CORE QUESTIONS:

1. Does the project fall under the bond language? Yes
2. Given the life span of a bond, did the proposal explain how this project was an appropriate use of funds? Yes
3. Has the school demonstrated the feasibility of project completion? Yes

4. Has the local school board approved the project? 9/8/2020

MEASURE K—CHARTER FACILITIES COMMITTEE APPROVAL

Date of Committee Approval: _____9/28/2020_____

Attestation of Committee Secretary: _____

*For questions or clarifications relative to the completion of this application, please contact:
Kevin Bultema at kbultema@chicousd.org or (530) 891-3000 x. 112*

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (“Agreement”) is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as the “Law Firm” and, CHICO COUNTRY DAY SCHOOL, hereinafter referred to as “School.”

II. PURPOSE

The School desires to retain and engage Law Firm to perform legal and, upon request, non-legal consultant services on the School’s behalf. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Fees for Services

1. Standard Hourly Rate Services

School agrees to pay the Law Firm at the following standard hourly rates:

Senior Partners	\$305
Partners/Senior Counsel	\$285
Senior Associates	\$275
Associates	\$265
Electronic Technology Litigation Specialist	\$215
Non-Legal Consultants	\$205
Senior Paralegals/Law Clerks	\$185
Paralegals/Legal Assistants	\$175

2. Fixed Fee Services

School agrees to pay the Law Firm a fixed fee for the following services:

A full day of training (up to 8 hours)	\$5,000
A half day of training (up to 4 hours)	\$4,000

A two-hour training	\$3,000
A one-hour training	\$2,000

3. Fee Arrangements for Specialized Legal Services

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the School agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the School of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

4. Costs and Expenses

In addition to the fees described above, the School agrees to pay a five percent (5%) “administrative fee” calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the School. This administrative fee is in lieu of charging the School for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm’s representation of School are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of the School; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the School with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000.00 or less.

If the Law Firm retains, with authorization from the School, experts or outside consultants for the benefit of the School, rather than the School contracting directly with any expert or outside consultant, the School agrees to pay a five percent (5%) “consultant processing fee” in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset related costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of the School. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set forth in paragraph F., below.

B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the School on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from the School by the 10th of the month following delivery of the

statement, unless other arrangements are made. In the event that there are funds of the School in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

2. The Law Firm shall bill in one-quarter hour increments.

3. Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour).

4. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the School or while providing legal services at the School, it may be necessary for the Law Firm to provide billable services to other clients.

5. School agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the School's receipt thereof shall be deemed to signify the School's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

6. After the conclusion of a particular engagement (e.g. an investigation) should a need arise for the Firm to respond to any subpoena or discovery, to provide testimony at deposition, trial or arbitration, or to otherwise perform services with respect to any matter relating to or arising out of that engagement, the District shall compensate the Firm at its then applicable rates for time expended, including all required preparation time.

C. Termination of Representation on a Particular Matter

The Law Firm reserves the right to discontinue the performance of legal services on behalf of the School on a particular matter upon the occurrence of any one or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of the School to perform any of the School's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

4. Upon a failure of the School to perform any of the School's obligations with

respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of the School.

In the event that the Law Firm ceases to perform services for the School on a matter, the School agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the School agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, the School will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Consent to Joint Representation

The School acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The School acknowledges that it is often in the best interest of the School for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of the School hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

E. Client Cooperation

The School agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the School, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent the School.

F. Services performed by Law Firm-provided Non-legal Consultants

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, special education consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the School's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the School provide its informed written consent to this arrangement to prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. The School is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the School outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

G. Consent to Law Firm Communication

As part of our commitment to client service, the Law Firm will send the School periodic alerts on case developments and legislative changes, and notices of breakfast briefings, conferences, and other training opportunities designed to help the School with daily legal concerns. The Law Firm will send those and other additional service notices to the School via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. By execution of this Agreement, the School and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

H. Identification of Insurance Coverage

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, you agree that it is your own responsibility, rather than the Law Firm's responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure you. If you desire that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between you and the Law Firm to that effect will be required.

I. Miscellaneous

1. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

2. The parties agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the School.

3. After a file on a matter is closed, the School has a right to request the Law Firm to return the file to the School. Absent such a request, the Law Firm shall retain the file on the School's behalf.

IV. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

V. DURATION

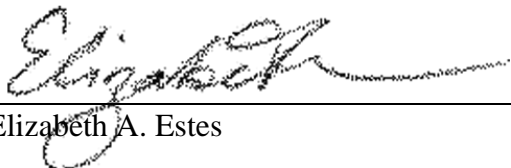
This Agreement shall commence September 1, 2020 and terminate on June 30, 2021 and shall thereafter continue from month to month at the then current rate schedules until modified in writing by agreement between the Law Firm and the School up to a maximum of five (5) years duration per Education Code section 17596.

Either the School or the Law Firm may terminate this Agreement on thirty (30) days' written notice.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: September 3, 2020

By: 
Elizabeth A. Estes

"School"

CHICO COUNTRY DAY SCHOOL

Dated: _____

By: _____
Amie Parent, Director of Special Education



CHICO COUNTRY DAY SCHOOL

Waiver Reopening Plan

Fall 2020-21

SAFE RETURN TO SCHOOL (TK-6)

Nothing is more important than the health and safety of our students, staff, and community. We have been gathering feedback from the CCDS community and working for months to co-construct our response to the COVID-19 health crisis. Our vision for the return to school in Fall 2020 is to align each decision by first following the guidelines from the California Department of Public Health, which in turn, will maximize the physical, mental, and social-emotional health of our students, staff, and community. Chico Country Day School opened on August 19, 2020 with a Distance Learning format per the directive from the State of California. Butte County Department of Health has offered an opportunity for students in grades TK-5 to return in person, following a successful application including a special waiver, a reopening plan and consultation with the California Department of Public Health.

We would like the option to bring small groups of students to campus to provide instruction in grades TK-2 and special education, English Language Development (ELD) & Response to Intervention (RtI), then slowly open to grades 3-6. Our proposed start date is October 12, 2020. This would allow us to move into phase 2 of our plan (Orientation), and then phase 3 (Baseline), which is two days with a cohort of 10-15 students, depending on grade level, one day off for cleaning, then two days with the second cohort of students.

To help our school respond to data in real-time, CCDS has developed a phased approach to scheduling. Beginning with Level 1: distance learning and evolving through Level 5. Operations look different depending on whether we are in 1) Distance Learning, 2) Orientation, 3) Base Line 4) Increased Capacity, and 5) Full Capacity.

Level 2: Orientation

The orientation schedule offers each orientation group time on campus in a small group with their teacher twice a week.

Orientation Groups

- We would welcome students back in an Orientation phase. We would split Cohort A and half would come in the morning, half in the afternoon for both Monday and Tuesday while Cohort B is all online. Thursday and Friday would be Cohort B on campus, half of the group at a time while Cohort A is online.



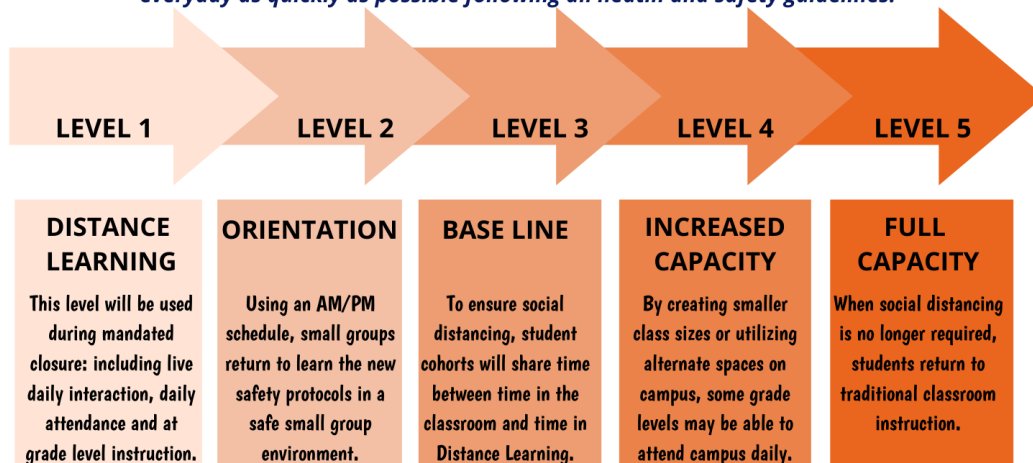
- Cohorts A and B in Orientation, half on campus at a time, would be between 5-9 students per class
- Having Cohorts in an even smaller group would give us time to teach new routines, try our systems with small groups, and have students practice moving about campus in a safe way.
- The duration of Orientation will differ depending on grade level, from one week to three weeks. From Orientation we would move directly into the A and B Baseline cohorts.

Level 3: Base Line

Based on the health and safety guidelines for social distancing, we will create six feet of distance between everyone on campus. To accomplish this, there will be no more than 10 students per classroom grades TK-3, and no more than 15 students per classroom at a time for grades 4-6. Therefore we will group students into two cohorts, A & B (no more than 10-16 students in each cohort). Students will return in small cohorts on alternating schedules until we reach increased capacity. This model offers each cohort time on campus with their teacher twice a week.

CCDS is committed to following the guidelines of health professionals to protect the health and safety of our students, staff and community.

In response to shifts in capacity and information, CCDS is prepared to serve our community through each of the following five levels. Our goal is to get every student back on campus everyday as quickly as possible following all health and safety guidelines.





CCDS Meets California Department of Public Health Checklist for Reopening Schools

- ✓ **Cleaning/Disinfecting Practices**
- ✓ **Campus Access Plan - Entrance, Egress and Movement within School**
- ✓ **Protective Equipment on Hand**
- ✓ **Health Screenings for Students and Staff**
- ✓ **Hygiene Plan to Address and Teach Hygiene Practices**
- ✓ **Plan to Address Positive COVID-19 Case: Identification and Contact Tracing**
- ✓ **Physical Distancing**
- ✓ **Employee Training and Family Education**
- ✓ **Testing of Students and Staff**
- ✓ **Triggers for Switching to Distance Learning**
- ✓ **Communication with CCDS Community and Public Health Officials**

Cleaning/Disinfecting Practices

The CCDS Maintenance and Operation Department takes great pride in the care and cleanliness of our school. They have been working since March to thoroughly clean and sanitize the entire school. New equipment has been purchased and sanitation and disinfecting practices have been streamlined to ensure the health and safety of our staff and students. The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19. Teachers will also help with cleaning and disinfecting high touch surfaces and objects (desks, doorknobs, light switches etc.) between use using products provided by the custodial team. A full disinfection protocol will take place once all the students have gone home at the end of the day. Below are highlighted areas that we have specifically addressed.

- Hand sanitizing stations installed outside every classroom, offices, gym, bathrooms, hallways, and copy machine areas. Hand sanitizer is also inside every classroom and space.
- Disinfecting sprays and paper towels in all classrooms and offices
- Training staff through CharterSafe courses including safe and appropriate use of disinfectants and personal protective equipment and COVID-19
- Cleaning highly-used areas in between cohort use of space, such as lunch area or playgrounds
- Classroom furniture has been arranged to ensure six feet between students and staff. Classroom capacity has been reduced by half
- Plexiglass dividers installed in offices that are used by multiple staff members and interact with any members of the public.



- Restrictions to public access to campus and office areas
- Student's individual supplies to be kept at their desk. No sharing of supplies throughout school
- Playground equipment will be assigned to each classroom so as to avoid cross contamination; equipment will be disinfected between uses.
- Textbook and workbook materials will be distributed to each student and not shared.
- Chromebooks have been assigned to individual students and also not shared.
- Drinking fountain use suspended. Students will bring their own water bottle. Meals will be distributed as a brown bag lunch or breakfast "to go".
- Additional PPE available as needed for students and staff, including face shields and masks, gloves, and hand sanitizer.
- Ventilation will be promoted in classrooms as much as possible by keeping doors and windows open and teaching outside, weather permitting.

Campus Access Plan - Entrance, Egress and Movement within School

To ensure the safety of our on-campus community, non-essential visitors will not be allowed on campus.

Each day students will enter campus through a designated gate:

- TK/K: Gate in parking lot on west side of campus
- 1st-5th grade: Large fire gate located on 11th Street, staggered check in/check out
- 6th grade: Middle School gate entrance and main doors, separated by class

Our school will have multiple entry points for all staff and students which will be assigned to specific cohort, as outlined above. Cohorts will be assigned a timeframe for arrival and departure from an assigned point. Arrows and markings will ensure students and families maintain distance during arrival and screening. Parents will remain in their vehicles and drop off older children at the designated drop off zones. Parents that need to escort younger children to their gate and during pickup will be required to wear a mask. Students grades 3 and above will be required to wear masks, and grades TK-2 students will be strongly encouraged to wear masks. All staff on campus will be required to wear masks. All gates will be locked after students have arrived for school. The only open entrance will be the main office by appointment only. Staff have been advised to maintain 6 feet distance between each other and their students.

Protective Equipment on Hand

All students in grades 3-6, will be required to wear a face covering throughout the duration of the day, except during meal times and when outdoors if physical distancing can be maintained. Grades TK-2 are strongly encouraged to wear a face covering. Face coverings will be provided for staff and students that don't have one upon arrival (disposable masks, washable masks, face shields, etc). The face covering should be comfortable so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently - this will help to avoid touching the face. It should cover the nose, mouth, and chin. Students who are required to wear a face mask and refuse will be excluded from campus and given the option of Distance Learning.



Health Screenings for Students and Staff

Students

Pre-screening: Families will screen students at home before leaving for school and complete our Safe Screen COVID-19 screener daily for each individual student. Safe Screen is an app that families can easily download which will detect and screen out exposed or symptomatic individuals before they enter school.

Entering Campus: Each day students will enter campus through their designated gate and will follow a simple health screening process. The screening process will involve a temperature check as well as confirmation that families have completed the Safe Screen COVID-19 screener for each student. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.

Temperature Screening: Staff will be using a no-touch thermometer at the designated school entrance to screen students prior to entering the classroom.

Staff

Pre-screening: Staff will screen at home before leaving for school and complete our Safe Screen COVID-19 screener daily. If they have not screened at home and completed the screening, they will be required to screen themselves before they enter the school building and complete Safe Screen COVID-19 screener. Staff will not come to campus if they are not feeling well, have a fever, or any type of illness.

Hygiene Plan to Address and Teach Hygiene Practices

Hand washing and sanitation will be taught as a priority. CCDS has installed hand sanitizer dispensers throughout campus and will ensure soap dispensers are filled regularly. CCDS has a total of 38 sinks throughout campus with soap available - each classroom has a sink and multiple sinks are in bathrooms, allowing for multiple opportunities to wash hands. Staff will train students, as well as build regular time into the day for students to make this a priority.

CCDS will help by:

- Teaching/encouraging proper hand washing technique.
- Teaching effective coughing and sneeze techniques such as coughing in sleeve or Kleenex.
- Posting signs around campus as a visual reminder.
- Encouraging staff and students to remain home when ill.
- Keeping in contact with Butte County Public Health to determine if there is any exposure at the school. CCDS will work with Butte County Public Health as needed for contact tracing.
- There will be no shared supplies. Each student will have their own set of supplies kept on their desk.

Plan to Address Positive COVID-19 Case: Identification and Contact Tracing

The Director of Student Affairs, Director of Education and School Nurse represent the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to



contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted.

Displaying Symptoms at School: If students display COVID-19 symptoms, students exhibiting symptoms MUST be picked up immediately from the school. The student will be isolated to a designated, supervised and safe location away from others until the parent arrives to pick-up. If a staff member is exhibiting symptoms at school, they will be sent home immediately. The student or staff member will be recommended to test. CCDS will follow Butte County Public Health Guidance for Schools. CCDS will follow the Butte County Public Health Guidance for Schools Regarding COVID-19 Exposure if and when a student or staff is diagnosed with COVID-19. See next page.



When a Student/Employee Tests Positive for COVID-19

In most cases, the Infected Student/Employee will notify the employer of a positive test result. If so, notify Butte County Public Health, 530.552.3050.

In some cases, Butte County Public Health (BCPH) will be the first to notify a School that a student/employee tested positive.

If the Infected Student/Employee is at home, instruct to stay home.

If Infected Employee is at school, send home immediately.

If Infected Student is at school, mask and isolate until parent/guardian arrives.

BCPH will determine whether the Infected Student/Employee had prolonged direct contact (within 6 feet for more than 15 minutes) with other students/employees during the two days before symptoms first started or since the case tested positive.

BCPH and school will assess full or partial closure of the school based on employee/student close contact during infectious period and physical presence on campus.

In conjunction with BCPH, the school will identify students and employees who may have had close contact with the Infected Student/Employee and the last date of exposure.

School performs assessment of facility and arranges for thorough cleaning and disinfecting of areas where the Infected Student/Employee was present while infectious. (BCPH may provide

BCPH will work with the school to notify all close contacts of Infected Employee.

School may allow Infected Student/Employee to learn/work remotely if they are well enough and are able to do so from home.

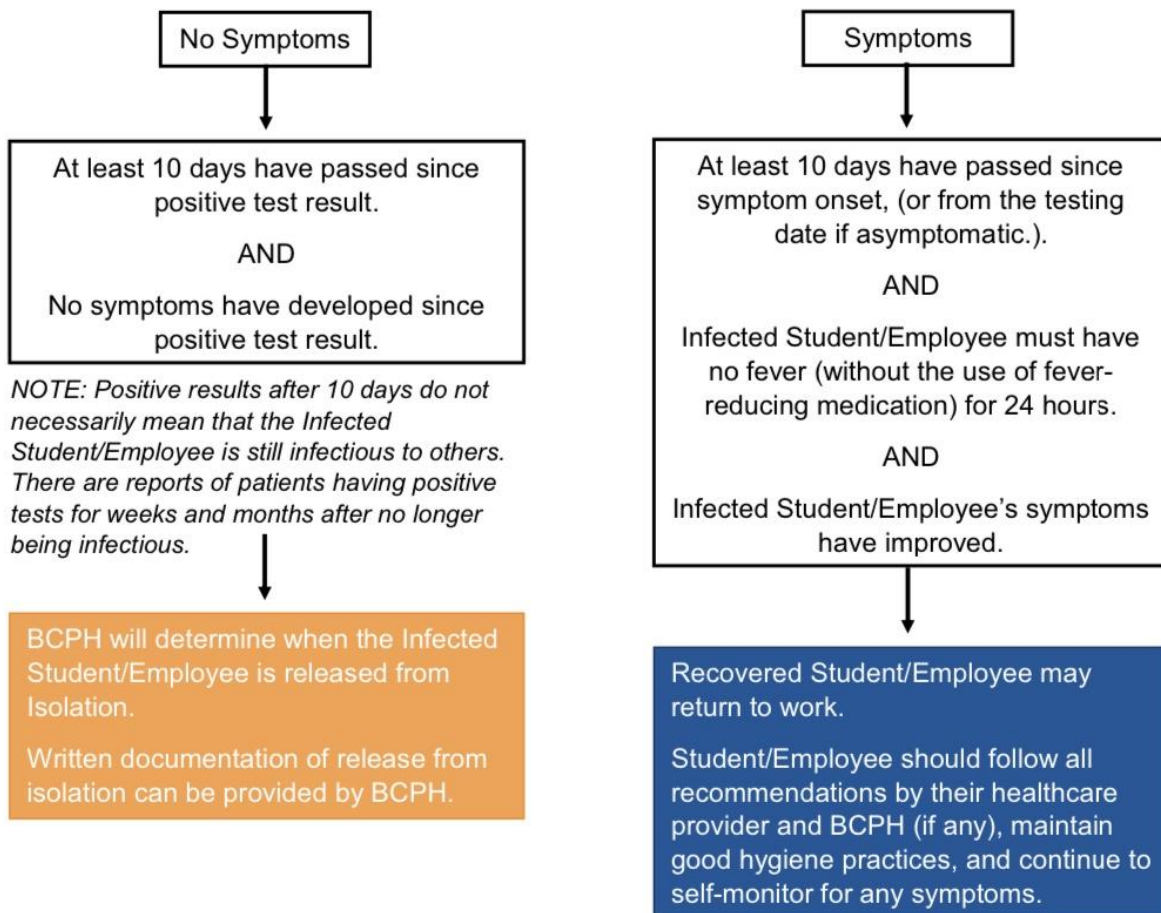
Infected Students/Employees should not return to work until meeting criteria (see page 3 Returning to Work). BCPH will determine when the Infected Student/Employee is released from isolation. Written documentation of release from isolation can be provided by BCPH.



Returning to School After Testing Positive for COVID-19

Infected Students/Employees who have been diagnosed with COVID-19 may not return to work until they meet the CDC criteria for discontinuation of isolation. Butte County Public Health (BCPH) will utilize the following Symptom/Time based strategy.

BCPH determines if the patient had symptoms consistent with a COVID-19 infection regardless if it is before or after testing.



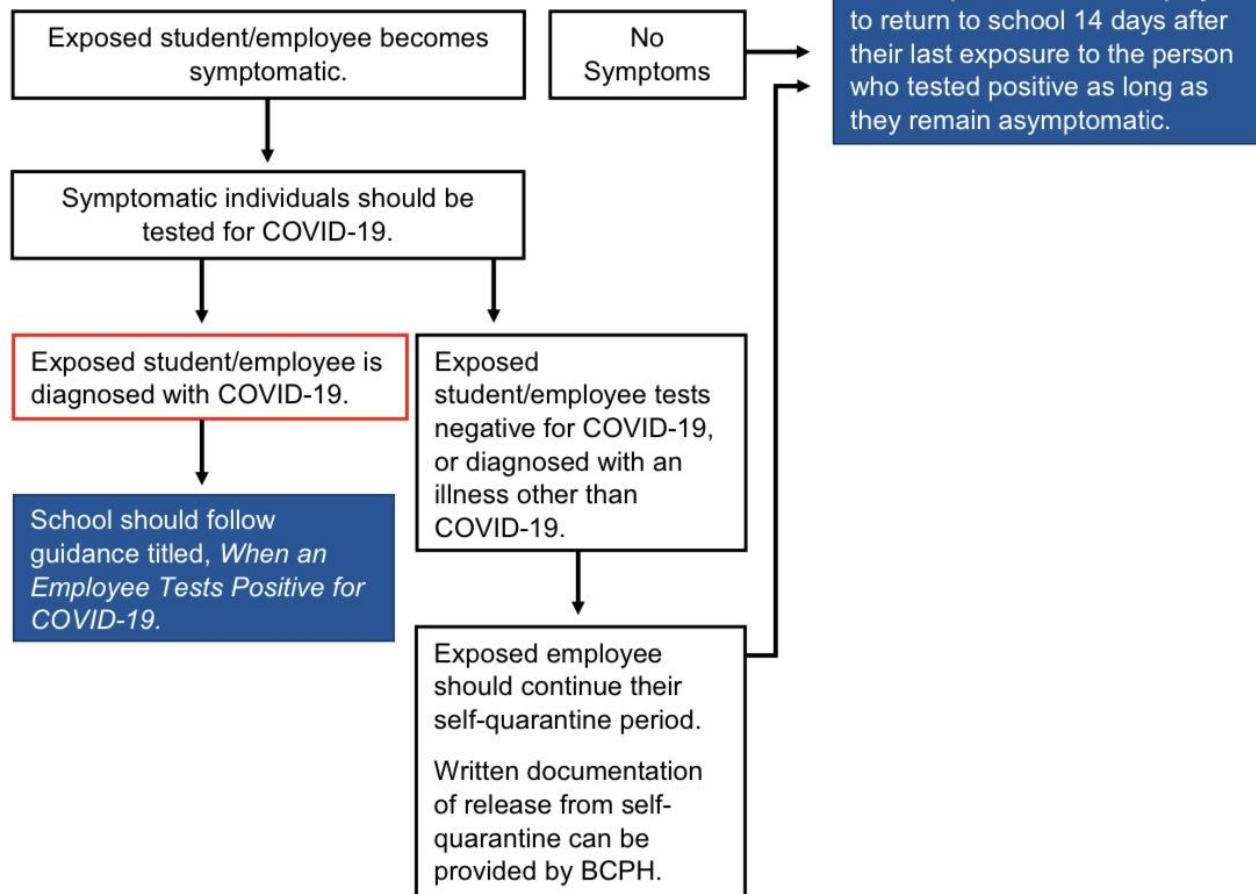


Close Contacts to a Lab-Confirmed COVID-19 Case

Butte County Public Health will provide follow up to close contacts. Close contact is defined as being within 6 feet of a person during their infectious period for 15 minutes or longer. This can occur 2 days before symptoms appear or the positive test is collected, and during the first 10 days from symptom onset or the positive COVID-19 test.

BCPH will monitor Student/Employee for symptoms during their quarantine period. It is recommended that all those in quarantine get tested for COVID-19 on day 3 to 5 and day 14 of their quarantine period.

Allow exposed student/employee to learn/work remotely during self-quarantine if able to from home.





Physical Distancing

Protocols and practices have been developed throughout campus to create six feet of social distancing between all students and staff. These protocols will include the way that we travel the halls and where we sit in the classroom. This will include six feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. To ensure this there is adequate space to distance desks at least six feet apart, there will be no more than 20 students in a classroom at a time. Therefore we will group students into two cohorts, A & B (up to 10 students per cohort). Students will return in small cohorts of between 10-15 students per classroom on alternating schedules. Cohort groups will remain together throughout the duration of the school day. These cohorts will be maintained in classrooms, recess and lunch times. Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus. The model below offers each cohort time on campus with their teacher twice a week.

	Monday	Tuesday	Wednesday	Thursday	Friday
School Day (Time TBD)	In Person (A)	In Person (A)	Deep Cleaning Day	In Person (B)	In Person (B)
	Distance Learning (B)	Distance Learning (B)	Work and Learn from Home	Distance Learning (A)	Distance Learning (A)
After School	Distance Learning Support (C) Prep	Distance Learning Support (C) Prep	Virtual IEP, SST, and Staff Meetings	Distance Learning Support (C) Prep	Distance Learning Support (C) Prep

CCDS will take the following social distancing measures during our return to school:

- In all classrooms and common spaces, CCDS will space students at least 6 feet apart.
- During recess and transitions, we will keep cohorts from mixing.
- Lunches will be eaten in designated locations in classroom cohorts.
- Cohorts will only associate with staff members designated to their cohort during class and recess.
- CCDS will not host large gatherings such as assemblies, rallies, sports, and dances.
- CCDS will organize hallway and transition times to minimize interaction.
- Play structures will be temporarily closed. Contact sports and activities that encourage close contact will not be available during recess.
- All outdoor recess spaces will be structured with activities supervised by staff.



Employee Training and Family Education

CCDS Families have received a copy of our Return to School Plan which includes all information, procedures and protocols on reopening CCDS. Our staff will be trained on the Return to School Plan and safety protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students. Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

Testing of Students and Staff

Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site located at the Fairgrounds. Asymptomatic students will be encouraged to receive regular COVID-19 tests once local testing capacity allows. Once capacity is increased at the fairgrounds, staff will be rotated through testing protocols every three weeks, so that the entire staff will be tested every six weeks.

Triggers for Switching to Distance Learning

Our school intends to work with Butte County Health Department to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020- 2021 School Year.

Communication with CCDS Community and Public Health Officials

Our school will email and/or text all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools' RETURN TO SCHOOL page on the CCDS website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPAA and state law related to privacy of educational records. We will continue to communicate with our parents, staff and community through various mediums: weekly e-fliers, social media, and virtually with zoom meetings for small and large groups.