



AGENDA

BOARD OF DIRECTORS REGULAR BOARD MEETING

Topic: Board of Directors Meeting

Regular Board Meeting Time: October 14, 2020 5:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/76682273112?pwd=bjVqUERpVXhLSlBnS1dVZ1daRzJGZz09>

Meeting ID: 766 8227 3112

Passcode: 0NVmfk

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

2. REGULAR SESSION (5:30 pm)

- 2.1 Approval of Regular Agenda
- 2.2 Report from Closed Session

3. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

4. CONSENT AGENDA

- 4.1 Minutes from meetings of 9/9/20 and 9/23/20



5. DISCUSSION/ACTION ITEM

5.1 School Reopening Plan under Red Tier: Return to In person Instruction Modified Schedule

6. ADJOURNMENT: Adjourn; Next meeting is December 9, 2020

Information, Procedures and Conduct of CCDS Board Meetings:

Student Participation:

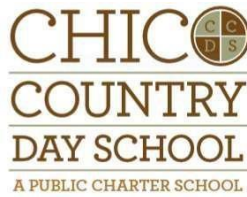
At the discretion of the Board Chair, students may be given priority to address items to the Board

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 Regular Meeting

Date: Wednesday, September 9, 2020

Time: 5 p.m.

Location: Zoom Web Conference

1. CALL TO ORDER & ROLL CALL: Lawrence called meeting to order at 5:04 p.m.

Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Nicole Plottel, Jamie Clyde, Chris Constantin, Fawn Ruby

2. CLOSED SESSION

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

3.1 Approval of Regular Agenda – Constantin/Ruby to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Constantin, Ruby, Clyde (7-0).

3.2 Report from Closed Session – nothing to report.

4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA – No comments

5. CONSENT CALENDAR - Constantin/Mittman to approve 5.1-5.4. All in favor: Lawrence, Mittman, Plottel, Ho, Constantin, Ruby, Clyde (7-0).

5.1 Minutes from meeting of 8/12/20

5.2 Leadership Report

5.3 19/20 Unaudited Actuals

5.4 Measure K Project Request: Contingency

5.5 20-21 Contract for Special Education Legal Services: Atkinson, Angelson, Loya, Ruud & Romo – Question brought up about rate of fees. Board concerned about the excessive cost of training fees. Constantin/Plottel to approve with removal of the fixed rate of the training portion of the contract. All in favor: Lawrence, Mittman, Plottel, Ho, Constantin, Ruby, Clyde (7-0).

6. DISCUSSION/ACTION ITEMS

6.1 Attendance Update - Trout reported on her efforts to track daily attendance in synchronous and asynchronous learning. She is working with community agencies to support families who are struggling to meet required 60% of work each week. Information item-No action required.

6.2 Altitude Learning Update - Fairon has been pleased with the level of support offered

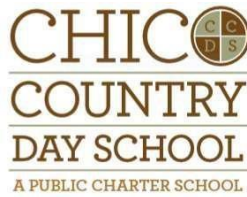
by Altitude and the response from teachers and families. As the year moves on, CCDS is introducing a parent portal to give parents an opportunity to see what students are learning. Information item-No action required.

6.3 Learning Continuity Plan 2020-21 Draft - Administration is requesting the board review the draft of the plan and email questions, comments, and concerns prior to our special board meeting on September 23. Information item-No action required.

6.4 TK-6 Waiver Application to Butte County Public Health Department/Parent Feedback Survey – Board notes that the Waiver application is very thorough and includes all the required information. There is no indication when we will hear guidance from the county on whether or when the application will be approved. Mittman/Lawrence to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Constantin, Ruby Clyde (7-0).

7. ADJOURNMENT: Lawrence adjourned at 7:02 p.m. Next regular meeting is September 23, 2020

Respectively Submitted,
Fawn Ruby



Minutes

CCDS Board of Directors Special Meeting

Date: Wednesday, September 23, 2020

Time: 5 p.m.

Location: Zoom Web Conference

1. CALL TO ORDER & ROLL CALL: Lawrence called meeting to order at 5:04 p.m.

Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Nicole Plottel, Jamie Clyde, Fawn Ruby. Absent: Chris Constantin

2. SPECIAL SESSION

2.1 Learning Continuity Plan 2020-21 – Plan was presented by Trout. Report outlined engagement, continuity of learning connectivity, pupil participation, distance learning, learning loss, etc. Report has been reviewed by BCOE and was given exemplary marks. Lawrence/Mittman to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Ruby, Clyde. Plottel Abstains (5-0).

2.2 School Reopening Timeline (without Waiver) – Board and Administration discussed the challenges of setting a specific date for re-opening, given the fact that our original reopen date of October 12 will likely come to pass before guidelines allow us to reopen. There are many factors that will need to be considered before we can establish a new re-open date.

2.3 School Waiver Update – School waiver was submitted last week and Butte County is evaluating waivers. CCDS was asked to submit more information and data. There is no timeline established as to when the county will approve or deny applications.

3. ADJOURNMENT: Lawrence adjourned at 6:33 p.m. Next regular meeting is October 14, 2020

Respectively Submitted,
Fawn Ruby



CHICO COUNTRY DAY SCHOOL

TK-8th Grade Reopening Plan

Fall 2020-21

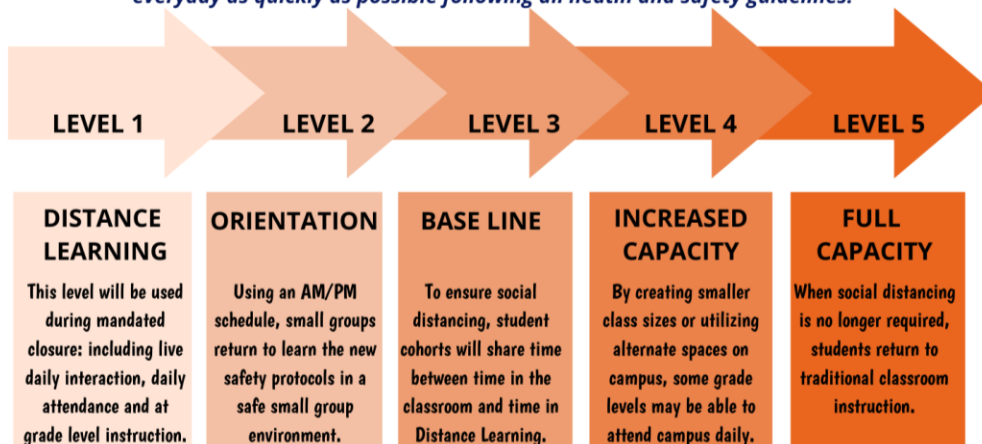
SAFE RETURN TO SCHOOL (TK-8)

Nothing is more important than the health and safety of our students, staff, and community. 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. With Butte County moving into the Red Tier in the Blueprint for a, CCDS is excited to have the opportunity to have students back on campus.

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.

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.





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 16 students per classroom at a time for grades 4-8. 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 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 -8th 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 3-8, 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 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 if necessary and in the office privately.

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 in each classroom 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.

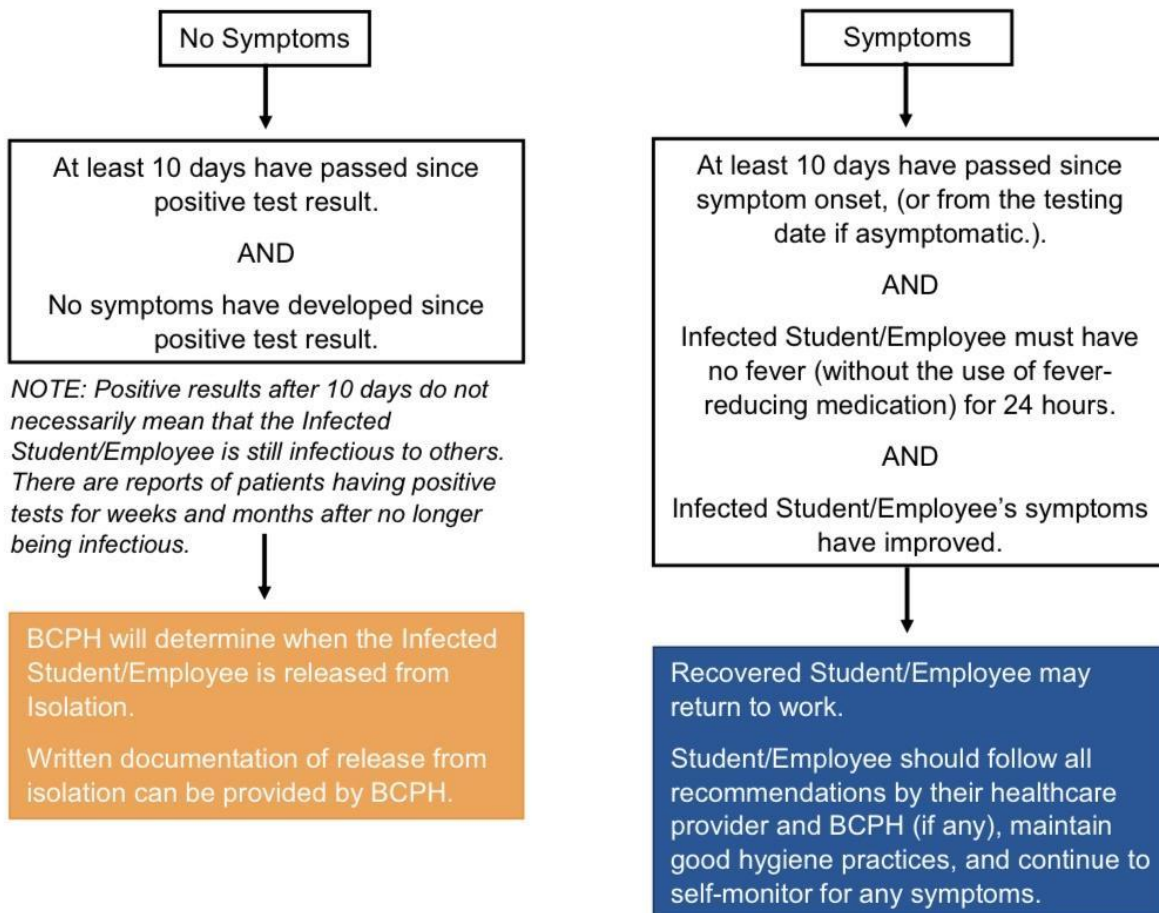
Written documentation of release from isolation can be provided by BCPH.



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.



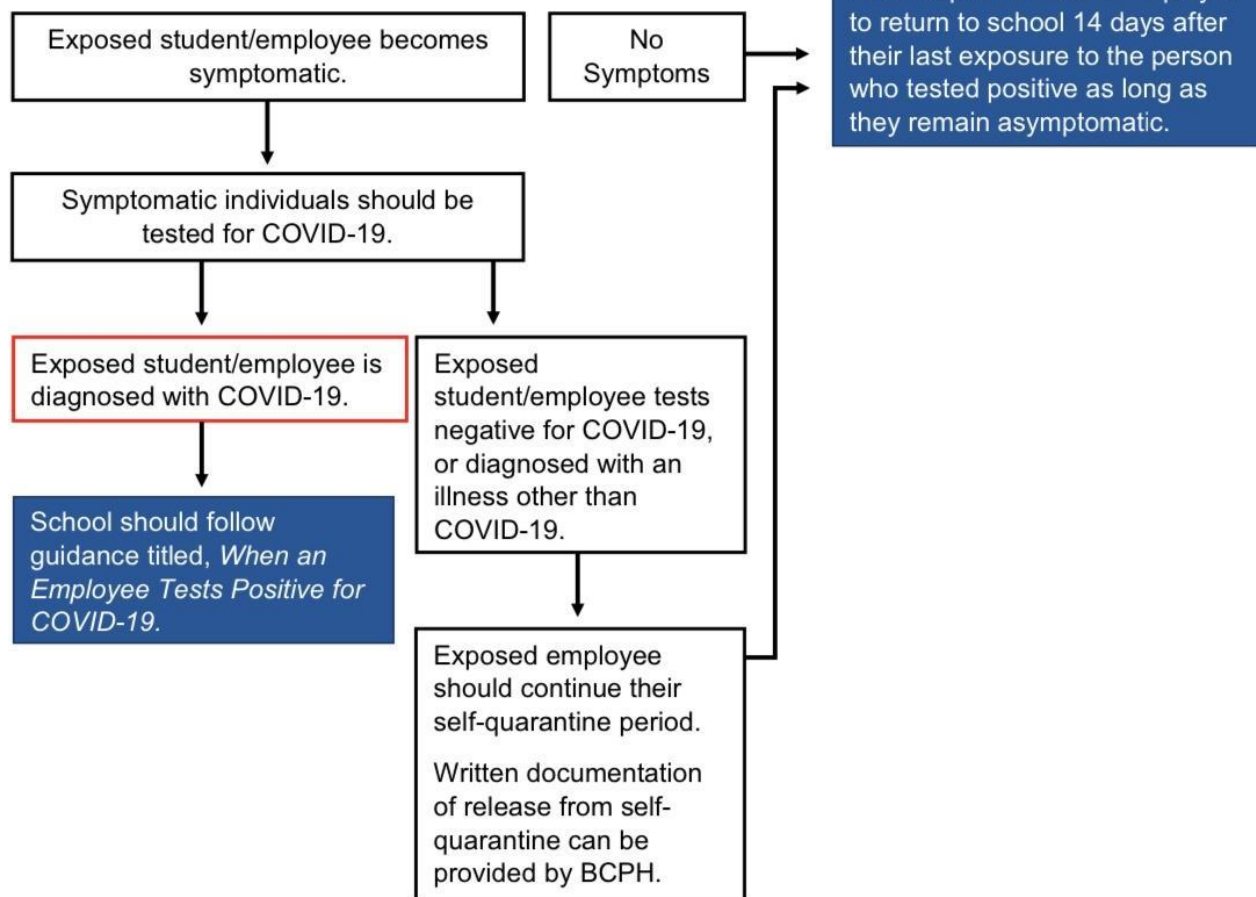


Close Contacts to a Lab-Confirmed COVID-19 Case

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. 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. Videos and communications will be sent to all parents to encourage community participation and cooperation in regards to our return to school.

Testing of Students and Staff

Asymptomatic students will be encouraged to receive regular COVID-19 tests if local testing capacity allows. CCDS Staff will be rotated through testing protocols so that the entire staff will be tested every four months. CCDS will screen staff periodically as stated, as testing capacity permits and as practicable, using only FDA-approved PCR test methods and not “antigen” or “antibody” methods, in accordance with CDPH guidelines for testing symptomatic v asymptomatic individuals. CCDS staff members will be tested by collecting specimens on site, or they may choose to go to their primary health care provider or local community testing site. Any student or staff member with Influenza-like or COVID-19-like symptoms that have not been explained by another condition as diagnosed by a medical professional needs to be tested for COVID-19 with an FDA EAU-authorized test, according to the most up to date guidance from CDC and CDPH.

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.