

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Meridian Elementary School District	Mart Ofenham, Superintendent	<a href="mailto:martvo@sutter.k12.ca.us">martvo@sutter.k12.ca.us</a> 530-315-2279	June 11, 2020

**Descriptions provided should include sufficient detail yet be 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.

Due to a short lead time on the decision to close school in Sutter County, Meridian Elementary had a minimum day on Monday, March 16<sup>th</sup> where staff prepared a three-week paper/pencil distance learning packet for all students that would fulfill academic activities until the first possible reopening date of April 4<sup>th</sup>. As it became clear that the closure would extend beyond that, MESD changed its 19/20 schedule to put Spring Break right after the April 4<sup>th</sup> date so it could begin a more robust and comprehensive Distance Learning plan in place without a break in service. Distance Learning began the week of April 12<sup>th</sup> with the distribution of materials, chromebooks as needed and virtual instruction and meetings by Google Hangout and Zoom meetings for all students. At each step each and every family was called individually by staff and the Principal as well as written letters in English and Spanish with plans, information and updates. This continued until May when the Board was presented with a plan that MESD would go on extended Spring/Summer Break from May 22<sup>nd</sup> until July 24<sup>th</sup> and would bring students back if allowed by county and state guidelines and finish the 19/20 school year from July 27<sup>th</sup> through August 7<sup>th</sup> with two weeks of instruction to address learning loss and prepare for a smoother and academically boosted start to the 20/21 school year on August 19<sup>th</sup>. The plan was approved by the Board and Sutter County Superintendent of Schools pending the County Health Officer and state allowing opening.

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

The District did the following to meet the needs of English Learners and low-income students (there are no foster youth students in MESD):

- For English Learners, along with differentiated materials, each teacher gave designated time to English Learners to further areas of need.
- For low-income students, the school ran its regular bus route to take materials to all students on three occasions along with going to individual homes to deliver materials where needed and students' families were unable to come to the school to get materials.
- Chromebooks were given to all students who did not have devices so all could participate in distance learning which services all students in either category.

- Before each closure update and bus trip, each family was called individually and communicated in both English and Spanish to ensure all were included and no one was left out of the information given to ensure all students and families inclusion.

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

- The immediate and first set of materials were comprised of curriculum and activities to solidify recent learning to take the students to the first date of possible opening in early April. These materials would ensure that all students would be able to practice skills and concepts to further their internalizing of learning.
- When staff and administration quickly realized that the closure would be extended to likely the end of the school year, during the first three weeks, we had weekly meetings to design our Distance Learning program.
- Each teacher constructed a program to meet the needs explicitly of his/her students.
- All families were called individually to ensure all communication was received so all students had no gaps in their ability to fully participate.
- For Students with Disabilities and IEPs, our County Resource Teacher rode the bus with us and met with each student as well as her and her aide met with each in distance learning for designated time to meet IEP goals.
- Distribution of Chromebooks to students who needed them
- The programs constituted and included:

- Electronic/Web based resources
- Paper/pencil elements
- Zoom Meetings/Google Hangouts on a regular basis – at least three hours per week

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

The Meridian Elementary Cook/Manager began providing meals immediately to all students who came to the school and wanted/needed to be served. She prepared a lunch for the students who came along with a breakfast for the next morning. Only one or two students were coming at first and then none for a few weeks. After this occurred our Cook/Manager switched to providing a weeks' meals in a pack for the one student who came on a semi-regular basis. The meals were able to be used during the week for breakfast and lunch. She also kept enough supplies to provide more if more students/families came to take advantage.

The opportunity to get meals was communicated in the phone calls that were made to families before each of the bus trips as well as in the written communication to families. Additionally, all this information was on the school's website.

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

The executive order reads to provide supervision where practical and in accordance with local ordinance for health and safety. Due to MESD having no staff employed exclusively for student supervision that could perform this task as well as the local order of no gatherings of 10 or

more, MESD has neither the facility or staffing to safely perform this service. We also do not have a preschool program nor a daycare program that would meet licensing requirements to appropriately or safely supervise students during the school day.

California Department of Education  
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