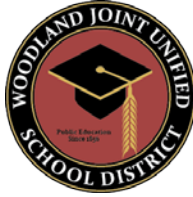


WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

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District Website: www.wjUSD.org

Human Resource Services

Leanee Medina Estrada
Assistant Superintendent
435 6th Street, Woodland, CA 95695
(530) 662-0201 / FAX (530) 669-5918

Tom Pritchard, Superintendent

WJUSD and Teacher Negotiations Update – January 4, 2021

DISTRICT AND TEACHERS' UNION REACH AGREEMENT FOR IN-PERSON SDC INSTRUCTION

The District and WEA bargaining teams signed an agreement on Friday December 18 after months of negotiating the effects and impacts of the District's plan to initiate its Phase 2 of reopening, as approved by the Board on October 8, 2020 (see prior updates). The attached agreement includes a detailed plan for SDC staff and students and new instructional schedules that will apply to all staff and students starting February 1, 2021. Specifically, the new SDC instructional schedules include morning in-person instruction for SDC students followed by a grab and go lunch. The new schedules also set every Wednesday as a shortened day where students will receive synchronous (live) instruction online with their teacher for the morning period and releasing teachers to prepare and collaborate every Wednesday afternoon after the lunch period. In recognizing the need to allow more time for health conditions in our community to improve, the District and WEA firmly agreed teachers will return for afternoon trainings on Thursday, January 21 to start preparing for SDC students to begin in-person instruction on Monday, February 1.

The following are other highlights in our agreement:

The start of this Phase will be Monday, February 1 with teachers reporting on January 21 to start a 6-day transitional schedule. The transitional schedule will allow time for staff to prepare for students' return and to receive the necessary training on safety protocols.

New instructional schedules will be implemented for all students starting February 1. This consistency is beneficial for our families and students and ensures SDC students the ability to continue to access their general education programs without disruption.

New instructional schedules are very similar to future hybrid schedules. Since these schedules will be familiar prior to the start of hybrid, it will make that transition much easier on everyone.

There is more preparation and collaboration time available for staff. The instructional schedules that will start February 1 continue to include each Wednesday as a shortened day with synchronous instruction for all students in the morning and asynchronous learning in the afternoon to allow more time for teachers to prepare and collaborate with colleagues.

The District thanks the WEA negotiations team for their commitment and time spent in this process, and for their input and feedback throughout the negotiations sessions. We understand there is more work to do as we prepare for the safe return of staff and students back to our schools. Friday's outcome fills us with optimism and excitement in knowing that our journey back to "normal" has begun. We look forward to our continued collaboration with our labor partners on planning for future phases of reopening.

WJUSD Negotiations Team

Leanee Medina Estrada, Assistant Superintendent, Human Resources

Lewis Wiley, Jr., Associate Superintendent, Business Services

Christina Lambie, Executive Director, Teaching and Learning

Shelley Friery, Principal, Lee Middle School

Eddie Gonzales, Principal, Freeman Elementary School

**AMENDMENT NO. 1
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
WOODLAND JOINT UNIFIED SCHOOL DISTRICT
AND
WOODLAND EDUCATION ASSOCIATION**

**REGARDING THE IMPACTS AND EFFECTS FOR PHASE 1 OF REOPENING FOR
THE 2020-2021 SCHOOL YEAR**

**PHASE 2 – PART 1
SDC Cohorts – In-Person Instruction**

December 18, 2020

The Woodland Joint Unified School District ("District") and Woodland Education Association ("Association") entered into a Memorandum of Understanding ("MOU") on August 14, 2020 regarding the impacts and effects for Phase 1 (remote learning) for the reopening of schools during the 2020-2021 school year during the COVID-19 pandemic. (MOU attached hereto and incorporated herein by reference.)

The Parties acknowledge that the California Department of Public Health released the Guidance for Small Cohorts/Groups of Children and Youth on August 25, 2020 allowing LEAs to offer in-person and specialized services to small groups of students who are at a risk of learning loss because they are considered at-risk or high-need. Accordingly, the Parties acknowledge firmly that effective February 1, 2021, the District will endeavor to transition from Phase 1 (remote learning) to Phase 2 (limited blended learning). Phase 2 will begin with in-person instruction to Special Day Class ("SDC") students. All other students will continue to receive virtual instruction. Staff and students will return as follows:

	Staff Return*	Students Return
SDC Program	Thursday, January 21	Monday, February 1

*Staff will return to campus in-person to attend the transition virtual trainings or meetings scheduled for the afternoon periods (transitional schedule attached).

The parties further agree to amend the MOU as set forth in this Amendment No. 1 to address the impacts and effects of Phase 2, Part 1 during the 2020-2021 school year, as stated below.

1. HEALTH AND SAFETY

Paragraph 1 Health and Safety is amended to include a new sub-paragraph 1.1.1, 1.3.1, 1.9, 1.9.1, 1.10, 1.11, and 1.12 as follows:

- 1.1.1 Where there is a conflict between the various guidelines or orders, the District shall adhere to the most restrictive guidelines or orders in order to minimize potential health and safety risks for all bargaining unit members.
- 1.3.1 Classrooms will be provided with cleaning/disinfecting supplies so that unit members may clean and disinfect equipment or other supplies according to protocol, that are frequently shared between students during the instructional period.
- 1.9 During Phase 2, the District will designate specific rooms/classrooms at school sites to be used separately for in-person SDC student instruction commenced in Phase 2, as well as in-person assessments (commenced in Phase 1). The District will adhere to all CDC, CDPH, and YCDPH COVID-19 mitigation measures and sanitizing guidelines. Mitigation measures will include the installation of barriers where-in situations involving in-person services, instruction, or assessments, where at least six feet of physical distancing is not applicable.
 - 1.9.1 In order to minimize the number of shared spaces throughout the day, every effort shall be made to limit the number of assessments and/or instruction/services being conducted in one space/room by different staff in a given day.
- 1.10 In the interest of protecting community and workplace health, any unit member may report, in writing, any unsafe condition in the working environment to the immediate supervisor. The Employee Safety Reporting Form shall be used for this purpose. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to WEA, stating what has been done or how the unsafe condition will be addressed, corrected or rectified to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints.
- 1.11 In order to maintain social distancing standards on campuses, the district shall endeavor to limit the number of people in workspaces consistent with current CDC, CDPH, and YCDPH guidelines.
- 1.12 School staff shall endeavor to limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize exposure and contacts. Staff not assigned as the primary cohort teacher but providing specialized services to students (SLP, OT, etc.) may use an alternative space for the student to receive these specialized services. If this is not possible, virtual methods of

interacting with the student may be used as approved by the site administrator.

2. Instruction

Paragraph 2 Instruction is amended to include a new sub-paragraph 2.8, 2.8.1, 2.8.1.1, 2.9, 2.10, 2.11, and 2.12 as follows:

2.8 During Phase 2, unit members that provide in-person instruction or services to SDC students (e.g. SDC teachers and SLPs); will do so from their regularly assigned room/classroom or in a room/classroom as designated by site administration. These unit members must follow social distancing practices and shall adhere to safety precautions as implemented and posted at their work sites. These guidelines include wearing a face mask at all times unless working alone in an enclosed space, participating in the daily screening process for symptoms of COVID-19, and practicing social distancing.

2.8.1 *In-Person Instruction or Services for SDC Students.* The District will ensure that all in-person instruction provided to SDC students will occur in small cohorts in a configuration of no more than sixteen (16) individuals total in accordance with CDPH, YCDPH and CDE guidelines and requirements. SDC students may also receive in-person services from SLPs based on student need and coordinated by that service provider in accordance with CDPH, YCDPH, and CDE guidelines and requirements. The District and/or case managers will survey families to determine the number of SDC students that desire to attend in-person instruction and/or in-person services, or to continue receiving virtual instruction or services. The District will collaborate with SDC teachers, SLPs to seek input on the format and schedule for in-person instruction or in-person services. Unit members who are able to return to work for in-person instruction or in-person services to SDC students will provide such instruction or services in-person. Unit members who believe they are unable to return to work for in-person instruction or in-person services for SDC students may be considered for providing virtual instruction or services to SDC students, or other reasonable accommodation through the interactive process.

2.8.1.1 The Parties affirm that student cohorts are intended and designed to provide small stable groupings of students that are maintained throughout each school day, and as reasonably possible, through each quarter, trimester, or semester, with an assigned primary cohort teacher, and systems are in place at the school site to

prevent the mixing of classroom cohorts. However, the District may adjust a cohort as needed upon two weeks prior notice to the primary cohort teacher.

- 2.9 According to Education Code 43501 as amended by SB98 the minimum daily instructional minutes for the 2020-2021 school year may be as follows: grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes). The District is agreeable to negotiating instructional minutes for Phase 3. The bargaining unit member workday shall remain as described in the CBA.
- 2.10 Bargaining unit members shall not be required to provide concurrent or hyflex instruction.
- 2.11 The parties agree to the attached general education and SDC schedules for Preschool through Adult Living Skills. The parties understand that the elementary schedules may be subject to site-specific start and end times.
 - 2.11.1 Unit members shall not be required to host students during SDC non-instructional time in the SDC classroom, for example: meal time, teacher prep, etc.
- 2.12 The District, working with bargaining unit members and site administration, shall provide each student with sufficient supplies to minimize the sharing of high-touch materials
- 2.13 Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, or areas.

3. HEALTH SCREENING AND NOTIFICATION

Paragraph 3 Health Screening and Notification is amended to include a new sub-paragraph 3.3, 3.4, and 3.4.1 and 3.5 as follows:

- 3.3 During Phase 2, students receiving in-person SDC instruction shall be screened daily. Daily student screening shall include a temperature check conducted by either the bus driver before the student boards the bus, the staff person (teacher, paraeducator, or administrator) who greets non-bussed students at the designated student drop-off area or front office staff for late student arrivals. The District will notify all families of these screening requirements, and of their obligation to keep students home if they have a fever or exhibit any COVID-19 symptoms, or have had contact with persons exposed to COVID-19.

3.4 If an employee or student tests positive for COVID-19, as certified in writing by a licensed health care provider or public health official, and if such diagnosis is shared with the District, the District will notify those who may have been exposed or in close contact (as defined by CDC and CDPH) with that person. The appropriate notifications will be provided in accordance with YCDPH guidelines. The District will follow the guidance of the Yolo County Public Health Officer for cases and contact tracing in the school community. The District shall not be required to disclose any information which is considered private, such as personal, medical, or confidential student or staff information.

3.4.1 WEA President or designee will be notified regarding any site/sites that experienced COVID-19 exposure.

3.5 It is recommended that all employees who work closely with students sign-up for COVID-19 testing every two (2) months. Locations for free testing sites will be shared with all employees on the District's website. Employees may arrange with their site administrator, with prior approval, to participate in testing during the workday per Article 17.C.10. Unit members testing positive for COVID-19 will immediately provide notification of positive test result to their Administrator or the Human Resources Department.

5. LEAVES

Paragraph 5 Leaves is amended to include a new sub-paragraph 5.2 as follows:

5.2 Unit members providing in-person assessments, instruction, or services who are placed on quarantine by a physician, county medical agency or the District, due to illness, suspected illness or exposure to COVID-19, and cannot report to the workplace will continue to work remotely as practicable in order to provide continuity of service to students and reduce substitute costs to the District. Unit members unable to work remotely may use their leaves as stated in paragraph 5.1.

9. Accommodations

A new paragraph 9 Accommodations and sub paragraph 9.1, 9.2, and 9.3 are proposed as follows:

- 9.1 Should a unit member be unable to complete their assigned District duties at the work site because the unit member is at increased risk for severe illness, as outlined by the CDC, the Assistant Superintendent of Human Resources Services, or designee shall meet with the member to determine if accommodations can be made. A doctor's note may be required to provide certain reasonable accommodations for those bargaining unit members who are unable to continue their duties at the work site because they are at higher risk for severe illness as stated above.
- 9.2 If reasonable accommodations are not practicable, the employee may utilize leaves consistent with law and the collective bargaining agreement.
- 9.3 The interactive accommodation process is applicable to the employees' own underlying health condition. However, should an employee request an alternative work arrangement because a member of their household is at increased risk for severe illness, the District will consider requests on a case by case basis.

10. Evaluations

A new paragraph 10 Evaluations and sub-paragraph 10.1 is proposed as follows:

- 10.1 The Parties agree that current collectively bargained timelines for staff evaluations shall remain in effect for the 2020-2021 school year. Given COVID-19 virtual instructional models are new to all unit members, consideration shall be given to the fact that unit members will be learning new modalities of instructional services. Technology issues that occur outside their control shall not be held against bargaining unit members. While the standards used for evaluation remain unchanged, the Summary Evaluation Report will note the evaluation occurred during the COVID 19 Pandemic.

11. Travel

A new paragraph 11 Travel and sub-paragraph 11.1 is proposed as follows:

- 11.1 No unit member in the school nurse classification shall travel to more than once during any given day. Should the need arise to travel to a third location, the unit member will be compensated at a prorated per diem rate of .5 hour.

12 Meetings and Trainings

A new paragraph 12 Meetings and Trainings and sub-paragraph 12.1 is proposed as follows:

12.1 In order to minimize the frequency and duration that staff are in close proximity to others, bargaining unit members shall have the option to attend all meetings and trainings remotely, until such time that in-person meeting are permissible by health guidelines.

This Amendment No. 1 and the Phase 1 MOU shall remain in effect through Phase 2 of reopening or June 30, 2021 whichever is earlier and shall not be precedent setting nor form any basis of past practice.

Date: 12/18/2020

For the Association

For the District:





Elementary Sample Schedule (Shortened Wednesday, Synchronous Instruction before Lunch)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Morning Meeting/SEL (Synchronous)	Morning Meeting/SEL (Synchronous)	Morning Meeting/SEL (Synchronous)	Morning Meeting/SEL (Synchronous)	Morning Meeting/SEL (Synchronous)
8:30-9:30	ELA (Synchronous)	ELA (Synchronous)	ELA (Synchronous)	ELA (Synchronous)	ELA (Synchronous)
9:30-9:50	Break	Break	Break	Break	Break
9:50-10:50	Math (Synchronous)	Math (Synchronous)	Math (Synchronous)	Math (Synchronous)	Math (Synchronous)
10:50-11:20	ELD (Synchronous)	ELD (Synchronous)	ELD (Synchronous)	ELD (Synchronous)	ELD (Synchronous)
11:20-12:20	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch
12:20-12:50	Social Studies/Science (Synchronous or Asynchronous)	Social Studies/Science (Synchronous or Asynchronous)	Staff Meeting/Collaboration/ Teacher Professional Development	Social Studies/Science (Synchronous or Asynchronous)	Social Studies/Science (Synchronous or Asynchronous)
12:50-2:00	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)		Small Group Interventions and Independent Learning (Synchronous or Asynchronous)	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)
2:00-3:00	Special Subjects Block (Asynchronous/Teacher Prep)	Special Subjects Block (Asynchronous/Teacher Prep)		Special Subjects Block (Asynchronous/Teacher Prep)	Special Subjects Block (Asynchronous/Teacher Prep)

Elementary Sample Schedule (SDC)

	Monday (A - In person)	Tuesday (A - In person)	Wednesday (All - Remote Learning)	Thursday (B - In Person)	Friday (B - In Person)
8:00-8:30	Morning Meeting/SEL ELA Break Math ELD Group A = In Person Group B/C = Remote Learning	Morning Meeting/SEL ELA Break Math ELD Group A = In Person Group B/C = Remote Learning	Morning Meeting/SEL	Morning Meeting/SEL ELA Break Math ELD Group B = In Person Group A/C = Remote Learning	Morning Meeting/SEL ELA Break Math ELD Group B = In Person Group A/C = Remote Learning
8:30-9:30			ELA		
9:30-9:50			Break		
9:50-10:50			Math		
10:50-11:20			ELD		
11:20-12:20	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch
12:20-12:50	Social Studies/Science (Synchronous or Asynchronous)	Social Studies/Science (Synchronous or Asynchronous)	Staff Meeting/Collaboration/ Teacher Professional Development	Social Studies/Science (Synchronous or Asynchronous)	Social Studies/Science (Synchronous or Asynchronous)
12:50-2:00	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)		Small Group Interventions and Independent Learning (Synchronous or Asynchronous)	Small Group Interventions and Independent Learning (Synchronous or Asynchronous)
2:00-3:00	Special Subjects Block (Asynchronous/Teacher Prep)	Special Subjects Block (Asynchronous/Teacher Prep)		Special Subjects Block (Asynchronous/Teacher Prep)	Special Subjects Block (Asynchronous/Teacher Prep)

Middle School

Monday	Tuesday	Wednesday	Thursday	Friday
Per 0 7:00-8:00		Per 0 7:00-8:00	Per 0 7:00-8:00	
Per 1 8:00 - 9:15	Per 4 8:00 - 9:15	Per 1 8:00-8:30	Per 1 8:00 - 9:15	Per 4 8:00 - 9:15
		Per 2 8:40-9:10		
Per 2 9:25-10:40	Per 5 9:25-10:40	Per 3 9:20-9:50	Per 2 9:25-10:40	Per 5 9:25-10:40
		Per 4 10:00-10:30		
Per 3 10:50-12:05	Per 6 10:50-12:05	Per 5 10:40-11:10	Per 3 10:50-12:05	Per 6 10:50-12:05
		Per 6 11:20-11:50		
Lunch 12:05-1:05	Lunch 12:05-1:05	Lunch 12:00-1:00	Lunch 12:05-1:05	Lunch 12:05-1:05
Coordinated Student Support and Asynchronous Learning 1:05-3:00	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Staff Meeting/Collaboration/ Teacher Professional Development	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Coordinated Student Support and Asynchronous Learning 1:05-3:00

Middle School (SDC)

Monday (A - In person)	Tuesday (A - In person)	Wednesday (All - Remote Learning)	Thursday (B - In Person)	Friday (B - In Person)
Per 1 8:00 - 9:15 Group A = In Person Group B/C = Remote Learning	Per 4 8:00 - 9:15 Group A = In Person Group B/C = Remote Learning	Per 1 8:00-8:30	Per 1 8:00 - 9:15 Group B = In Person Group A/C = Remote Learning	Per 4 8:00 - 9:15 Group B = In Person Group A/C = Remote Learning
		Per 2 8:40-9:10		
Per 2 9:25-10:40 Group A = In Person Group B/C = Remote Learning	Per 5 9:25-10:40 Group A = In Person Group B/C = Remote Learning	Per 3 9:20-9:50	Per 2 9:25-10:40 Group B = In Person Group A/C = Remote Learning	Per 5 9:25-10:40 Group B = In Person Group A/C = Remote Learning
		Per 4 10:00-10:30		
Per 3 10:50-12:05 Group A = In Person Group B/C = Remote Learning	Per 6 10:50-12:05 Group A = In Person Group B/C = Remote Learning	Per 5 10:40-11:10	Per 3 10:50-12:05 Group B = In Person Group A/C = Remote Learning	Per 6 10:50-12:05 Group B = In Person Group A/C = Remote Learning
		Per 6 11:20-11:50		
Lunch 12:05-1:05	Lunch 12:05-1:05	Lunch 12:00-1:00	Lunch 12:05-1:05	Lunch 12:05-1:05
Coordinated Student Support and Asynchronous Learning 1:05-3:00	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Staff Meeting/Collaboration/ Teacher Professional Development	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Coordinated Student Support and Asynchronous Learning 1:05-3:00

Comprehensive High School

Monday	Tuesday	Wednesday	Thursday	Friday
Per 0 7:25-8:00	Per 0 7:25-8:00	Per 0 7:20-8:00	Per 0 7:25-8:00	Per 0 7:25-8:00
Per 1 8:00 - 9:15	Per 2 8:00 - 9:15	Per 1 8:00-8:30	Per 1 8:00 - 9:15	Per 2 8:00 - 9:15
		Per 2 8:35-9:05		
Per 3 9:25-10:40	Per 4 9:25-10:40	Per 3 9:10-9:40	Per 3 9:25-10:40	Per 4 9:25-10:40
		Per 4 9:45-10:15		
Per 5 10:50-12:05	Per 6 10:50-12:05	Per 5 10:20-10:50	Per 5 10:50-12:05	Per 6 10:50-12:05
		Per 6 10:55-11:25		
		Per 7 11:30-12:00		
Lunch 12:05-1:05	Lunch 12:05-1:05	Lunch 12:00-1:00	Lunch 12:05-1:05	Lunch 12:05-1:05
Per 7 1:05-2:20	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Staff Meeting/Collaboration/ Teacher Professional Development	Per 7 1:05-2:20	Coordinated Student Support and Asynchronous Learning 1:05-3:00
Coordinated Student Support and Asynchronous Learning 2:30-3:00			Coordinated Student Support and Asynchronous Learning 2:30-3:00	

Comprehensive High School (SDC)

Monday (A - In person)	Tuesday (A - In person)	Wednesday (All - Remote Learning)	Thursday (B - In Person)	Friday (B - In Person)
Per 1 8:00 - 9:15 Group A = In Person Group B/C = Remote Learning	Per 2 8:00 - 9:15 Group A = In Group B/C = Remote Learning	Per 1 8:00-8:30	Per 1 8:00 - 9:15 Group B = In Person Group A/C = Remote Learning	Per 2 8:00 - 9:15 Group B = In Person Group A/C = Remote Learning
		Per 2 8:35-9:05		
Per 3 9:25-10:40 Group A = In Person Group B/C = Remote Learning	Per 4 9:25-10:40 Group A = In Person Group B/C = Remote Learning	Per 3 9:10-9:40	Per 3 9:25-10:40 Group B = In Person Group A/C = Remote Learning	Per 4 9:25-10:40 Group B = In Person Group A/C = Remote Learning
		Per 4 9:45-10:15		
Per 5 10:50-12:05 Group A = In Person Group B/C = Remote Learning	Per 6 10:50-12:05 Group A = In Person Group B/C = Remote Learning	Per 5 10:20-10:50	Per 5 10:50-12:05 Group B = In Person Group A/C = Remote Learning	Per 6 10:50-12:05 Group B = In Person Group A/C = Remote Learning
		Per 6 10:55-11:25		
		Per 7 11:30-12:00		
Lunch 12:05-1:05	Lunch 12:05-1:05	Lunch 12:00-1:00	Lunch 12:05-1:05	Lunch 12:05-1:05
Per 7 1:05-2:20 Group A/B/C = Remote Learning	Coordinated Student Support and Asynchronous Learning 1:05-3:00	Staff Meeting/Collaboration/ Teacher Professional Development	Per 7 1:05-2:20 Group A/B/C = Remote Learning	Coordinated Student Support and Asynchronous Learning 1:05-3:00
Coordinated Student Support and Asynchronous Learning 2:30-3:00			Coordinated Student Support and Asynchronous Learning 2:30-3:00	

Preschool SDC Targeted Group Instruction Proposal

Woodland Prairie

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:00 (150 Minutes)	Group A - Attends in person	Group A - Attends in person	No preschoolers attend	Group A - Synchronous Virtual Group C Synchronous Virtual	Group A - Synchronous Virtual Group C synchronous Virtual
11:00 - 11:30	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
11:30 -12:00	Staff Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch
12:00 - 2:30 (150 Minutes)	Group B - Attends virtual - Synchronous Group C - Attends virtual - Synchronous	Group B - Attends virtual - Synchronous Group C - Attends virtual - Synchronous	No preschoolers Prep	Group B - Attends in person	Group B - Attends in person
2:30 - 3:00	Teacher Office Time	Teacher Office Time	Teacher Office Time	Teacher Office Time	Teacher Office Time

Maxwell

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 10:45 (150 Minutes)	Group A - Attends in person	Group A - Attends in person	No preschoolers attend	Group A - Synchronous Virtual Group C Synchronous Virtual	Group A - Synchronous Virtual Group C synchronous Virtual
10:45 - 11:15	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
11:15-12:15	Staff Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch
12:15 - 2:15 (150 Minutes)	Group B - Attends virtual - Synchronous	Group B - Attends virtual - Synchronous	No preschoolers Prep	Group B - Attends in person	Group B - Attends in person

	Group C - Attends virtual - Synchronous	Group C - Attends virtual - Synchronous			
2:15 - 2:45	Teacher Office Time	Teacher Office Time	Teacher Office Time	Teacher Office Time	Teacher Office Time

DRAFT

Transitional Schedule

Date	Activity
Week of December 7	Special Ed Department mails confirmation letters to all SDC families indicating their group and schedule for in person attendance District begins communicating new January 1 schedules to staff and community.
Week of December 14	Special Ed Department mails confirmation letters to all SDC families indicating their group and schedule for in person attendance District begins communicating new January 1 schedules to staff and community.
Week of December 21	HOLIDAY BREAK
Week of December 28	HOLIDAY BREAK
Week of January 4	All staff and students start new instructional schedules.
Week of January 11	All staff and students continue new instructional schedules.
Monday, January 18	HOLIDAY
Tuesday and Wednesday, January 19-20	All staff and students continue new instructional schedules
Thursday, January 21	SDC classes provide Synchronous instruction in the morning and Asynchronous in the afternoon. Afternoon: Special Day Classroom Staff setting up learning environments and planning instruction (furniture is not to be moved due to social distance guidelines)

<p>Friday, January 22</p>	<p>SDC classes provide Synchronous instruction in the morning and Asynchronous in the afternoon.</p> <p>Afternoon:</p> <p>Review of Cleaning Protocols/ Roles & Responsibilities (led by M&O staff). Zoom Meeting with all Phase 2 Staff (SDC teachers, SDC paras, Full Day Pre School staff, support staff, Tech support staff, counselors, office staff, site administrators, custodians, food service, transportation, campus supervisors, nurses, related providers, etc.)</p> <p>Site breakout sessions to review site specific cleaning protocols/roles and responsibilities (led by site principals)</p>
<p>Monday, January 25</p>	<p>MINIMUM DAY 9-12</p> <p>SDC classes provide Synchronous instruction in the morning and Asynchronous in the afternoon.</p> <p>Afternoon:</p> <p>Review of Staff Student Screening/Planning Illnesses/Communications/Roles/Responsibilities (led by Leanee Medina Estrada, Roxanna Villasenor, and Jennifer Sheehan)</p>
<p>Tuesday, January 26</p>	<p>MINIMUM DAY 9-12</p> <p>SDC classes provide Synchronous instruction in the morning and Asynchronous in the afternoon.</p> <p>Afternoon:</p> <p>All Phase 2, Part 1 site staff meet to review, plan, run through protocols, and finalize any site logistics (led by principal).</p>
<p>Wednesday, January 27</p>	<p>MINIMUM DAY 9-12</p> <p>SDC classes provide Synchronous instruction in the morning and Asynchronous in the afternoon.</p> <p>Afternoon:</p>

	Classroom set up and planning.
Thursday, January 28	MINIMUM DAY 9-12 Afternoon Student orientation visits
Friday, January 29	TEACHER GRADING DAY - NO STUDENTS
Monday, February 1	<i>SDC Students begin in person instruction</i>

PROPOSED