

COVID-19 Operations Written Report

Attachment F

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Manzanita Public Charter School	Suzanne Nicaastro, Superintendent/Principal	Suzanne.nicaastro@manzanitacharterschool.com 805-734-5600 ext. 201	

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Manzanita’s Remote Learning focused on the following three goals:

- Connect teachers with students to maintain caring relationships and support social- emotional wellness during this challenging time.
- Provide supplemental learning opportunities connected to the regular classroom curriculum already covered previously in the school year.
- Ensure all students have equitable access to supplemental learning opportunities.

Overview of Roadmap to ensure GOALS:

March 13-June 4, 2020

March 13

Teacher professional development day agenda changed to involve staff gathering/organizing grade level learning packets from 8:30-3 p.m.

March 16

Staff meeting held from 9-10 a.m. in MPR. Rest of day spent packing and organizing packets.

School-wide distribution of 2 weeks of grade level learning packets to Manzanita families. Social distancing practiced.

March 17-20

ZOOM and Microsoft Teams accounts downloaded and established as communication platforms. Grade level teacher teams, SPED team, Teacher/tutor team; Play facilitator team; Office team; Maintenance team; SBCEO team; LUSD team; Governance Board team; all established.

Made initial contact with all Manzanita families

Parent Square established as school-wide communication tool between families and staff

Daily administrative ZOOM meetings with Santa Barbara County Education office, Office of Emergency Management, and Santa Barbara County Health Department

March 23-27

ZOOM classroom meeting times for scholars established between 9 a.m. and 12 p.m. Mon-Fri. Special Education team begins offering daily services to scholars with IEP's, including counseling and speech services.

Chromebooks and learning packets distributed on Wed, March 25, from 12-5 p.m. to all Manzanita scholars. From 3/25-4/3, some Chromebooks and learning packets were home delivered to those families who could not pick up learning tools at the school site. At this time, 80% of all Manzanita scholars had 'checked in' or picked up learning tools since the school closure.

Office equipment distributed to support staff for home office work.

March 30-April 9

Remote Learning Plan more deeply established

- Instructional Model expanded to include: ZOOM interactive lessons, learning packets, and posted instructional videos
- Some teachers created 'drive by pick up' of school supplies in front of their homes for Manzanita families
- Three virtual delivery platforms agreed upon and established: Google Classroom, ParentSquare, and SeeSaw
- Support schedule further developed to include Teacher/tutor and EL support
- Team Members Roles & Times. further established
- Review of scholars Initial and ongoing contact with remote learning

April 10-17

SPRING BREAK FOLLOWED-no mandatory ZOOM sessions scheduled

APRIL 20-25

- 3rd trimester grading discussion was held for guidance with end of year report cards. Agreement to give same 2nd trimester grades (with descriptive narrative) for end of year report cards, if no demonstrated academic improvement made during closure. Further agreed that completed learning packets and any Renaissance/STAR testing administered during school closure that demonstrates academic growth, could favorably impact 3rd trimester grades if applicable.
- Small group pull out support, targeting Manzanita's essential learning standards, offered by support staff in ZOOM meetings. Special focus on first and sixth grade SED and EL scholars who demonstrate need.

April 27-May 1

ZOOM classroom sessions, EL and SPED pullout support continues

6th grade graduation ZOOM team planning. Decision made to organize an individualized promotion experience for all 69 Manzanita sixth graders through an orchestrated drive through promotion with sixth grade team, Principal, TOSA, Manny the Mountain Lion, a videographer, photographer, and two classified assistants for safe delivery of swag bags, yearbooks, and promotion diplomas. ALL Social distancing protocols will be followed for the promotion ceremony.

May 4-7

School campus open for staff gathering materials for May learning packets any time from 2-5 p.m. Campus will be sanitized each morning between 6:30-9 a.m. School visit limited to individual classrooms, BISTRO, BOOKROOM and BISTRO Bathrooms ONLY.

ZOOM classroom sessions, EL and SPED pullout support continues.

“Pawsivity Car Parade” held for all Manzanita families from 5-6 p.m. on campus following social distancing protocols

FRIDAY, May 8

Final learning packet distribution: 2-5 p.m. Student belongings, left in classroom, also returned to families. Social Distancing protocols MUST BE posted on every classroom window prior to distribution.

ZOOM classroom sessions, EL and SPED pullout support continues.

May 11-16 (Saturday included)

End of year classroom procedure checklist distributed: Teachers invited to organize and ‘clean out’ classrooms to prepare for summer cleaning schedule.
HOURS ALLOWED ON CAMPUS: 1-7 P.M. MON-FRI AND BETWEEN 10-6 ON SATURDAY

Classrooms/Bathrooms/BISTRO/FRONT OFFICE will be sanitized between 6:30 a.m and 9 a.m. daily.

ZOOM classroom sessions, EL and SPED pullout support continues.

Front OFFICE staff returns/part time as needed practicing social distance protocols-office still remains CLOSED to the public

May 18-June 30

End of year MAINTENANCE cleaning begins in classrooms. NO TEACHERS visiting rooms during this time without permission from Suzanne

ZOOM classroom sessions, EL and SPED pullout support continues.

Planning team (with virtual ZOOM meeting dates) established to create a step by step plan to re-open school

Collection of Chromebooks from ALL sixth graders

June 1-4

Individual promotion ceremony for each 6th grader

ZOOM classroom sessions, EL and SPED pullout support continues.

FRIDAY, JUNE 5

9-11 a.m. End of year ZOOM ALL STAFF MEETING

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

Manzanita's Charter authorizer, Lompoc Unified School District, provides food services for Manzanita Public Charter School during the normal school year and again, during the COVID-19 school closure. During the closure, LUSD's robust food program provided both breakfast and lunch services at multiple school sites within the Lompoc City community. Flyers for food service times and locations were distributed on Manzanita's Parent Square APP and School Facebook page. Food was free and students were not required to show ID to receive their meal.

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

Manzanita's English Language Learner program continued to be supported with 2x to 3x per week, 30 minute designated ZOOM sessions of Benchmark Advance EL curriculum review. The ZOOM sessions were led by the school's 3 teacher/tutors, who provided this same support prior to the school closures. The ELD ZOOM sessions were held *in addition to* general education ZOOM sessions. The school's Spanish teacher and ELD coordinator also joined general education ZOOM classroom sessions of EL Level 2 scholars to provide classroom teacher

with additional support while conducting virtual lessons. In addition, the EL coordinator and front office staff made one to one phone calls to every EL family to research what type of support was needed. Manzanita's three foster youth scholars (all in the same family) ended up leaving the school within one week of the closures. Manzanita ensured that the appropriate paperwork and cumulative records were sent to their new school for these scholars. SED scholars continued to receive individual counseling services, VIA ZOOM, and many participated in the free LUSD breakfast and lunch program offered at their neighborhood school. The school's play facilitators initiated a 'pen pal' program with our SED scholars, writing letters and mailing them to home addresses. These letters always included a self addressed stamped envelope so that scholars could write back to their 'pen pal.' The play facilitators also organized a social distancing 'parade' for the entire school, and reached out to SED families to ensure the most disadvantaged children could 'ride' with their families if they desired to participate.

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

Manzanita's established virtual team meeting schedules immediately after the school closures:

MONDAY

Office staff: 9-10 a.m.
Maintenance Team: 11-12 p.m.

TUESDAY

Play facilitator meeting: 1-2 p.m.
SBCEO meeting 10:45-12:30 p.m.

WEDNESDAY

Office Staff meeting: 9-10 a.m.
SPED TEAM meeting: 11-12 p.m.
ALL STAFF Team meeting: 1-2:30 p.m.

FRIDAY

Office Staff meeting: 9-10
SBCEO meeting: 10:45-12

Teacher/Tutors

9-10 a.m.

These weekly Microsoft Team meetings established a forum and discussion time for all teachers and support staff to problem solve and come up with quick and efficient ways to deliver best practice “virtual” instructional models for scholars. The School Principal and TOSA also worked together to coordinate agreements regarding:

- Helping to quickly determine Common digital platform to use with students and parents (Seesaw, Google Classroom/Parent Square)
- -Organizational Instructional support for groups and teachers
- -Assists with weekly content and assignment agreements.
- -Weekly ZOOM team meetings (including assigned support staff).
- -Support staff tasks.
- -Determine Academic daily schedule for staff. What? When? How?
- Assist/Coordinate learning packet/Chromebook distribution/collection
- Continued to research virtual instructional (organizational) platforms while supporting EXISTING curriculums in place
- Established daily ZOOM meetings between teachers/support staff and scholars

The LEA’s business model also adapted quickly, with the Fiscal Director providing daily updates on cash flow availability and leading the purchasing process to ensure rapid turnaround for necessary items needed to establish and deliver a quality distance learning program.

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

Manzanita’s Charter authorizer, Lompoc Unified School District, arranged for a daycare partnership between the District and the local YMCA agency. All students with family members who were essential workers during the school closure, were enrolled in the YMCA daycare program free of charge. All Manzanita families were informed of this daycare opportunity and several families enrolled in the program. Throughout the closure, Manzanita staff delivered Chromebooks and packet work to the scholars who participated in the YMCA program.

California Department of Education
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