



## **SPECIAL BOARD MEETING AGENDA**

**March 12, 2021, 5:00 PM**

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Zoom Conference Link:**

<https://ucihealth.zoom.us/j/92052391432?pwd=dGlGRFZYVzRiUEExLMS96YXlkQm1OQT09&from=addon>

**Dial: +1 669 900 9128**

**Meeting ID: 920 5239 1432/ Passcode: 266115**

6103 Crenshaw Boulevard, Los Angeles, CA

1. **General Welcome**
2. **Public Comment** [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)
1. **Review and Approval of February Board Meeting Minutes**  
Regular Board Meeting- February 24, 2021 BOARD REVIEW AND VOTE
2. **Crete Academy Covid-19 Safety Plan** BOARD VOTE

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



## REGULAR BOARD MEETING AGENDA

**February 24, 2021, 4:00 PM**

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Zoom Conference Link:**

<https://ucihealth.zoom.us/j/97167545987?pwd=R09makVKdjh0SjZTc1FrS0xVeTZVQT09&from=addon>

**Dial: +1 669 900 9128**

**Meeting ID: 971 6754 5987/ Passcode: 609377**

6103 Crenshaw Boulevard, Los Angeles, CA

### 1. **General Welcome**

Following the 2021 Brown Act training by a representative of CSMC, a welcome from board president was provided- The regular board meeting commenced and was adjourned at 6:13 pm in which a quorum was present.

### 2. **Public Comment [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)**

Ms. Mack was present to discuss testing as a guest of Crete- no additional members of the public were present for this meeting.

### 3. **Brown Act Training 2021**

BOARD TRAINING/DISCUSSION

The Crete Board and Crete Leadership were present for the Brown Act Training provided by CSMC leadership. This training was hosted with intention at the beginning of 2021 to accommodate our newest board members. The training was a great refresher for veteran board members and presented the opportunity to ask pertinent questions about updates to guidelines and meetings held in a virtual format due to the pandemic.

### 4. **Review and Approval of January Board Meeting Minutes**

Regular Board Meeting- January 6, 2021

BOARD REVIEW AND VOTE

The regular board meeting minutes for January 6 were motioned for approval and seconded with a unanimous vote of approval

### 5. **MTD Fiscal Reports:**

#### a. **Crete Financials**

BOARD REVIEW AND DISCUSSION

A review of MTD financials were discussed including the YTD Summary, Balance Sheet, Cash Flow, and Check Register.

#### b. **2<sup>nd</sup> Interim Revised Budget**

BOARD VOTE

The board discussed 2<sup>nd</sup> Interim budget revisions shared by CSMC with a motion for approval and seconded with a unanimous vote of approval.

### 6. **New Crete Academy Board Member Introductions**

BOARD DISCUSSION

The newest board members to Crete Academy were provided the opportunity to introduce themselves and discuss among their fellow board members their professional backgrounds and how the mission and vision of Crete can be supported in their contribution of service.

### 7. **Crete Leadership School News**

#### a. **NWEA Data Review: ELA & Math**

BOARD DISCUSSION

Ms. Mack of Crete Academy presented testing data to the board highlighting Crete

Academy's NWEA testing results for both ELA & Math. In this context, the board was provided aggregate information on the Measure of Academic Progress (MAP) which demonstrate strong growth across all grade levels related to ELA & Math. In consideration of the population Crete serves, the board was very pleased with the positive growth in all academic areas of students included in the testing; considering the diverse psychosocial needs and determinants which impact many of our students and families. Crete school leadership informed the board that school is expected to re-open on March 15 in small groups and will continue to accommodate families who choose to host remote instruction.

8. **2020-2021 EPA Resolution** BOARD VOTE  
The 2020-2021 EPA Resolution which states the Education Protection Account (EPA) funds to be received by Crete in FY 2020-2021 will be used solely for instructional non-administrative expenses was motioned for approval and seconded with a unanimous vote of approval
9. **Mid-Term Founder Evaluation Timeline** BOARD DISCUSSION  
The board discussed the upcoming mid-term founder evaluations and the desire to include available board members to participate in this key annual assessment of Crete's leadership.
10. **Form 700 for Board Members** BOARD DISCUSSION  
The board discussed the need to secure the Form 700 from board members and the appropriate protocol for completing the form and returning in a timely manner to the district office.
11. **Closed Session- Crete Personnel Discussion** BOARD DISCUSSION  
The Crete Board discussed the transition plan to temporarily split the remaining end of year salary for the wellness director position as both Mr. Brett Mitchell and Mr. Bonner will assuming 50% of the responsibilities each. Additionally, Mr. Bonner will serve as the 6<sup>th</sup> grade instructor in concert with the wellness director duties as described. The board approved to split the salary of the wellness director role at the remaining rate of compensation through end of year. The expectation is that a full search will commence to fill the role at a full-time level for the upcoming school year.

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.

## 2020-21 Crete Academy COVID-19 Plan

Crete Academy is making every effort to ensure a safe and smooth transition back to school for the 2020-21 school year. Although it is still unknown if the Distance Learning Plan (see attachment) will remain in effect for the new school year, we have taken measures to plan for an onsite return, should we be in a position to return to campus.

With that being said, the plan below describes expectations, policies and procedures to adequately provide a high-quality education to our students, while also maintaining social distancing and ensuring the health and safety of everyone. We ask that parents and stakeholders make every effort possible to follow the guidelines below, support our policies and help us make the 2020-21 school year amazing.

While we understand that things are ever changing, this plan is in place until we resume a fully on-campus instructional day. In the event that the decision not to return to campus is made, the Crete Distance Learning Plan (see attached) will go into effect immediately. Additionally, if any individual is known to have tested positive for COVID-19 is found to have been on campus, the COVID team will work to contact trace, limit contact and determine if a partial or full school quarantine is necessary. All required communication to stakeholders, those exposed, including students and families and the Los Angeles Department of Public Health, will be notified of any positive COVID-19 case. Should the school go into quarantine, the Crete Distance Learning Plan will go into effect immediately.

Finally, it is at the sole discretion of parents and guardians to determine whether or not their child(ren) should return to campus. Thus, there are two options for families to choose from when determining what is best for their child(ren). Please see the options below and inform the Front Office at: 323-791-1600 at your earliest convenience of your choice.

A few things to note: the option you choose must remain in effect for the entire trimester. If you decide to change options, that can only be done at the beginning of the following trimester. If Option 2 is selected, students are not eligible to participate in after school programming. Families may choose to have different options for different children, i.e. those who are vulnerable, have preexisting conditions or other health concerns. If a student has special needs and requires specific services, a plan for delivering such services will be determined by the family, LAUSD and a Crete representative in accordance with LAUSD Special Education policies.

Please see 2020-21 Learning Options Below:

1. Option 1: Student attends school on campus M-H 8:30 am to 12:15 pm
2. Option 2: Student attends school virtually and participates in Math and ELA during the hours of 8:30 am to 11:30 am.

*Although Option 2 is available, please note that for specific assessments, students may need to be on-campus in order to participate. By selecting Option 2, the family agrees to bring the child(ren) to campus for assessments, as needed.*

## 2020-21 Plan for Returning On-Campus

**Staff Expectations:** Crete staff are expected to adhere to all federal, state, local and Crete Academy safety guidelines. Staff experiencing a fever or cold-like symptoms will be asked to remain home for at least 24 hours, or until symptoms subside. Upon entering the school, staff will have their temperature checked by an administrator at the front gate. Any staff member with a temperature at or above 100.4 degrees Fahrenheit will be asked to return home. Staff with no temperature will put on their face mask and proceed to their morning routine.

Crete Administrators and other staff who have work-loads that can be completed virtually, will practice social distancing and remote learning when possible. This includes allowing remote work, enforcing a remote schedule so that no more than three administrators are in the front office at one time and hosting meetings on-campus, in separate rooms, when appropriate.

**Student Expectations:** Students are expected to adhere to all federal, state, local and Crete Academy safety guidelines. Crete students will be expected to wear a face mask during the following times: entering the school, while in line, during recess, lunch, PE, enrichment, while walking through the halls, while using the restroom and upon exiting the school.

Students who come to school without a face covering will be asked to wait in the front hallway until a mask is provided. If no mask is provided, the student's parent will be called to pick them up.

**Parent/Guardian Expectations:** Parents are expected to adhere to all federal, state and local social distancing policies. Furthermore, upon entering the Crete campus, parent and guardians must wear a face covering and maintain a distance of six feet from all staff and students. If a parent or guardian is sick or experiencing flu like symptoms while on campus, they will be asked by staff to leave the campus. Parents are not allowed on campus, other than by invitation from staff, for any reason, other than an emergency and to pick up their child early from the school day. Early pick-up will be on a case-by-case basis and office approval will be required prior to releasing the student. Unfortunately, parents and guardians are no longer able to enter the school for the following reasons: birthdays, to drop off late lunch, to pick up early, to drop off late, to observe in the classroom, to volunteer in the classroom, for conferences, tours or meetings with Crete staff. All conferences and meetings with staff will be held virtually or via telephone for the 2020-21 school year.

Because we know how important it is for our students to attend school with their classmates and teachers, we are prioritizing the safe return of students who have selected to come to campus. Therefore, on-campus instruction will take place Monday through Thursday 8:15 am to 12:15 pm. At the same time, those students who have elected to remain online for the remainder of the school year, will be provided with instruction from their teacher via Zoom.

For parents who have elected to have their child(re) remain online for the duration of the school year, we ask that you be patient with the hybrid experience and make use of the Friday Office Hours to resolve any issues or concerns you have.

**Schedule:** Students will attend school Monday thru Thursday onsite, and online, as applicable.

8:00 am -8:30 am student arrival on 60<sup>th</sup> Street Gate (temperature checks, hand washing, breakfast (if applicable))

8:30 am Whole School Zoom Announcements

8:45 am to 12:15 pm Math and ELA Instruction

12:30 pm to 1:00 pm Staff Lunch

1:00 pm to 2:00 pm Daily Teacher Office Hours (online only) Priority is given to online students, but all students are allowed to participate in office hours.

### **Friday Schedule**

To allow for deep cleaning and sanitation all teachers and staff will work remotely on Fridays, while the building is cleaned and sanitized.

### Sample Schedule

	What?	Online Students	In Person Students	Teacher
8:00-8:30	arrival	N/A	Temp check Hands washed Enter classrooms	In classrooms awaiting student arrivals
8:30-8:45	Whole school zoom	Viewing whole school zoom online	Viewing whole school zoom projected in class	Projecting whole school zoom in class
8:45-9:00	SEL	Viewing via zoom	Viewing live (projected on screen as well)	Projecting and leading SEL/morning meeting
9:00-9:20	Math Whole Group	Watching on zoom	Watching live (projected on screen as well)	Whole class instruction mini lesson (conceptual teaching)
9:20-10:00	Math Skills Groups	Packet, MobyMax (assigned skill)	Packet, MobyMax (assigned skill), teacher led small group, centers	Teaching skills groups (rotations)
10:00-10:20	Recess	On break	At recess	Break
10:20-11:30	ELA	Packet, RazKids, MobyMax (assigned skill)	Packet, MobyMax (assigned skill), teacher led small group, centers	Teaching skills groups (rotations)
11:30-12:15	Writer's Workshop	Watching minilesson on zoom, then working independently	Watching live (projected on screen as well), then working independently or with teacher	Whole class instruction mini lesson (conceptual teaching), then working with in-person students
12:15-12:30	dismissal	N/A	Waiting in classroom to be walkied for pickup	Listening to walkie, sending students out when called
12:30-1:00	Lunch			Lunch Break
1:00-2:00	Office Hour	First Priority for office hour	Can also access office hour for support	Office Hour- Zoom open for students who need support

8:30 am Whole School Zoom Announcements

8:45 am Morning Meeting (60 minute minimum) Optional activities: Mobymax, Jeopardy, Intervention, small groups, assessments (spelling, F&P, DIBELS, etc.)

1. **Lunch:** will not be provided at this time and students should only bring a snack to school.
2. **Recess:** Each grade level will participate in recess with students within the same grade level. Students who wish to receive a Second Chance Breakfast (if applicable) during recess time will line up according to pre-marked areas to receive their snack.
3. **Drop off:** Families will drop students off at the small gate on 60<sup>th</sup> Street. Only one student will enter the gate at a time. Families are not allowed to drive into the campus or walk onto campus for any reason outside of an emergency. Upon entry to the campus, students will have their temperature checked by one of three staff members lined up at the gate. Any student with a temperature at or above 99 degrees Fahrenheit, will immediately be sent to the front hallway waiting area and the student's parent/guardian will be called, and the student will be picked up immediately. All students with normal temperatures will be directed to line up in their class waiting area.
4. **Pick up:** Students will be released from their individual classrooms. Staff will identify students for pick up, using walkie-talkies and accompany. Parents are not allowed to drive into the campus or walk onto campus for any reason outside of an emergency. Families will be expected to wait in their cars or outside of the gate to pick up their child.

**Classroom Instruction Expectations:** Teachers are expected to ensure the following:

1. Maintain a distance of 4 feet between all persons in the classroom at any time
2. Ensure no more than two adults interact with your on-campus cohort
3. Ensure no more than 16 students at one time are in the cohort
4. Maintain student cohorts the entire school year by not moving students between groups
5. Ensure anyone entering or exiting the classroom uses the pre-marked "Enter" and "Exit" doors, as to avoid close contact with opposing foot traffic.
6. Ensure anyone entering or exiting the classroom uses hand sanitizer
7. Ensure students have their individual set of supplies that is used only by them
8. Ensure any items that are used by multiple people are sanitized after each use. This includes library books, staplers, markers, pens, pencils, pencil sharpener and other commonly used classroom items.
9. Require students to wear masks during class
10. Ensure teacher wears a mask when walking around the classroom, sitting next to or near a student or during small group instruction.
11. Ensure classroom is designed to optimize both on-campus and online instruction, this includes but is not limited to: ensuring online students have necessary packets and supplies to participate in instruction, a camera and sound is set up at all times during instruction, online students have a set daily schedule.

While teachers are conducting whole-group instruction, they are not required to wear a mask, so long as the following conditions are met:

1. They are not circulating the room
2. They are at least four feet away from all students
3. Students are seated and not moving around the room

Teachers are expected to offer as close of classroom-like experience to students online. This means they are available and responsive, to the best of their ability to student questions and needs.

**Restrooms:** Students will enter and exit the restroom through separate doors. There are to be no more than three students in the restroom at any time. Students are to wait on pre-marked areas for their turn in the restroom and enter only once another student has exited. Each student shall use their own sink and dry

their hands using an air dryer. Bathrooms shall be sanitized regularly, but at least every hour. Finally, classes on the first floor will use first-floor restrooms and those on the second floor will use the second-floor restrooms, respectively.

**Enrichment:** If enrichment is provided for the 2020-21 school year, all classes will be provided by part or full time Crete staff. Outside visitors and vendors will not provide enrichment for the 2020-21 school year. Enrichment classes will follow the same Classroom Instruction expectations that are described for all classrooms.

**Office Expectations:**

1. **Visitors:** all visitors are expected to wear face coverings and enter the office only if no other visitors are present. Visitors waiting to be seen shall wait on pre-marked, foot-shaped stickers that are present on the hallway floors. Visitors will present their ID to the Office Manager and will be checked in using the visitor iPad, but will not touch the iPad. Instead, the Office Manager will be the only person using the iPad. Visitors will not be invited or allowed beyond the office/main hallways. There will be no school tours, no classroom parties by parents, no visits or observations allowed.
2. **Sanitation:** materials such as pencils, clipboards and pens will be provided in a cup marked "sanitized." All materials that have been used by any person will be placed in a cup marked, "not sanitized," and will be sanitized at the first available opportunity.

**Meeting Expectations:** All meetings with external stakeholders will be held via facetime, Zoom or telephone conference, unless in the case of a physical emergency. Internal meetings will be held at a large conference table with staff sitting at least six feet from one another or via Zoom or conference call in separate rooms of the building.

**Overall Sanitation:** Crete Janitorial staff will adhere to federal and state cleaning guidelines daily.

**Daily sanitation:**

Newly developed sanitation requirements will be implemented and will remain in effect until further notice. Such sanitation requirements include the following:

1. Students will use hand sanitizer upon entering and exiting the classroom
2. Teachers and staff will use hand sanitizer upon entering and exiting the classroom
3. Sanitizing of restrooms regularly or at least every hour
4. Sanitizing of the playground after each class use

Although we have tried to be extensive in covering all major concerns or issues that may arise, we are in uncertain times and cannot possibly predict everything. With that being said, we ask for your support and flexibility, as changes are likely to be made as we learn more and as school begins.

Despite uncertain circumstances, we anticipate another great year at Crete Academy, where your child will learn, grow and prosper. Thank you in advance for your support in implementing new measures to ensure a safe return to school and a robust learning experience for every Crete leader.