Friday Memo to the Board
Superintendent’s Highlights
for the week of March 9-13, 2020

Celebration: Rachel Nakanishi and our Comms team was recognized by the Council for Great City Schools for their amazing Comms work during this event. The other large districts are utilizing our work in their next steps and communication to families and staff.

Here are some general updates about next steps:
- Working w/transportation to determine food delivery-test at Aki and Eckstein hopefully Wednesday
- Launching 26 sites for food Monday-more information on the web site
- Launched family resource on website
- SPED working with OSPI on plan to serve students
- There is a lot of collaborating between the 504, ELL, SPED, etc. staff so families get a consistent message-will keep website up to date.
- Small cabinet is meeting daily
- Incident command center still running
- Providing running start students who need technology the resources to finish the quarter at Seattle Colleges
- Childcare planning with City and providers continues
- OSPI cancelled testing—still exploring IB and AP testing decisions
- Broadening telecommunications expectations for staff-We are working w/ labor partners on staff expectations
- Looking to hire custodians
- Working with First Student to pay drivers
- Working w/principals on building budget/staffing plans
- Communication switching to a Mon, Wed, Fri schedule next week.
- Work continues with other organizations—we were on call with Council for Great City Schools and we are leading the Nation and they are all looking to us.
- CAI working on an academic plan

Media COVID-19:
Superintendent Juneau has spoken to the following news outlets about SPS decisions:
- CNN
- Wall Street Journal
- KOMO
- King 5
- Time Magazine
- Press Conference-Thank you Director DeWolf for joining this event, as well as PASS, SEA and SCPTSA.
Leadership Development Department:

- The Leadership Development Department, which includes the Directors of Schools and Principal Leadership Coaches, have been meeting daily to share information from the buildings and to surface issues/questions/ and possible solutions to central office leadership.
- Dr. Starosky is in daily communication with Rainey Swan providing updates, clarifying communications and sharing information and questions from principals and assistant principals.
- Dr. Starosky met via teleconference with the PASS Executive Board on Thursday afternoon to create a communication plan in which he and the PASS Executive Board will have a standing meeting on Tuesdays and Thursdays throughout the school closure.
- Directors of School are communicating with all of their principals daily via email and text.
- Directors of Schools will also be meeting with all of their principals via Teams on Mondays and Wednesdays.
- Dr. Starosky and Directors are meeting daily, Friday via Teams.
Friday Memo to the Board
High Level Summary of Work Streams Across the District
For the Week of March 9-13, 2020

Budget:
• Coordinate with OSPI reporting and funding requirements
• Access Emergency Funds
• Complete budget process
• Field trip reimbursements

Community Partnerships
• Weekend Nutrition Backpacks
• Collaborate with Parks and YMCA
• Food vouchers from City

Coordinated School Health
• Continue partnership with Public Health Seattle & King County
• Monitor internal Health Information mailbox (healthinformation@seattleschools.org)
• Medication disbursement housed at school sites
• Coordinate wrap around services for McKinney-Vento students

Curriculum, Assessment & Instruction
• Distribution of learning extension materials
• Graduation plans

Director of Schools
• Daily communications to principals
• Conduct meetings with principals via Teams on Mondays and Wednesdays
• Support Principal inquiries
• Collaborate with PASS Executive Board

Department of Technology Services
• Support to SHA Running Start students with computers and Wi-Fi as university and college instruction moved to on-line
• Support employee laptop use

Facilities, Nutrition Services, Security & Transportation
• Continue to disinfect and clean schools
• Monitor access to buildings
• Follow-up on Joint Use Agreements
• Coordinate breakfast and lunch services and times at 26 sites
• Communicate with First Student and other providers

Human Resources
• Identify essential staff
• Hourly employee plan/support
• Connect with labor partners

Student Support Services
• Coordinate with PSESD & OSPI to meet all legal requirements of Child Find and IDEA
• Communicate with different families and communities
• Review and update website content as appropriate
The Operations Division is supporting essential functions during the closure of schools.

- Nutrition Services is preparing packaged lunches and will distribute them to students at 26 schools beginning March 16. The distribution sites were chosen based on high participation in the district’s meal program and supporting a geographic spread across the city.

- Facility Operations is supporting continued cleaning of schools in general and disinfecting the meal distribution sites.

- Safety and Security is keeping SPS facilities safe during this time and supporting meal distribution.

- Transportation is developing a pilot program to deliver meals via yellow school buses.

- The Warehouse is supporting food distribution functions.

- Capital is using the time with unoccupied buildings to work ahead on some projects planned for this summer.
Friday Memo to the Board
EPE - Equity, Partnerships & Engagement
For the Week of March 9-13, 2020

EPE Division

- The EPE team has been charged to work with community partners to navigate childcare solutions during the school closure.

DREA (Department of Racial Equity Advancement)

- The DREA is compiling Racial Equity Recommendations for educators on Racial Equity Teams to use as a professional development resource during the school closure. The resource recommendations will focus on learning, reflection, and/or skill building for racial equity.
We met with the Alliance for Education to discuss the needs of SPS to coordinate philanthropic donations. It’s important to develop multiple ways to engage families and to create access. We must be creative to maximize resources to reach all families with needs. The philanthropic community is willing to help in many ways.

Some things considered:

- Additional use of Just Now Needs- Principals and designated person.
- Coordination of School/Family intentional needs- Needs assessments from families, grassroots organizers, garden communities and apartment development deliveries.
- One stop resource communication page for easy access
- How to secure gift cards, toiletries, board games, books, cleaning supplies, toilet paper and more. Some centrally too, for emergency situations for families.
- We need to gather some data (i.e. Homeless) to create narrative for specific supports.
- We are trying to reach out to culturally based and other community-based organizations to find out needs from different families and coordination.
- Checking with influencers on social media to find out needs and gaps.

Dr. Mia Williams will collaborate with different chiefs to figure out cross collaborative work to support alignment.
Special Education
Safety Net funding is a state grant program that affords school districts a vehicle, via an annual application process, to recoup additional costs that are not covered by state and federal allocations for our high need students. Additional costs included (but are not limited to) are: 1:1 para educators, placement in a Non-Public Agency (specialized private school), additional nursing costs, behavior technicians, and Applied Behavioral Analysis (ABA) Therapists.

Students are identified based on services in the Individual Education Plan (IEP). Each IEP that is submitted is reviewed twice to ensure that the IEP is compliant. Teachers are coached and supported to make any needed corrections; and this may include amending the IEP. Costs for each student are calculated actual staffing costs are calculated for each student’s file. The submission deadline this year was March 13th and we were able to submit 2 days in advance. Applications are reviewed by the State Oversight Committee and awards are announced to districts before the end of the current curriculum year. State and federal Safety Net funding is not an entitlement. Safety Net funding in prior years does not guarantee future eligibility. 


504 Accommodation
The 504 area is currently updating the website to reflect up to date information to our SPS and Private School Students. Other activities include: more detailed information about 504 is being sent to the Building Coordinators for what to do when we come back to school and the increased anxiety and requests for updated accommodations (such as remote learning and curb to curb transportation requests, creating a remote learning tool for the 504 Module, planning for providing 504 Professional Development for teachers and staff to participate in training on responsibilities around Free Appropriate Public Education (FAPE) via Teams meeting, and working with enrollment around increased requests of dual enrollment for our most vulnerable students.

Admissions
We are currently working on updating website to ensure families have up to date resources, supporting families with registration and enrollment related questions in person, by phone, and online, and, assisting in translation needs for families and central office departments.

Enrollment Planning
Enrollment Planning is currently updating our web pages to ensure families have up to date resources, updating our Seat Management System to prepare for “lever pull” which produces the results of Open Enrollment, doing the pre planning work for upcoming boundary changes and engagements and supporting other departments with data and map needs.

Advanced Learning
Current activities include: AP & IB (Advanced Placement and International Baccalaureate) Exam Coordination / Impact of School Closures on AP Exams, drafting language for families regarding AP Exams for next week, the Advanced Learning Instructional Model Research with AL Team and drafting a plan for middle school teacher communication during the closures.

Athletics
Athletics is currently: Updating the website to ensure our community has most current information and focusing work on planning alternate schedules for high school and middle school, if needed; working with WIAA, SeaKing District 2 and Seattle Parks on aligning services; re-scheduling Memorial Stadium clients and processing of payroll for Memorial Stadium coaches, event workers, staff; re-planning of postponed events such as the Hall of Fame, 101 Club with the Washington Athletic Club; and working on a detailed audit of athletic transportation to date.

Director Hampson asked for estimated expense if we were to add Cross Country to middle schools. Below is a 3-year escalating cost estimate created by our athletics department:

<table>
<thead>
<tr>
<th>Middle School Cross Country</th>
<th>Year 1 (8 Teams)</th>
<th>Year 2 (16 Teams)</th>
<th>Year 3 (22 Teams)</th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,280.00</td>
<td>$1,280.00</td>
<td>$1,280.00</td>
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<td>Transportation</td>
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<td>Coaches</td>
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<td>Equipment</td>
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<td>Gameday Operations</td>
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<td>$7,172.00</td>
<td>$10,558.00</td>
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<tr>
<td>Practice</td>
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<td>Trainings</td>
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<td>$4,600.00</td>
<td>$6,600.00</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$117,486.00</strong></td>
<td><strong>$225,532.00</strong></td>
<td><strong>$309,578.00</strong></td>
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Friday Memo to the Board
Office of Public Affairs
Essential Information for the week of 03/06/20– 03/13/20

Goal 1: Media Relations

Goal 2&3: District Messaging – Outbound Communications, Customer Service
- Coronavirus disease (COVID-19) updates:
  - Press conference organized on March 11 to announce school closures. Video of the press conference is available on our website, YouTube channel, and social media. https://www.youtube.com/watch?v=g0mIrIg0mDU&feature=emb_title
  - Press releases sent to local and national media with SPS & COVID-19 updates.
  - Communications has continued to message families and staff with daily weekday updates regarding COVID-19 via SchoolMessenger, including translated messages. All family and staff messages are posted to the district and school websites every evening. https://www.seattleschools.org/district/calendars/news/what_s_new/coronavirus_update
  - Closure messages were sent on March 11 in the top 6 languages to all families and staff.
  - Daily video has continued to be created with SPS TV to give COVID-19 updates to families and staff from Superintendent Juneau. These videos are posted to YouTube, social media, and district and school websites every evening.
  - The SPS Customer Service team is fielding hundreds of COVID-19 questions via Let's Talk, phone calls, and emails using district and Public Health-approved FAQ documents to give families the most up-to-date information.
  - Updates will be sent to school leaders and educators to keep them up-to-date on the latest information and expectations as soon as information is available.
CURRICULUM, ASSESSMENT, AND INSTRUCTION

The Curriculum, Assessment, and Instruction team has responded to the school closures by taking the following steps:

- **Suggested Learning Activities for Students and Families** - We have developed suggested learning activities for students and families by grade band (K-2, 3-5, 6-8, 9-12) and across content areas. The list of suggested learning opportunities was developed considering a variety of students, including students with Individualized Education Programs (IEPs) and students who do not have access to technology or other resources. These opportunities are examples of extension learning activities. We will continue to update this list in the coming days and provide links to other resources and ideas for students and their families as districts and organizations across the region and the country are regularly posting new ideas for learning at home. In addition, we plan to share helpful examples of how Seattle Public Schools (SPS) teachers are already reaching out to students and their families as ideas for other educators to consider as they do outreach.

- **Supports for Seniors** - We are exploring specific ways to support our graduating seniors in their completion of courses. We are working in consultation with the Office of Superintendent of Public Instruction (OSPI) and other districts to determine the best way forward. Related to this, we are working to get additional access to devices and hot spots for students who are most in need of this access.

- **Online Professional Learning Opportunities for SPS Educators** – Curriculum, Assessment, and Instruction (CAI) and Human Resources (HR) are developing a list of professional development and training opportunities in which SPS educators could engage in while not at their schools.

- **Plans for Students Return** - The CAI team is beginning to develop ideas and guidance for schools by grade level and content area for when students return following guidance from State Superintendent Reykdal during the March 12 press conference. In particular, we have begun to explore ideas for supporting students as they transition into new grades (e.g., Summer Bridge activities for 5th graders going into 6th grade and 8th graders going into to 9th grade).

- **Schools were closed beginning Thursday, March 12, 2020, for a minimum of 14 days to slow the spread of COVID-19 as the Center for Disease Control and Prevention (CDC) currently guides.** Elementary Trimester Two was scheduled to end on March 18, 2020. However, due to the closure of schools, the Curriculum, Assessment, and Instruction department is actively exploring how to address progress reporting for trimester two. More information and guidance will be communicated as soon as possible.

If you have any questions, please contact Dr. Diane DeBacker, Chief Academic Officer at dmdebacker@seattleschools.org.