



Governing Board of Trustees

Rebecca Jimenez, President Mary Helen Espino, Vice President Sandra Williams, Board Clerk
Lloyd McClard, Trustee Marisol Rubalcaba, Trustee Sarah Herrera Trustee Delia Martinez, Trustee

Letter #3

March 20, 2020

Dear COJUSD Family,

The outpour of support we have been receiving from staff has been incredible. Teachers have been assisting with packet development and distribution, while support staff has been providing nutritional services and duplication of packets. Students have been receiving calls and emails from teachers and have greatly appreciated the connection. Parents have been calling to applaud the work we are doing to support children in this difficult time. Thank you so much for your support and for working together, **teamwork makes the dream work!** Your efforts are very much noted and appreciated.

Next week we will expand our food services to the rural communities and bus stops with concentrated students. We will also work at connecting all instructional staff with technology. We will be working at assessing and connecting our instructional assistants with devices and professional development so they can assist with translation and support of student learning. I want to thank Ray Quintana, the IT Department, Mr. Juarez, and Mrs. Heinrichs for supporting us with the technology.

Effective March 23, Instructional Staff and some Classified Staff will remain at home practicing shelter in place and social distancing. **Staff will not be at work physically but will be on call for the week of March 23 – April 3**, the week of April 6-13 is Spring Break. The following are the expectations:

- Teachers are expected to give students a wellness check. Please make every effort to contact students through a phone call or email. According to Governor Newsom’s guidelines, there has to be non-punitive attendance documentation. The expectation is that we have contacted students daily. I realize that with secondary levels it is difficult due to the number of students. Please make every effort to call at-risk students and fragile students daily. With other students, you can obtain an email response/google hangout session or any other means you have researched. Document all contacts for auditing purposes. Please communicate with your principal with any concerns regarding this requirement.
- Teachers need to continue documenting the contacts and responses on the tutorial logs. If you don't have the log, communicate with your principal.
- Both Certificated and Classified Staff must be available to come into work as needed. This time is not a vacation. Everyone must be available during their work hours. If you are not available during your work hours you must submit an AESOP absence in the system.

Staff needed for services for the weeks of March 23- April 3

Food Service Crew: Monday and Wednesday of each week, hours as assigned.

According to Governor Newsom, we must continue to serve meals for all students 3 years of age through eighteen. We are an essential service. We will serve lunches and breakfasts on Mondays and Wednesdays for multiple days. Our service times will be 10:30-12:30

Essential District Office and School Site Services:

<u>District Office</u>	<u>Hours and Department Assigned</u>
Monday & Wednesday	9 a.m.-3p.m. - Curriculum, Student Services, Food Serv., Superintendent’s Office
Tuesday & Thursday	9 a.m.-3p.m. - Business, Personnel, IT

<u>School Sites</u>	<u>Hours and Office Staff</u>
Monday and Wednesday	9 a.m. – 3 p.m. - Principal, Secretary, Counselor or Psych
Tuesday and Thursday	9a.m. – 3 p.m. - LD/VP, Clerk & Counselor or Psych



Yolanda Valdez, Superintendent

Craig Drennan, Assistant Superintendent

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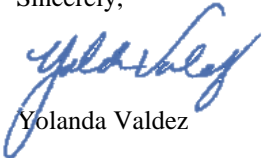
Delia Martinez, Trustee

Sanitizing Team: Custodians, Grounds, Transportation

This team will be coming in from 6:00 a.m. to 2:30 p.m. with 30-minute lunch. Their primary duties will be **deep-cleaning offices and classrooms** to have them ready for staff on their return. Custodial staff will clean after the food service areas. There will be no team cleaning during these two weeks. A checklist will be provided to all custodial staff with deep cleaning requirements. The staff working will be practicing social distancing as best possible.

We continue to be in unfamiliar terrain that is dynamically changing. We are going to do our best to maintain everyone safe while providing Governor Newsom's mandates; provide students education while being equitable, provide nutrition for students, provide student supervision and provide compensation for staff. We are not completely clear on how we are to execute some of these provisions at this time but we will be utilizing the next two weeks to understand the expectations. We appreciate your patience and understanding while we work at clarifying each of our roles in this new educational system. Emotions run raw in times like these. Let us not forget why we entered this profession and let us not forget we serve children who need you to be their heroes, their role models, and the people who inspire them. Take care of our children to the best of your ability and stay close to home, stay healthy and I hope to see each of you soon.

Sincerely,



Yolanda Valdez