

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
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**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.

In order to help scholars and families maintain positive relationships with the LEA, school administration continued to host monthly parent meetings and “Coffee with the Principal”. To keep a more frequent rapport with parents, the LEA has started a book club that allows parents to fellowship with one another on a quest for personal development on a weekly basis. On social media, SPAB has shared positive messages and pictures of scholars still learning. Through the Remind App, teachers have shared links to academic and social emotional resources and updates regarding distance learning to be sure that everyone was well informed about utilizing the new virtual learning platform.

Academically, SPAB has taken thorough measures to be sure that all students and families made a smooth transition into distance learning. To begin, teachers received professional development on Google Classroom and virtual learning platforms. The LEA then had a schoolwide parent meeting on Google Meets to explain the layout for distance learning and the plan for technology distribution. Once every student had a laptop, each teacher hosted parent orientations at several times during the week and throughout the day to ensure that all parents and guardians had the appropriate information about the transition. Currently, each teacher has a weekly schedule that permits them to teach during a Zoom conference. Every scholar meets with their teacher for 4 hours a week and is provided with daily assignments. Teachers are keeping track of grades and completing weekly data analysis to inform instruction. These results are sent home via the Remind App and posted in Google Classroom to keep parents aware of student achievement. The data results are also used to host intervention courses four times a week for students who need extra support in both reading and math.

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

To provide community support, the Principal and the homeless liaison, work to identify those families who may be more at-risk in this shelter-at-home environment as well as academically at-risk students. SPAB Administration has provided Chromebooks for scholars, informed families of food availability, and provided social and emotional (SEL) resources for families. While we have a very small English Learner population, bilingual staff are available to support the Spanish speaking members of the community and maintain strong school-family connections. The priority for SPAB is the physical and social-emotional health of the scholars and community, as well as maintaining academic engagement. Low-income families have been in direct contact with the Administration. All families took a survey prior to the beginning of distance learning.

SPAB found that low-income students were in need of technology and decided to distribute chromebooks. SPAB has also provided families with staff contact information to provide any technical support that may be needed for distance learning. Additionally, to serve students of these populations, students have been placed in intervention groups to address academic needs in the area of mathematics or reading. Resident substitutes are currently meeting with students four times a week for online learning to aid as an extra support.

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

Early in March 2020 SPAB began planning for the possibility that the school closures may be on the horizon. As it turns out, school closures were announced March 13. On March 13, 2020 Administration made the decision to close one week prior to Spring Break (March 23, 2020) at which time packets were distributed to all scholars. All scholars were provided with packets for the first week of the school's closure. Since SPAB has a 1:1 technology implementation, the decision was made by the Administration that the most equitable option was to launch a distance learning platform. On April 7, 2020, chromebooks were distributed to scholars. In addition, SPAB was awarded 50 new chromebooks through California's Bridging the Digital Divide Fund.

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

The LEA's authorizer as well as local charter schools have organized a weekly "grab and go" meal service for all families. SPAB families are able to pick up meals at 11 pick-up locations across the district. Scholars can walk, bike, or drive to these locations and a parent or guardian must accompany them. Each week's meal service includes five prepackaged breakfasts and five prepackaged lunches. Staff at the food distribution locations practice required safety precautions, such as wearing masks and practice social distancing by limiting the number of staff when packing lunches. Lunches are delivered to eleven locations within the district and staff deliver lunches to parents in their cars.

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

SPAB understands that during these unprecedented times some families still require childcare services while providing essential services to the community. If a family needs to arrange for childcare or supervision, they have been notified to contact Administration who will work with staff and community resources to arrange for services. So far, no families have requested assistance in this area.