



F.A.M.E., Inc.

## Finance Committee Meeting

Virtual Committee Meeting

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### Date and Time

Tuesday August 18, 2020 at 5:30 PM CDT

### Location

Topic: August 2020 FAME Finance Committee Meeting

Time: Aug 18, 2020 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92780858613?pwd=ODYvK2pvYmpRZHhmWitBQlpLY05ndz09>

Meeting ID: 927 8085 8613

Passcode: 768411

One tap mobile

+13017158592,,92780858613#,,,,,0#,,768411# US (Germantown)

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Topic: Virtual Finance Committee Meeting

Time:

Join Zoom Meeting

<https://zoom.>

Password:

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### Agenda

**I. Opening Items**

Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order
- C.** Approve Minutes from July 2, 2020

**II. Update on School Reopening**

- A.** Status on School Reopening
- B.** BESE - Frequently Asked Questions Regarding Reopening
- C.** EBBI - Corvis-19 Public Health Emergency Policy
- D.** Food Service Contract with Genuine Foods

**III. Financial Reports**

- A.** Financial Statements for July, 2020

**IV. Closing Items**

- A.** Announcements

1. Next Finance Committee meeting on September 22, 2020 at 5:30pm.

- B.** Adjourn Meeting

# Coversheet

## Approve Minutes from July 2, 2020

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes from July 2, 2020
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2020_07_02 finance_committee_meeting_minutes__1_.docx



# F.A.M.E., Inc.

## Finance Committee Meeting

### Minutes

#### **Date and Time**

Thursday, July 02, 2020 5:00 PM CST

#### **Location**

Virtual meeting via zoom

#### **I. Opening Items**

- A.** Ms. Kendal Turner was introduced as our new Chief Financial Officer. She gave a brief overview of her credentials and work experience with charter schools.

#### **B. Attendance**

<b>Name</b>	<b>Position</b>	<b>Present/Absent</b>
Calvin Tregre	Board Member, 2020	Present
Melissa Russell	Board Member, 2020	Absent
Harold LeBlanc	Community Member	Present
Jorge Perez	Community Member	Present
Cristine Coleman	Parent Member	Present
Justin Anderson	CFO (former)	Present
Kendal Turner	CFO (new)	Present
Latoya Brown	CEO	Present
Javier Jalice	Board, Chair	Late Arrival

- C.** The meeting was called to order at 5:15 p.m. A quorum was present as indicated above.

- D.** Minutes from the May 28, 2020 meeting were unanimously approved.

#### **II. Financial Reports**

- A.** Mr. Anderson reported that the Historic Tax Credit for the Gentilly Campus was finalized. The net amount was \$339,527, and will be recorded as revenues for the FYE 6-30-20.
- B.** Mr. Anderson presented the financial statements for the period ended May 31, 2020. The said financial statements are attached, herewith, as an addendum to the minutes. As of May 31, 2020, cash was \$2.3 million; investments were \$1million; and total current assets were \$4 million.

Revenues were \$11.2 million; representing 87% of the annual budget. Expenditures were \$13.2 million; representing 103% of the annual budget. The change in net assets were a deficit of \$2 million. It was noted that the PPP Forgivable Loan will be recorded as a grant in June, resulting in a projected surplus of \$1.8 million for the fiscal year.

- C.** The committee reviewed the preliminary budget for 2020-21. The said budget is attached as an addendum to the minutes. Total revenues were \$12.5 million and total expenditures were \$12.7 million. The net result is a projected deficit of \$160 thousand. It was reported that the OPSB will allow deficit budget to be presented due to the uncertain conditions created by the coronavirus.

#### **III. Other Business**

- A.** The committee unanimously agreed to recommend to the Board that the proposed contract with B&L Transportation, Inc. be accepted and approved.
- B.** The committee unanimously agreed to recommend to the Board that the proposed revisions to the Audubon Financial Policies and Procedures be accepted and approved. The proposed revisions are attached as an addendum to these minutes.
- C.** The committee unanimously agreed to recommend to the Board that the proposed Pay Period Changes be accepted and approved.
- D.** The committee reviewed the renewal contracts for Pest Control and Termite Control, as previously signed by the CEO.

## **II. Closing Item**

- A.** It was announced that the First Budget Hearing is scheduled for July 11, 2020 at 9:00am. Committee members were encouraged to attend the meeting. The Budget will be presented to the Board for final approval at the Board meeting on July 11, 2020 at 10:00am.
- B.** It was announced that the next Finance Committee is scheduled for August 18, 2020.
- C.** The meeting was adjourned at 6:29pm.

# Coversheet

## BESE - Frequently Asked Questions Regarding Reopening

<b>Section:</b>	II. Update on School Reopening
<b>Item:</b>	B. BESE - Frequently Asked Questions Regarding Reopening
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	school-reopening-faq.pdf



## School Operations Guidance 2020-2021 Frequently Asked Questions

**This page is being continuously updated. If you've opened this document more than once, please clear your history/cache and refresh the page to view the most up-to-date version.**

**\*All new/updated information is highlighted throughout this FAQ.\***

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[Athletics/Extracurricular](#)

[Symptom Monitoring](#)

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[Transportation](#)

[Additional Operational Considerations](#)

[Teaching and Learning: School Reopening Best Practices](#)

### **General**

**Q: What are the minimum requirements for School Reopening Operations for the 2020-21 school year?**

**A:** Pursuant to ACT 9 of the 2020 First Extraordinary Legislative Session the State Board of Elementary and Secondary Education (BESE) adopted emergency rules informed by the Centers for Disease Control and Prevention guidelines to provide minimum standards, policies, medical exceptions and regulations to govern the reopening of schools for the 2020-2021 school year to ensure that students, faculty, staff and others on school property are protected to the extent possible and practical from COVID-19. Prior to the beginning of the 2020-2021 school year, each nonpublic, charter and public school governing authority must adopt policies, rules and regulations in accordance with the rules and regulations adopted by the State Board of Elementary and Secondary Education.

**Q: Does ACT 9 require every school system to adopt the minimum requirements and standards set by BESE?**

**A:** Yes, Prior to the beginning of the 2020-2021 school year, each nonpublic, charter and public school governing authority must adopt policies, rules and regulations in accordance with the rules and regulations adopted by the State Board of Elementary and Secondary Education.

**Q: What guidance for school operations during the 2020-2021 school year is available?**

**A:** Working with the Louisiana Department of Health, LDOE has [provided guidance and best practices](#) for reopening schools in a safe manner for 2020-2021. This guidance consists of a Public Health guidance, best practices, planning template and to aid schools in developing reopening plans.

**Q: Who should school systems contact for further information surrounding the released [School Reopening Guidance](#)?**

**A:** School systems should email [LDOECOV19support@la.gov](mailto:LDOECOV19support@la.gov) for questions surrounding the released [School Reopening Guidance](#)

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**2020**



## School Operations Guidance 2020-2021 Frequently Asked Questions

**Q: Will private and parochial schools be required to follow the state and/or parish guidelines? Are the private schools working with the state and/or parish public school system to align the plans for all children in the Fall?**

A: The LDH guidelines and LDOE school reopening resources were developed in concert with Louisiana's Department of Health and adopted through the Resilient Louisiana Commission (RLC) structure. They are intended for use by both public and non-public schools. The purpose of the RLC was to bring together the best public sector and private sector expertise to prepare and guide the state through the ongoing aftermath of the COVID-19 pandemic.

**Q: Who should school systems contact for answers to specific questions related to their system or school site?**

A: School systems should consult with their [Regional Office of Public Health](#) officials for further guidance and answers to specific questions. Outreach to Regional Medical Directors should come from Superintendent level leadership or equivalent.

**Q: Can before and after school care programs continue?**

A: Afterschool programs may continue but must adhere to maximum group sizes and physical distance protocols. For younger students unable to maintain physical distance, maintain static groups.

**Q: What additional supports and guidance are available for school systems?**

A: LDOE has partnered with Children's Hospital of New Orleans for a Town Hall series every other week through August. The recordings of the webinars are found at the following links: [Town Hall #1](#), [Town Hall #2](#), [Town Hall #3](#)

### [Maximum Group Size](#)

**Q: What is the maximum group size allowed in Phases 2 and 3?**

A: 25 for Phase 2 and 50 for Phase 3.

**Q: Does the maximum group size apply to faculty meetings?**

A: Schools should adhere to the maximum group size as identified in the School Reopening Guidelines. If multiple static groups are convening, they must be socially distanced within their static group and be separated by a partition or barrier.

**Q: What allowances are made for group size variation based upon the need for students with disabilities to receive services?**

A: Students with disabilities must continue to receive special education and related services in the least restrictive environment. School systems must factor in any additional service providers who may need to enter the classroom, students who receive services outside the classroom (e.g. resource, APE), and/or students who receive services through alternate instructional methods.

**Q: What allowances are made for essential visitors?**

A: Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

- conduct CLASS® observations
- observe teacher candidates as part of the teacher preparation quality rating system
- provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation

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- Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.
- Prior to the beginning of the 2020-2021 school year, each local school board must adopt policies in accordance with the standards outlined in this Chapter.

## **Physical Standards**

### **Q: What physical standards are required for schools to reopen?**

**A:** School systems should plan for adequate social distance measures through adaptation of physical standards. LDH and [LDOE reopening guidance](#) provides a series of best practices for maintaining social distance measures.

### **Q: Are schools allowed to host large group assemblies or gatherings?**

**A:** The best practice recommendation is that assemblies are limited to maximum group sizes and with appropriate physical distancing in place. For younger students unable to maintain physical distance, maintain static groups. All attendees should wear a face covering.

### **Q: How should students be spaced within the classroom to achieve physical distancing?**

**A:** Student desks should be spaced 6 feet apart to the maximum extent possible. School systems should remove all extra furniture and desks.

### **Q: Can students be seated at tables?**

**A:** Yes, students may be seated at tables as long as partitions are used to separate individuals at the table, or they are physically distanced to the maximum extent possible. Schools should consult the [School Reopening Guidance](#) for best practices.

### **Q: Can Pre-K and Kindergarten students bring their own nap mats?**

**A:** Yes. Students should be encouraged to bring their own nap mats.

### **Q: Can younger students sit on a carpet for large group instruction?**

**A:** Yes. Students may sit on carpets or rugs within a classroom as long as they maintain the physical distancing standards and wear a mask to the maximum extent possible.

### **Q: Are partitions required for multiple static groups within a large, indoor area (i.e. cafeteria/library)?**

**A:** Yes, partitions should be used between static groups in a large indoor area.

1. The materials used for temporary partitions or dividers must, at minimum, be flame retardant. Specifically;
  - a. If materials such as draperies or curtains are proposed, they must be certified to meet NFPA 701 standards for flame propagation performance (per NFPA 101:14.7.4.1 & 10.3). This test criteria should be identified on the packaging or in the manufacturers data/specs for the proposed products.
  - b. Other materials, such as vinyl or plastic, must have a "Class A" flame spread rating. This should also be identified on the packaging or by the manufacturer.
  - c. Textile materials or cellular foam based materials should be avoided.

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## School Operations Guidance 2020-2021 Frequently Asked Questions

2. Partitions should NOT be located in any egress path nor block access to any exit. They should be arranged in such a way that will not increase the travel distance to exits, or that will not force travel away from an exit.

**Q: Should the close contact definition of “15 minutes of exposure within 6 feet” be in one setting or should it be viewed in a cumulative manner.**

A: Close contact is defined as “15 minutes of exposure within 6 feet” in one setting. The rule of thumb is to always maintain distance.

**Q: When looking at close contact, if students are sitting at a table with masks and there are also plexiglass dividers should districts still consider only the main two indicators of close contact which are: was the student within 6 feet and was it more than 15 minutes?**

A: The LDH stated that the plexiglass would serve as an extra layer of protection and that students divided by a barrier may not be considered "close contact" in the case of a positive COVID test in the classroom. It was recommended that each situation be discussed with local and health officials as each situation has unique details.

### [Athletics/Extracurricular](#)

**Q: What guidance has been provided for athletics and extracurricular activities?**

A: The [released guidance from LDH and LDOE](#) allows for non-contact sports and activities to take place during Phases 1 and 2. Contact sports and activities are allowed to resume in Phase 3. For a complete list of athletics guidance, please see the [LHSAA released guidance](#).

**Q: Can band and choir occur during Phase 2 and 3?**

A: Band and other music groups, including but not limited to jazz band, choir, orchestra, should adhere to the guidelines in the following chart

	Phase 1	Phase 2	Phase 3
<b>Band, Vocal and Music</b>	<b>Limitations:</b> <ul style="list-style-type: none"> <li>No indoor activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by</li> </ul>	<b>Limitations:</b> <ul style="list-style-type: none"> <li>No indoor activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument)</li> </ul>	<ul style="list-style-type: none"> <li>Activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument) may occur indoors/outdoors with appropriate physical distancing measures taken</li> </ul>

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	blowing into the instrument) <ul style="list-style-type: none"> <li>No vocal singing indoors.</li> <li>Outdoor activity should have appropriate physical distancing measures taken</li> </ul>	<ul style="list-style-type: none"> <li>No vocal singing indoors.</li> <li>Outdoor activity should have appropriate physical distancing measures taken</li> </ul>	<ul style="list-style-type: none"> <li>Vocal singing activities may occur indoors/outdoors only with appropriate physical distancing measures taken</li> </ul>
<b>Theatre Classes</b>	<b>Limitations:</b> <ul style="list-style-type: none"> <li>No indoor activity that involves performing speaking performance</li> <li>No vocal singing indoors.</li> <li>Outdoor activity should have appropriate physical distancing measures taken</li> </ul>	<b>Limitations:</b> <ul style="list-style-type: none"> <li>No indoor activity that involves a speaking performance</li> <li>No vocal singing indoors.</li> <li>Outdoor activity should have appropriate physical distancing measures taken.</li> <li>Outdoor activities or performances should be limited to monologues only</li> </ul>	<ul style="list-style-type: none"> <li>Activity that involves speaking performances or activities may occur indoors/outdoors with appropriate physical distancing measures taken</li> <li>Vocal singing activities may occur indoors/outdoors only with appropriate physical distancing measures taken</li> </ul>
<b>Technical theatre classes should follow all guidance for sharing of supplies, the wearing of facial coverings, maximum group sizes and physical distancing requirements.</b>			

**Q: Should locker rooms be closed?**

A: Locker rooms may remain open as long as they are utilized in the following ways: users are wearing masks, maintaining physical distance of 6 feet and high touch surfaces are cleaned every other hour.

## Symptom Monitoring

**Q: Are temperature checks required for students prior to entry into K-12 facilities?**

A: Yes. Students should be screened upon arrival to the school facility. Any student registering a temperature of 100.4 degrees or higher should not be admitted to the facility and parents or guardians should be contacted to pick up their student.

**Q: What thermometer should school systems use for taking temperatures?**

A: School systems should consult p. 15 of the [School Reopening Guidance](#) for guidance on obtaining thermometers. School systems should use a touchless thermometer whenever possible.

**Q: Do temperature checks have to be taken prior to entry into the facility or can temperature checks occur in a homeroom classroom?**

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## School Operations Guidance 2020-2021 Frequently Asked Questions

A: Temperature checks may be taken prior to entry into the facility or within a homeroom classroom by a homeroom teacher. Any student registering a temperature of 100.4 degrees or higher must have their parents or guardians called and sent home until they are fever free.

**Q: What steps should a school system or school site take if a positive COVID case is reported by a student or staff?**

A: If a school becomes aware of a presumptive positive or positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor. Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps. If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.

**Q: What if a student becomes ill at school and a parent/guardian is unable to pick the student up?**

A: Isolate the student and use your normal procedures for students who need to be picked up when they get sick at school. Keep them in a safe and secure place to wait until they get a safe way home. [P. 9 of the School Reopening Guidance](#) provides school systems with a sample assurance letter they can use to inform parents and guardians of their illness policy.

**Q: What guidance has been provided for schools in the event of a positive COVID case in the school environment?**

A: LDH has provided guidance surrounding [Common COVID scenarios in a School Environment](#). Schools should utilize this tool and contact their Regional LDH Director for guidance on unique situations.

### Environmental Cleaning and Personal Hygiene

**Q: Will students and staff be required to wear facial coverings?**

A: Adults and students (3rd grade and up) must wear face coverings, as able, to the maximum extent possible. Any child over age two may wear a face covering. Face coverings should be worn in all areas of the school. *This includes classrooms.* Most importantly, face coverings should be worn during arrival, dismissal, and any other transition within the school building. Children under the age of 2 and individuals with severe breathing difficulties should not wear face coverings.

**Q: Do adult faculty and staff have to wear facial coverings?**

A: All faculty and staff must wear facial coverings to the maximum extent possible while on a K12 campus or facility, including classrooms. Teachers and adults that are within 6 feet of students for more than 10-15 minutes should wear a mask within the classroom. If teachers are unable to wear a mask within the classroom setting, teachers should maintain a physical distance of 6 feet from students.

**Q: Can staff and students wear face shields instead of a cloth mask?**

A: The CDC does not recommend a face shield, so a face shield should not be a substitute for a mask. For students or staff members who have a medical exception for a cloth facial covering, a face shield with a drape at the bottom of the shield is allowable as a substitute. The cloth drape must be tucked into clothing at all times and remain tucked in throughout the school day.

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**Q: What considerations should be made when considering appropriate face coverings?**

A: Both the professionally made paper and or cloth face coverings are acceptable. Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. Make sure your cloth face covering:

- fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

**Q: Can students and staff remove facial coverings for speech therapy and other educational instruction?**

A: Yes, students and staff may remove facial coverings if necessary to carry out educational instruction, however they should practice social distancing measures of staying 6 feet apart and wash hands before and after activities.

**Q: Should school systems close shared water fountains in K-12 facilities?**

A: School systems should close shared water fountains, but may keep bottle filling stations open. School systems should consult p.10 of the [School Reopening Guidance](#) for further information.

**Q: Should schools conduct frequent deep cleaning of facilities?**

A: Schools should conduct frequent day to day cleaning with a focus on high touch surfaces. School systems should consult the [School Reopening Guidance](#) for further information, including a list of high touch surfaces and appropriate cleaners.

**Q: Do schools need to provide warm water for hand washing?**

A: No, the use of soap and scrubbing of the hands works to kill the virus. If handwashing stations aren't readily available, schools may use hand sanitizer instead. Hand sanitizers must be at least 60% alcohol content. Temporary portable hand sinks may be installed due to Covid-19 reopening policies and until operations can return to normal when it is safe to do so.

**Q: How often should bathrooms and other frequently used shared areas be cleaned?**

A: Bathrooms and other frequently used shared areas should be cleaned every other hour, with a focus on high touch spaces- door handles, sink handles, soap dispensers and other areas that are touched frequently.

**Q: Where can school systems obtain PPE in the form of facial coverings and thermometers?**

**Updated: August 7,**



## School Operations Guidance 2020-2021 Frequently Asked Questions

A: As school systems plan for operations during the 2020-2021 school year, the Department is working in concert with the Governor's Office of Homeland Security & Emergency Management (GOHSEP) to address immediate personal protective equipment (PPE) needs.

GOHSEP will provide:

- at least one cloth (reusable/washable) mask for each student and faculty member;
- at least 2,000 disposal masks (for visitors and/or students/faculty that may forget their mask); and
- at least 3 thermometers per each school.

These provision standards are recommended as some individuals/parents will provide their own masks and others may not. However, this should address the PPE needs for public and non-public school systems for school reopening.

School systems should make PPE requests directly to the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) directors in respective school systems by following the steps outlined below:

1. School systems should compile data that depicts number of students, number of faculty members and number of schools.
2. Each school system will make requests to the respective parish OHSEP based on data specified in number one (above bullet).
3. Requests for this should go to the [local parish OHSEP contact](#).
4. Delivery will be made to the school systems' warehouse for school distribution as systems already have a mechanism to disseminate supplies.

### **Q: How often should playground equipment be cleaned?**

A: Playground equipment should be cleaned daily on a regular schedule:

- Create a cleaning checklist of all commonly touched surfaces that children are allowed to come into contact with on the playground; use that checklist to hit every surface when cleaning after use
- After each use (in-between static groups), similar to the way you would wipe down frequently touched surfaces in classrooms in-between class changes
- Use the school's normal surface cleaning supplies to wipe down playground equipment after each use (if there is not enough surface cleaner available, using a bleach / water solution as proportionally advised by CDC guidelines in a large spray bottle could suffice)
- After wiping surfaces, let dry at least 30 seconds. With the heat, wiped surfaces should be dry within 1-2 minute
- Students and staff should wash their hands before and after outside playground use
- In order to eliminate the extent of cleaning required after each use by limiting children to only use a portion of the playground, if possible and rotate groups.

## **Transportation**

### **Q: What is the maximum number of students allowed on transportation buses?**

A: Transportation should follow the guidelines outlined in the [Department of Public Health guidance](#) for each phase of reopening.

### **Q: Are buses required to have hand sanitizer available?**

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## School Operations Guidance 2020-2021 Frequently Asked Questions

A: As a best practice recommendation, all passengers should engage in hand hygiene upon entering the bus. Hand sanitizer should not exceed 80 percent alcohol concentration and containers should be securely closed, secured against shifting and protected from damage

**Q: Are students required to wear facial coverings on a bus?**

A: All adults (as able) should wear a facial covering while engaged in the transportation of students. Students (3rd grade and older) should wear facial coverings to the maximum extent possible while being transported. Additionally, K-2 students should be encouraged to wear facial coverings when possible on school transportation.

**Q: Is it necessary to keep the windows down on a bus if it is air conditioned?**

A: Yes, windows should be down on transportation to maintain maximum air flow. School systems should consult the [School Reopening Guidance](#) for further information regarding mitigation efforts on transportation.

**Q: In Phase 2, we are required to keep the bus at 50% capacity or less. How do you space those students out?**

A: Most importantly, take the capacity of the bus and multiple by 50% to get the total number of students who can ride the bus at one time. Then, space those students out as much as possible. Let students from the same household sit on the same seat.

**Q: What processes should schools use for bus dismissal?**

A: Students should stand in a single file line, 6ft apart, with masks on, and can complete a quiet activity. The windows on the bus should be cracked to allow for air flow.

**Q: What waivers have been issued relative to transportation?**

A: On July 23, Governor John Bel Edwards issued the State of Emergency Proclamation 97, which allows for the following waiver regarding transportation. Transportation: S. 17:493.1(C), allows a city or parish school board to select a bus operator to fill a vacant route on a different basis than the one required. This waiver is for the requirement of bus drivers to bid on routes

### Additional Operational Considerations

**Q: If school employees or students contract COVID-19, will they have the appropriate amount of time to recover?**

A: School systems may consider beginning the school year early and ending the school year later, as health and safety permit, in case future school facility closures disrupt learning time. Louisiana's 63,700 instructional minute requirement can be met through face-to-face instruction or remote learning options.

**Q: Will school employees have more sick days this school year, and will they be paid for time missed?**

A: School systems develop sick leave policies for employees and may choose to adjust them as needed, but are not required to do so. Schools and employees should continue to work closely with legal counsel to determine rights and responsibilities as this area becomes clearer in the months ahead. Individuals need to make the decision to attend in close consultation with their health care provider and school administrators.

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## School Operations Guidance 2020-2021 Frequently Asked Questions

### **Q: How should schools proceed with restroom breaks?**

A: Schools can break static groups to use the restroom. Ensure students are six feet apart in line. Suggestions to aid in this include marking hallways with tape to demonstrate where students should stand in line to maintain the 6 feet of distance required.

### **Q: What waivers have been issued for nutrition programs at this time?**

A: USDA has issued five waivers to provide the National School Lunch Program and School Breakfast Program various flexibilities. The waivers are effective through June 30, 2021.

[Nationwide Meal Times Waiver](#)

[Nationwide Non-Congregate Feeding Waiver](#)

[Nationwide Meal Pattern Waiver](#)

[Nationwide Parent/Guardian Meal Pick-Up Waiver](#)

[Nationwide Waiver to Allow Offer Versus Serve Flexibility in Senior High Schools](#)

### **Q: What guidance is available for tracking attendance under full distance/hybrid educational models?**

A: Attendance should be taken daily for all educational models. School systems should develop a system for tracking attendance and communication. Please refer to the Strong Start 2020 Toolkit for [best practices and guidance regarding daily communication and attendance](#).

### **Q: What waivers have been issued relative to K-8 physical education?**

A: On July 23, Governor John Bel Edwards issued the State of Emergency Proclamation 97, which allows for the following waiver regarding K-8 Physical activity requirements. **Physical Activity: §17.1.** Required physical activity in schools A.(1) Each public school that includes any of the grades kindergarten through eight shall provide at least thirty minutes each school day of quality moderate to vigorous physical activity for students. This waiver temporarily suspends the thirty minute physical activity requirements for K-8 students

### **Q: Do I need to obtain an additional background check to provide related services for students K-12 that will be attending virtual learning in a child care center?**

A: Yes. All K-12 essential visitors and contractors, including mental health consultants and special education service providers, must have a child care criminal background check (CCCBC) in order to provide services at an early learning center and a registered in-home or family home provider. The background checks approved by the school systems for K-12 purposes is not acceptable for child care security purposes. Please contact [LDElicensing@la.gov](mailto:LDElicensing@la.gov) with additional questions.

## [Teaching and Learning: School Reopening Best Practices](#)

Updated: August 7,

2020





## School Operations Guidance 2020-2021 Frequently Asked Questions

**Q: What trauma informed and/or mental health training will be provided to teachers and school administrators to support students as a result of the pandemic? How will the school system support the students' emotional well-being?**

A: LDOE released the [Guide to Supporting the Well-Being of Students and Staff](#). The guide includes free or low-cost mental health screeners that can be used to identify students in need of mental health supports.

**Q: Will instructional minutes be required for schools or students that choose virtual learning for the 2020-2021 school year?**

A: The 63,720 instructional minute requirement is still in place for the upcoming school year. School systems can meet this requirement when creating their academic calendar. The requirement can be met through face-to-face instruction or through remote learning models where equitable instructional minutes are met through live teacher led lessons, recorded lessons, worksheet assignments, etc.

**Q: What guidance has been provided for privacy requirements in a virtual setting?**

A: The Department has released a [sample consent letter](#) for school systems to send to parents when students are engaging in virtual learning. Additional guidance is provided in the [Privacy and Security for Distance Learning toolkit](#)

**Q: Are there any modifications to the 2020-2021 testing windows?**

A: At this time, no modifications have been made. The Department is monitoring the situation, talking with district test coordinators, and working with our assessment vendor to identify solutions for the variety of situations that are arising (e.g., remote diagnostic testing, extended summer window, etc.) this year. We are actively exploring test window shifts that may be needed for both the fall and spring.

**Q: What are the required student teacher ratios for virtual settings?**

A: This is dependent upon the teacher's responsibilities in the virtual setting. If the teacher's responsibilities in the virtual setting are exactly the same as in a brick and mortar setting (e.g. lesson preparation, lesson delivery, individual support for students, formative and summative assessments, grading of summative and formative assessments, parent communications, etc.) then the student teacher ratios outlined in policy must be followed. If the virtual responsibilities differ from that of a brick and mortar setting, then the ratios need to be determined at the local level.

For example, if a teacher is recording a lesson, that lesson could be shared with hundreds of students. Similarly, a teacher could deliver a short lesson to hundreds of students and then other teachers could be assigned to provide individual support and feedback to students. For more information regarding staffing, please refer to the [Strong Start Staffing FAQ](#) document.

Updated: August 7,

## Coversheet

### EBBI - Corvis-19 Public Health Emergency Policy

<b>Section:</b>	II. Update on School Reopening
<b>Item:</b>	C. EBBI - Corvis-19 Public Health Emergency Policy
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	EBBI - COVID-19 Public Health Emergency (New).pdf

**NEW POLICY****FILE: EBBI  
Cf: EBBB, GAAB, JGCC****COVID-19 PUBLIC HEALTH EMERGENCY**

In light of the COVID-19 pandemic and the resulting public health emergency, for the 2020-2021 school year, the Superintendent is authorized to develop, implement, and maintain administrative regulations and procedures necessary to protect employees, students, and others from the conditions giving rise to the declared emergency.

In the development and implementation of necessary administrative regulations and procedures for safely reopening schools and for maintaining the safety of employees, students, and others when schools are open during a health emergency, the Superintendent and staff shall rely upon the practices, guidelines, and suggestions of the Louisiana Department of Education in coordination with the Louisiana Department of Health. The Superintendent is authorized to develop and revise plans for reopening schools or maintaining the safety of employees, students, and others and to make required submissions to governmental authorities with regard thereto.

In the event that the Superintendent develops or implements administrative rules, regulations, or procedures, or alters the school district's school reopening plan in any substantive fashion, he/she shall inform the Board of such developments no later than the next regular meeting of the Board.

The Orleans Parish School Board adopts and incorporates as if set forth fully herein the provisions of Chapter 4 of Bulletin 741, *Louisiana Handbook for School Administrators*, for the 2020-2021 school year, and shall abide by the required health and safety standards included therein or in any amendments thereto.<sup>1</sup> In no event shall the school district's reopening plan for the 2020-2021 school year include any standard less than that required by Chapter 4 of Bulletin 741.

The Orleans Parish School Board shall require charter schools under its jurisdiction to adopt policies in accordance with Chapter 41 of Bulletin 126, *Charter Schools*, for the 2020-2021 school year.<sup>2</sup>

**Medical or Disability Impact Exceptions**

As provided in Section 401(E) and Section 403(I) of Bulletin 741, the Board recognizes that there may be medical or disability impact exceptions to one or more of these standards specific to a given student, employee, or other person, and such exceptions will be considered on an individual basis as set forth below.

1. In order for a student to be granted an exception based upon a medical or disability issue:

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<sup>1</sup> Any reference to Bulletin 741 includes, by reference, the interpretation given its language by the Louisiana Department of Education, including its FAQ and responses.

<sup>2</sup> Any reference to Bulletin 126 includes, by reference, the interpretation given its language by the Louisiana Department of Education, including its FAQ and responses.

**NEW POLICY****FILE: EBBI****Cf: EBBB, GAAB, JGCC**

- a. The parent or legal guardian of the student shall submit a written request for an exception to the school leader.
  - b. The parent or legal guardian of the student shall identify the specific provision(s) of Bulletin 741, Chapter 4, to which the exception is applicable.
  - c. The request shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception.
  - d. The request shall also include a reference to whether the exception is related to a service or accommodation afforded in an existing Section 504 plan, individualized education plan (IEP), or individualized health plan (IHP).
  - e. If the application is related to an existing Section 504 plan, IEP, or IHP, the school leader shall convene a meeting of the School Building Level Committee (SBLC) to review the application and the existing Section 504 plan, IEP, or IHP to determine if an exception is needed or whether the plan can be modified to alleviate the need for the exception. The SBLC shall provide its recommendation to the school leader.
  - f. All documentation related to the exception shall be incorporated into the student's school record and, if applicable, made a part of the student's Section 504 plan, IEP, or IHP.
2. In order for an employee to be granted an exception based on a medical or disability issue:
    - a. The employee shall submit a written request to the human resources department, in accordance with OPSB Policy GAAB, *Individuals with Disabilities*.
    - b. The request shall identify the specific provision(s) of Chapter 4 to which the exception is applicable.
  3. In order for anyone other than a student or employee to be granted an exception based on a medical or disability issue, the individual seeking the exception must provide the school leader or worksite manager with documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that necessitates the request for the exception in order to determine whether there are any possible accommodations that can be made.

**NEW POLICY**

**FILE: EBBI**  
**Cf: EBBB, GAAB, JGCC**

New Policy: July 2020

Ref: Louisiana Revised Statute Annotated Section 17:81, 17:439.1, 17:3391; *Louisiana Handbook for School Administrators*, Bulletin 741, and *Charter Schools*, Bulletin 126, Louisiana Department of Education.

# Coversheet

## Food Service Contract with Genuine Foods

<b>Section:</b>	II. Update on School Reopening
<b>Item:</b>	D. Food Service Contract with Genuine Foods
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Bid Summary - Food Service for Audubon.pdf

## Proposal Summary and Agreement Page

### SFA Name French and Montessori Education, Inc

This document contains a solicitation for the furnishing of meals for a nonprofit food service program for the period beginning (Date) **July 1, 2020**, and ending (Date) **June 30, 2021**, and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the Contract between the offeror and the school food authority (SFA)/Sponsor.

The offerer certifies that all terms and conditions within the proposal shall be considered a part of the contract as of incorporated therein.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

The offeror shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the solicitation/Contract.

The conversion factor for calculating meal equivalents for breakfast and snack is the factor utilized most commonly when calculating Meal Equivalents (.67 for breakfast and .33 for snack). Source: Essential KPIs for School Nutrition Success, Institution of Child Nutrition.

#### PER MEAL PRICES MUST BE QUOTED AS IF NO USDA COMMODITIES WILL BE RECEIVED

MEAL	UNITS(1)	RATE(2)	TOTAL(3)
Reimbursable Lunch	85,500	\$3.41	\$291,555
Reimbursable Breakfasts (price is 67% of the price of lunch)	29,700	\$2.28	\$67,716
Reimbursable After-School Snack (price is 33% of the price of lunch)	5000	\$1.13	\$5,650
Reimbursable Summer Lunches/Suppers (equal to reimbursable lunch)	500	\$3.41	\$1,705
Reimbursable Summer Breakfasts (price is 67% of the price of lunch)	500	\$2.28	\$1,140
Reimbursable Summer Snack (price is 33% of the price of lunch)			
Reimbursable CACFP Snack (price is 33% of the price of lunch)			
Reimbursable CACFP Supper (equal to reimbursable lunch)	5,000	\$3.41	\$17,050
Estimated Extra Sale Revenue/Total Lunch Equivalent Rate (does not include sale of adult meals)			
<b>TOTAL ESTIMATED AMOUNT OF PROPOSAL</b>			<b>\$384,816</b>

<sup>1</sup> To be completed by SFA/Sponsor

<sup>2</sup> All rates to be completed by FSMC

<sup>3</sup> To be completed by FSMC - all totals must be carried out to the second decimal place and must not be rounded

\*No items sold to the SFA by the FSMC can be charged a rate other than the rates on this Proposal Agreement Page

Name of the FSMC<sup>2</sup> Genuine Foods

Street Address<sup>2</sup> 1406 NE Evangeline Thoroughway

City<sup>2</sup> Lafayette

State<sup>2</sup> L A

Zip Code<sup>2</sup> 70501

By submission of this proposal, the offeror certifies that in the event the offeror receives an award under this solicitation, the FSMC shall operate in accordance with all current applicable state and federal regulations.

7/13/2020



Director of Partnerships

Date<sup>2</sup>

Signature of FSMC's Authorized Representative<sup>2</sup>

Title<sup>2</sup>

#### ACCEPTANCE OF THE CONTRACT:

\_\_\_\_\_  
Name of School Food Authority/Sponsor<sup>1</sup>

Date<sup>1</sup>

Signature of Authorized SFA/Sponsor Representative<sup>1</sup>

Title