

**Executive Administrator's Report
March 26, 2019**

The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post-secondary education; prepare students to be responsible and active participants in their community; and enable students to become lifelong learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.

How is BCCS managing the shift to online instruction and virtual communication during the COVID-19 epidemic.

1. Health and Safety -

BCCS staff is working from home following the “stay home” order set forth by the CDC and Governor Newsom. Only essential employees are going to campus for maintenance, and computer distribution to students. We are planning our 3rd computer distribution on April 3rd. When on campus we are following best practices to ensure that our staff is safe.

2. Communication (families and operations)-

BCCS tutors and other support staff have been assigned a group of students to support. Staff make daily calls to parents and students who have not been checking into their online classes or completing assignments. During the calls, staff identify any gaps that may exist and provide the academic support that each student and family may need. Calls have been very positive and teachers are starting to notice more student participation in meets and completion of work. An important note is that the overwhelming majority of the parents are welcoming of the calls, and supporting us at home to ensure students are participating in our online learning program. We do have a group of families that we have not been able to reach or not being supportive. The BCCS Director of Operations will be reaching out to these families to see if we can work through any challenges the family may be talking. BCCS is using Remind for mass communication to families.

3. Teaching and Learning

The BCCS Team is making a herculean effort to ensure our students are learning. Staff is working together to learn how to do distance learning well. The pressure on our team is intense as we build a new Bert Corona Charter School.

- Technology and Connectivity - We have approximately 50 families that still do not have access to the technology that they need for distance learning. They do not have a computer or internet access. The Coordinator of School Culture and Climate and our Technology Assistant have already coordinated two computer distribution days and are now planning the 3rd day. Staff has set up a call number and email so that we can support students with technology needs.
- Curriculum - Staff is working with students in the Google Classroom platform. The team continues to use iReady Math and ELA, Khan Academy (math), and Achieve 3000 (reading), in addition to other online content.
- Instruction- Teachers and support staff are meeting with students Tuesday through Friday in large and small groups between 9:00 am and 2:30 pm. We are tracking attendance and participation daily using Google tools. Some of the instructional guidance is being provided by online videos that the staff has created, some through live Google Meets, and some through google-doc chats. Teachers are also leveraging the myriad of tutorial videos already available online for anyone to access. Students are following up with email messages and participating in Google meets support sessions with staff to receive support with learning. Mondays are reserved for Staff PD, planning and collaboration.

● Support for Special Education- The Sped Team is pushing into online classes and setting up small group support sessions for students with IEPs. The team is working with our support providers to ensure that as many services as possible are being delivered. We are currently focusing on counseling services. Staff has completed two IEP meetings virtually.

4. Professional Development and Team Communication

The staff has been communicating using Google Meets and Slack. We have moved away from two a day meetings to one per day. Meetings are 30 minutes long and are focused on keeping staff informed and supported.

For professional development, we are using the same tools teachers are using for instruction. The Google suite tools are our lifeline for student and adult learning. On Monday staff shared their best practices with their colleagues. Topics included:

- Recording and Editing Video Tutorials
- Google Forms and Google Classroom
- Hosting Google Meets