



Crossroads Charter Schools

Crossroads Charter Schools Monthly Board Meeting

Date and Time

Monday July 27, 2020 at 5:00 PM CDT

Location

816 Broadway Blvd. Kansas City, MO 65105

TO JOIN VIRTUALLY:

meet.google.com/vdb-cwsq-axa

1-574-404-8681

PIN: 207 707 898#

This Agenda has been posted on Thursday, March 26th, 2020

Agenda

I. Opening Items

- A.** Record Attendance
- B.** Call the Meeting to Order
- C.** Approve Minutes

Approve minutes for June Board Meeting on June 22, 2020

II. Finance

- A. Year-End Financials
- B. June Check Register
- C. KCPS Local Funding MOU

III. Educational Excellence

- A. 2020-21 School Reopening Plan

- B. Employee Back to Work Plan

IV. Facilities

- A. Summer Construction Update

V. Closing Items

- A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for June Board Meeting on June 22, 2020

APPROVED



Crossroads Charter Schools

Minutes

June Board Meeting

Date and Time

Monday June 22, 2020 at 5:00 PM

Location

Meeting ID

meet.google.com/ziw-iyog-dhp

Phone Numbers

[510-939-0287](tel:510-939-0287)

PIN: 495 023 468#

This Agenda has been posted on Thursday, March 26th, 2020

Trustees Present

C. Benner (remote), G. Valdovino (remote), J. Williams (remote), L. Weekly (remote), P. Hardwick (remote)

Trustees Absent

B. Sweetman, R. Cattelino

Guests Present

C. Hughley (remote), D. Yoder (remote), R. Uptergrove (remote), S. Watkins (remote), T. McDowell (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

G. Valdovino called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday Jun 22, 2020 at 5:04 PM.

C. Approve Minutes

C. Benner made a motion to approve the minutes from May Board Meeting on 05-18-20.

G. Valdovino seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. New Staff Introductions

Tysie introduced Sheena Watkins as the new COO and Dan Yoder as the new CFO.

II. Finance

A. May Financials

Dan Yoder presented the May Financials.

REVENUE: \$2M AHEAD

Impacted largely by PPP funding (1.42mil) and KCPS MOU. State Funding deficit due to a combination of student enrollment and decreased formula funding. State funding per WADA is \$473 less than budgeted, an impact of \$365k decline. Federal Revenue ahead due to CSP grant.

EXPENSES: \$1.1M BEHIND

Technology expense shifted to FY21 and expenses adjusted for school closure. Capital expense are forecast to be above budget by 1Mil, as expenses for capital renovation was not included in the budget. However, this is offset by adjustments in expense and capital fundraising.

NET INCOME: \$891K ahead

B. May Check Register

G. Valdovino made a motion to approve.

P. Hardwick seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. FY21 Budget

Courtney Hughley presented the FY21 budget to the Board for approval.

L. Weekly made a motion to approve.

C. Benner seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Educational Excellence

A. 2020-21 School Reopening Plan

Sheena and Tysie discussed the reopening plan for the 2020-21 school year.

Reopening Plan goals are:

- To maintain the health, wellness, and safety of the entire school community
 - To secure a strong financial and operational future
 - To maximize student learning and ability to thrive
 - To support educators to adapt and respond to the unique needs of students and their families
 - This structure increases safety by limiting exposure in the span of the week. Additionally, it creates longer routines for scholars, families, and staff, allows for deeper continuous learning, and improves logistical needs.
 - Ultimate focus is to position our community to thrive in the midst of Covid.
- Through re-inventing our approach to school, we will prioritize the following goals:
- Create a safe and healthy community through additional protocols, processes, and a focus on SEL
 - Ensure educational equity through addressing learning needs
 - Increase parent partnership through clear communication, teamwork, and collaboration
 - Build teacher skills while prioritizing sustainable work loads

P. Hardwick made a motion to approve the plan as is, granting Administration as needed changes based on CDC and state guidelines. If full reopen occurs board requests to review plan prior to approval.

L. Weekly seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Board Policy Updates

C. Benner made a motion to approve the policy update.

L. Weekly seconded the motion.

The board **VOTED** unanimously to approve the motion.

B.

Board Officers

L. Weekly made a motion to approve Chris Benner as Board Treasurer.

G. Valdovino seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. FY21 Insurance Renewal

C. Benner made a motion to approve.

L. Weekly seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Facilities

A. Resolution to Receive Donated Property

This Agenda item moved up at 6:13 pm after the ReOpening Discussion.

Don Maxwell discussed the donated land for the future site of a Crossroads community center type facility.

P. Hardwick made a motion to approve the land donation.

G. Valdovino seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Operations

A. Interim Executive Director

P. Hardwick made a motion to approve Tysie McDowell as Interim Executive Director while Dean Johnson is away on vacation.

C. Benner seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. Closed Session

A. In pursuant to RSMo. 610.021 (13)

G. Valdovino made a motion to Move into closed session in regards to RS Roll Call: CB: Aye GV: Aye LC: Aye PW: Aye JW: Aye.

C. Benner seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

C. Benner made a motion to adjourn the meeting.

G. Valdovino seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:51 PM.

Respectfully Submitted,

R. Uptergrove

Coversheet

Year-End Financials

Section: II. Finance
Item: A. Year-End Financials
Purpose: FYI
Submitted by:
Related Material: June Close Review Template_CCS (3).xlsx - FY20 Final.pdf
CCS - Monthly Presentation - June 2020.pdf

Financial Snapshot								
	FY20 Budget	May Close End of Year Forecast	FY20 Final	Changes Since May Close	FY20 actuals compared to FY20 budget		FY21 Budget	Change from FY20
					\$	Notes		
Revenue								
Local Revenue	2,643,447	5,114,621	5,221,593	106,972	2,578,147	KCPS MOU (387k) + PPP (1.42m)	3,289,179	(1,932,414)
Capital Revenue		715,306	765,306	50,000	765,306	Capital not budgeted	1,070,000	304,694
State Revenue	10,878,837	9,941,075	9,788,796	(152,279)	(1,090,042)	Underenrollment (-50 WADA)+ per-WADA decrease	11,111,275	1,322,479
Federal Revenue	706,737	1,206,484	1,208,296	1,812	501,559	CSP Fed Grant	1,248,320	40,024
Total Revenue	14,229,021	16,262,180	16,218,686	(43,494)	1,989,664		16,718,774	500,089
Expenses								
Salaries	5,980,375	5,949,325	6,003,727	54,402	23,352	Summer stipends/position changes	7,702,911	1,699,184
Benefits and Taxes	1,851,186	1,800,086	1,806,986	6,901	(44,199)		2,342,422	535,436
Staff-Related Costs	131,000	68,007	67,521	(486)	(63,479)	PD spending less	94,647	27,126
Rent	565,905	565,905	569,263	3,358	3,358		565,900	(3,363)
Occupancy Service	1,167,692	1,258,816	1,264,570	5,754	96,878	Repairs/maint and professional servies	1,407,077	142,507
Student Expense, Direct	2,492,138	2,701,170	2,707,496	6,326	215,358	Tech supplies	1,828,380	(879,116)
Student Expense, Indirect	289,000	261,982	261,958	(24)	(27,042)	Food exp less due to closure	330,500	68,542
Office & Business Expense	728,192	767,501	766,303	(1,198)	38,111		699,172	(67,131)
Transportation	652,205	561,413	561,413	(0)	(90,792)	Less due to closure	791,000	229,587
Total Ordinary Expenses	13,857,692	13,934,204	14,009,238	75,034	151,545		15,762,011	1,752,773
Net Operating Income	371,328	2,327,976	2,209,448	(118,528)	1,838,120		956,763	(1,252,685)
Extraordinary Expenses								
Interest	215,000	1,280,438	1,280,940	502	1,065,940	Capital Exp	280,000	(1,000,940)
Total Extraordinary Expenses	215,000	1,280,438	1,280,940	502	1,065,940		1,050,000	(230,940)
Total Expenses	14,072,692	15,214,641	15,290,177	75,536	1,217,485		17,092,011	1,801,833
Net Income	156,328	1,047,538	928,508	(119,030)	772,180		(373,237)	(1,301,745)
CASH	1,383,781		2,297,326		913,545			



June 2020 Financials

PREPARED **JULY 2020** BY

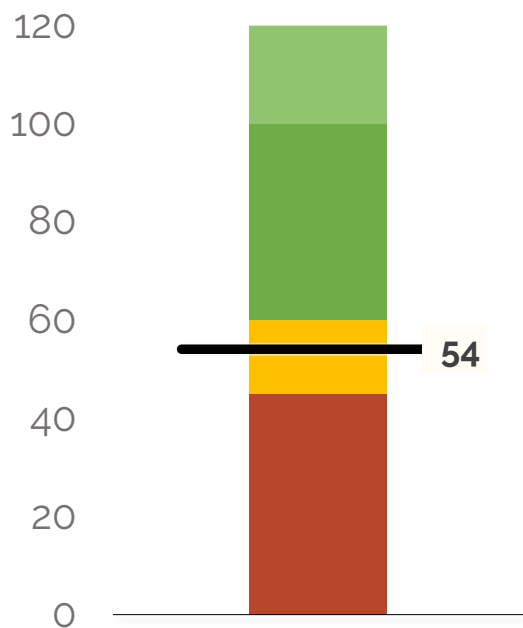


- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Forecast History**
- **Key Forecast Changes This Month**
- **Notable Forecast Variances**
- **Appendix: Financials**

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

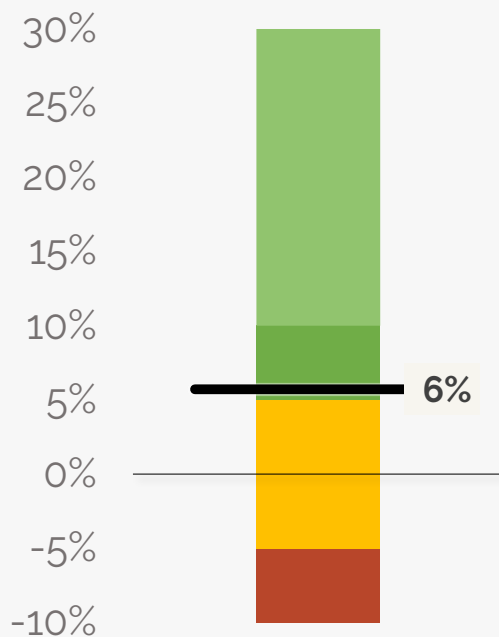


54 DAYS OF CASH AT YEAR'S END

The school will end the year with 54 days of cash. This is below the recommended 60 days, and 3 less day(s) than last month

Gross Margin

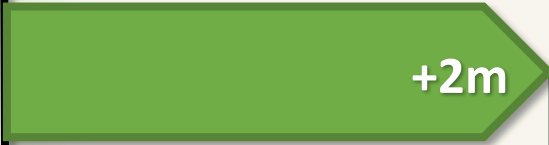
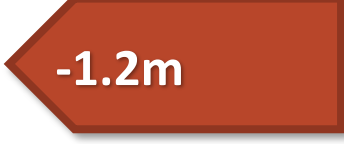
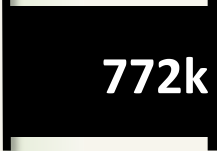
Revenue less expenses, divided by revenue



6% GROSS MARGIN

The final net income is \$929k, which is \$772k above the budget. It yields a 6% gross margin.

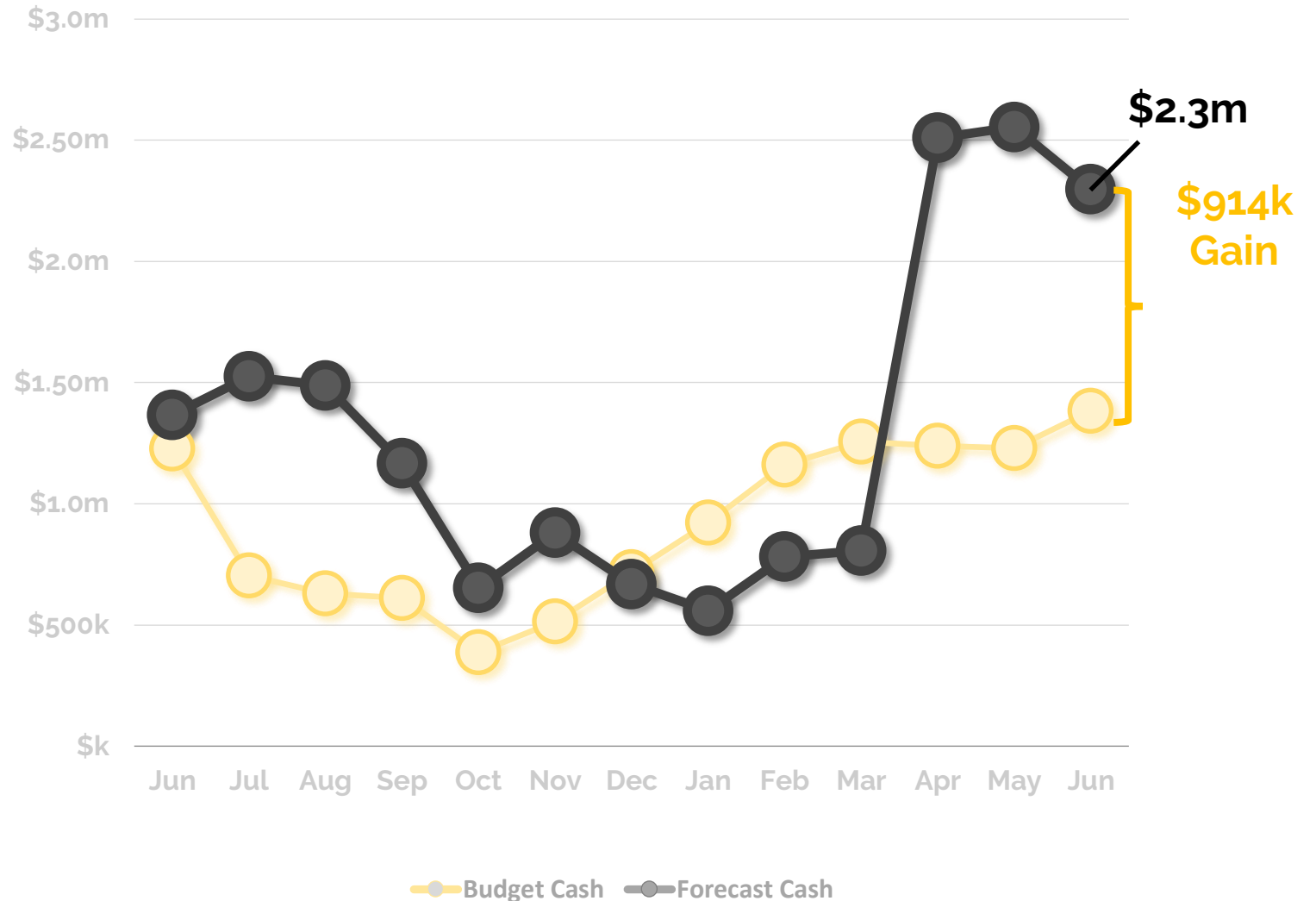
Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$16m	\$14m	\$2m		Driven by decreased State Revenue due to enrollment and decreased funding formula, offset by COVID funding and unbudgeted capital.
Expenses	\$15m	\$14m	-\$1.2m		Driven by Technology purchase, unbudgeted Capital expense and operational adjustments
Net Income	\$929k	\$156k	\$772k		


Cash Flow Forecast

54 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$2.30m**, **\$914k** above budget.

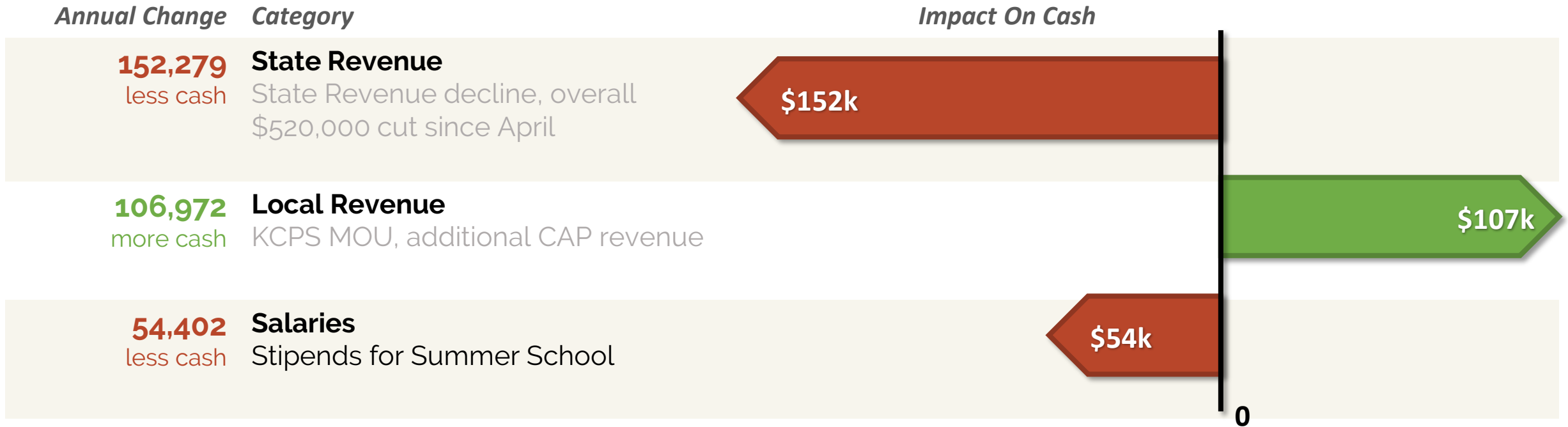


Forecast History of June 30, 2020 Cash Balance

Source	Days of Cash at 6/30/20	Change	Description of change
Budget	35		From SY18-19 Budget
Jul	38	3	FY19 cash higher than forecast
Aug	35	-3	Adjustment to Student Direct and Capital Expenses
Sep	38	2	Adjusted forecast to include Capital Revenue and Expense, adjusted state WADA...
Oct	37	-1	ADJ ADA and Facilities expense
Nov	38	1	Adjusted local and state revenue
Dec	30	-7	Adjusted ADA and staffing
Jan	30	0	Increased Revenue and Expense balanced by decreased capital expenses.
Feb	30	0	
Mar	38	7	ADJ due to COVID closure
Apr	75	37	PPP and COVID related funding
May	57	-18	State formula reduction, adjusted expense and revenue for end of year
 Jun	54	-3	State funding decline

Key Forecast Changes This Month

The June forecast **decreased** the year-end cash expectation by **-\$119k**. *Key changes:*



	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
Local Revenue	5,221,593	2,643,447	2,578,147	5,221,593	2,643,447	2,578,147	-
State Revenue	9,788,796	10,878,837	(1,090,041)	9,788,796	10,878,837	(1,090,041)	-
Federal Revenue	1,208,296	706,737	501,559	1,208,296	706,737	501,559	-
Total Revenue	16,218,686	14,229,021	1,989,665	16,218,686	14,229,021	1,989,665	1
Expenses							
Salaries	6,003,727	5,980,375	(23,352)	6,003,727	5,980,375	(23,352)	-
Benefits and Taxes	1,806,986	1,851,186	44,200	1,806,986	1,851,186	44,200	-
Staff-Related Costs	67,521	131,000	63,479	67,521	131,000	63,479	-
Rent	569,263	565,905	(3,358)	569,263	565,905	(3,358)	-
Occupancy Service	1,264,570	1,167,692	(96,878)	1,264,570	1,167,692	(96,878)	-
Student Expense, Direct	2,707,496	2,492,138	(215,358)	2,707,496	2,492,138	(215,358)	-
Student Expense, Indirect	261,958	289,000	27,042	261,958	289,000	27,042	-
Office & Business Expense	766,303	728,192	(38,111)	766,303	728,192	(38,111)	-
Transportation	561,413	652,205	90,792	561,413	652,205	90,792	-
Total Ordinary Expenses	14,009,238	13,857,693	(151,545)	14,009,238	13,857,693	(151,545)	-
Net Operating Income	2,209,448	371,328	1,838,120	2,209,448	371,328	1,838,120	-
Extraordinary Expenses							
Interest and Capital Expenses	1,280,940	215,000	(1,065,940)	1,280,940	215,000	(1,065,940)	-
Total Extraordinary Expenses	1,280,940	215,000	(1,065,940)	1,280,940	215,000	(1,065,940)	-
Total Expenses	15,290,177	14,072,693	(1,217,484)	15,290,177	14,072,693	(1,217,484)	2
Net Income	928,508	156,328	772,181	928,508	156,328	772,181	3
Cash Flow Adjustments	2,276	-	2,276	2,276	-	2,276	4
Change in Cash	930,784	156,328	774,456	930,784	156,328	774,456	5

1 REVENUE: \$2M AHEAD

Impacted largely by PPP funding (1.42mil) and KCPS MOU. State Funding deficit due a combination of student enrollment and decreased formula funding. State funding per WADA is \$578 less than budgeted, an impact of \$520k decline.

Federal Revenue ahead due to CSP grant.

2 EXPENSES: \$1.2M BEHIND

Technology expense shifted from FY21 and expenses adjusted for school closure.

Capital expense are forecast to be above budget by 1Mil, as expenses for capital renovation was not included in the budget.. However, this is offset by adjustments in expense and capital fundraising.

3 NET INCOME: \$772K ahead

4 CASH ADJ:\$2K AHEAD

5 NET CHANGE IN CASH: \$774K AHEAD

Monthly Financials

	Actual												Forecast
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	450,804	182,434	132,423	169,978	468,935	298,718	147,047	125,020	332,354	1,859,471	402,770	651,640	5,221,593
State Revenue	640,128	868,578	1,100,747	883,136	841,015	852,981	899,250	904,427	845,182	893,733	722,886	336,734	9,788,796
Federal Revenue	4,889	0	0	113,318	69,121	60,815	38,881	347,759	106,670	77,307	78,187	311,349	1,208,296
Total Revenue	1,095,821	1,051,011	1,233,170	1,166,432	1,379,070	1,212,514	1,085,179	1,377,206	1,284,206	2,830,510	1,203,843	1,299,722	16,218,686
Expenses													
Salaries	440,012	480,259	509,587	531,586	495,993	519,538	492,738	496,298	506,499	483,955	493,520	553,741	6,003,727
Benefits and Taxes	133,738	147,012	148,478	153,782	149,569	151,290	153,862	153,918	155,700	149,476	149,730	160,431	1,806,986
Staff-Related Costs	9,575	3,561	7,842	4,205	691	26,914	992	2,338	6,280	1,764	-70	3,429	67,521
Rent	38,757	61,162	37,492	71,104	31,214	49,427	70,588	33,199	32,499	60,224	51,099	32,499	569,263
Occupancy Service	91,372	100,314	174,546	106,748	61,093	132,815	101,109	94,959	190,570	51,657	90,473	68,913	1,264,570
Student Expense, Direct	121,935	67,823	166,943	393,784	213,622	233,820	153,829	190,668	180,112	186,590	197,601	600,769	2,707,496
Student Expense, Indirect	0	172	30,875	35,592	20,596	43,234	11,463	27,125	23,153	40,298	17,225	12,226	261,958
Office & Business Expense	100,905	54,029	54,521	82,183	42,982	80,852	61,508	58,568	45,325	32,623	88,478	64,330	766,303
Transportation	7,979	2,976	69,560	76,924	8,071	155,158	61,831	61,726	73,610	0	43,579	0	561,413
Interest	28,475	108,554	368,468	222,409	138,737	32,733	84,552	36,557	48,735	121,735	24,639	65,347	1,280,940
Total Ordinary Expenses	972,749	1,025,861	1,568,312	1,678,316	1,162,568	1,425,781	1,192,472	1,155,356	1,262,481	1,128,321	1,156,274	1,561,686	15,290,177
Total Expenses	972,749	1,025,861	1,568,312	1,678,316	1,162,568	1,425,781	1,192,472	1,155,356	1,262,481	1,128,321	1,156,274	1,561,686	15,290,177
Net Income	123,073	25,150	-335,142	-511,884	216,502	-213,267	-107,293	221,850	21,725	1,702,189	47,569	-261,964	928,508
Cash Flow Adjustments	35,763	-62,509	13,527	-1,113	9,960	2,251	-2,855	1,303	3,846	89	-3,517	5,532	2,276
Change in Cash	158,836	-37,359	-321,615	-512,997	226,462	-211,016	-110,149	223,153	25,571	1,702,278	44,053	-256,432	930,784

	<i>Previous Year End</i>	<i>Current</i>
	<i>6/30/2019</i>	<i>6/30/2020</i>
Assets		
Current Assets		
Intercompany Transfers	0	0
Cash	1,366,542	2,297,326
Accounts Receivable	0	0
Total Current Assets	1,366,542	2,297,326
Total Assets	1,366,542	2,297,326
Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities	-29,264	-26,988
Total Current Liabilities	-29,264	-26,988
Total Long-Term Liabilities	0	0
Total Liabilities	-29,264	-26,988
Equity		
Unrestricted Net Assets	1,395,804	1,395,804
Net Income	0	928,508
Total Equity	1,395,804	2,324,312



QUESTIONS?

Please contact your EdOps Finance Specialist:

Paul Greenwood

paul@ed-ops.com

415-359-3995

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Coversheet

June Check Register

Section: II. Finance
Item: B. June Check Register
Purpose: Vote
Submitted by:
Related Material: CheckRegisterbyType.pdf

Crossroads Charter Schools
07/16/2020 8:03 PM

Check Register by Type

Page: 1
User ID: PAUL

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
1604066	06/01/2020	X			CAKCESTAT	CROSSROADS REAL ESTATE COMPANY	27,899.00
1604067	06/01/2020	X			COMMERCE	COMMERCE BANK	3,261.61
1604068	06/10/2020	X			ATT	AT&T	2,046.26
1604069	06/03/2020	X			BCBS	BLUE CROSS AND BLUE SHELD OF KANSAS CITY	64,767.49
1604070	06/06/2020	X			UNUM	UNUM LIFE INSURANCE COMPANY OF AMERICA	277.48
1604071	06/12/2020	X			HVH	HISTORIC VIRGINIA HOTEL, LLC	0.00
1604072	06/22/2020	X			HARTFORD	THE HARTFORD INSURANCE COMPANY	3,655.40
1604073	06/27/2020	X			HANOVER	THE HANOVER INSURANCE CO	0.00
1604074	06/15/2020	X			GOOGLEF	GOOGLE FIBER	130.00
1604075	06/30/2020	X			PAYLOCITY	PAYLOCITY	1,048.17
1604076	06/30/2020	X			EVERGY	EVERGY	8,155.17
1604077	06/19/2020	X			BENEFLEX	BENEFLEX	164.20
1604078	06/22/2020	X			COMMERCE	COMMERCE BANK	825.35
1604090	06/09/2020	X			COMMERCECC	COMMERCE BANK - COMMERCIAL CARDS	9,150.06
1604091	06/29/2020	X			COMMERCECC	COMMERCE BANK - COMMERCIAL CARDS	28,860.86
1604094	06/05/2020	X			APPLE	APPLE INC.	169,335.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 319,576.05
Check Type Total: Automatic Payment			Void Total:		0.00	Total without Voids: 319,576.05	

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
74399098	06/02/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	651.00
74399099	06/02/2020	X			NASSP	National Association of Secondary School Principals	385.00
74399100	06/02/2020	X			MCPSA	MISSOURI CHARTER PUBLIC SCHOOL ASSOC	8,118.00
74399101	06/02/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	651.00
74399102	06/02/2020	X			BOARD	BOARD OF POLICE COMMISSIONERS	280.00
74399103	06/02/2020	X			ISS	ISS FACILITY SERVICES - KC	3,341.95
74399104	06/02/2020	X			STRASSER	STRASSER TRUE VALUE	85.66
74399105	06/02/2020	X			ISS	ISS FACILITY SERVICES - KC	1,028.29
74399106	06/02/2020	X			BRIDGGI	Bridging the Gap Interpreting	162.25
74399107	06/02/2020	X			STRASSER	STRASSER TRUE VALUE	30.04
74399266	06/02/2020	X			YARDI	YARDI MARKETPLACE	933.61
74399474	06/02/2020	X			SOLI	SOLI AND SOLI INC	3,436.00
74399475	06/02/2020	X			BLACKBAUD	BLACKBAUD	3,165.53
74399692	06/02/2020	X			AMAZON	AMAZON	31.98
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Coversheet

2020-21 School Reopening Plan

Section: III. Educational Excellence
Item: A. 2020-21 School Reopening Plan
Purpose: Vote
Submitted by:
Related Material: CCS Reopening Plan 2020-2021 FINAL.pdf



Crossroads Charter Schools

Reopening Plan 2020-2021

Introduction

In the spring of 2020, The Crossroads COVID-19 Planning Committee was established with the goal of creating a Reopening Plan for the 2020-2021 school year. This committee has been seeking ongoing guidance of local and state organizations and leaders, including the Kansas City Health Department and the Missouri Department of Elementary and Secondary Education. With this information the committee is continuing to work diligently to develop a strategy that allows for flexibility, transparency and prioritizes the health and safety of our community.

In order to do that, Crossroads will be offering 100% Virtual education for it's August Jumpstart that runs from August 10 through September 4. Although students will not be in the building during August Jumpstart, their class participation and coursework will be tracked by their teachers. There are some limited students who will need to be in the buildings for various reasons. If your student needs to come to the building you will be contacted by a Crossroads staff member. Additionally, facility improvements will still be happening in our buildings during August Jumpstart, with the goal of being completed prior to the start of Hybrid learning. For more information about this decision, please read [this communication from school leadership to all families](#).

Crossroads is continuing to prepare the physical campus to support students in the fall beginning on September 8, however the committee recognizes that some families may not be comfortable with their child returning at that time. The committee has developed two options for our families. Families have the option of enrolling their children in the Hybrid model where their child will attend in person one week and will have Virtual school the alternate week. Or families have the option to enroll their child in the 100% Virtual model where their child will take classes online from home. Please note as we continue to monitor local and national COVID-19 cases and receive revised guidance from city and state officials this plan could change.

Based on insights and resources from practitioners and experts, plus feedback from families and staff, we have created this Reopening Plan with the aim to provide equitable education to all students. We understand there are unique challenges to serving already vulnerable students and families, thereby compounding the equity implications of the pandemic. Using equitable and innovative approaches, we have an opportunity to design new solutions that better meet the needs of all learners.



Our Reopening Plan goals are:

- To maintain the health, wellness, and safety of the entire school community
- To maximize student learning and ability to thrive
- To support educators to adapt and respond to unique needs of students and their families
- To secure a strong financial and operational future



Risk Mitigation

- **Screening for Symptoms:**

Your child must stay home if sick. Parents are to screen for "new" or "otherwise unexplained" symptoms and also screen to ensure that your student has had no close contact to COVID-19 prior to sending them to school. Please use the following list of symptoms to screen your child for illness before sending them to school each day:

- Fever (*According to the American Academy of Pediatrics, a fever is 100.4 F or greater.*)
- Cough
- Rash
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle pain
- Lack of appetite
- Loss of taste or smell

- **Social distancing:**

We will take steps to promote social distancing, although it will not always be possible to keep everyone six-feet apart. This could look different at each school, due to the differences in the spaces, and it could include:

- Rearranging furniture and equipment to move students farther apart and with all facing in the same direction
- Replacing multi-student tables with individual desks to spread students apart.
- Changing arrival and dismissal procedures to use multiple entrances and reduce crowding at the doors. More details will be provided by each school as we get closer to beginning the Hybrid model on September 8.
- Stagger schedules when students are having bathroom and water breaks
- Stationary class groups, where students stay in one spot and the teachers move

- **Contact Tracing**

Crossroads will have its own staff members who are familiar with the principles of contact tracing in order to rapidly facilitate identification of exposed students and staff and assist local health departments. Staff will be trained through the online, Johns Hopkins Coronavirus Resource Center.

Once a staff member or student has been diagnosed with COVID-19, the Crossroads contact tracers will identify any staff members or students who should be considered exposed based on classroom layouts, schedules, etc. They will also immediately notify the Kansas City Health Department with the information of the COVID-19 positive person and any exposed persons.



The contact tracers will also notify any exposed persons, so they can be immediately dismissed from school or informed to not return to school until their quarantine is complete. All school privacy requirements will be maintained.

Crossroads will notify other staff and students that a person in the school was diagnosed with COVID-19. We will highlight that staff and students were not exposed unless otherwise notified. Every effort will be made to keep the identity of the COVID-19 positive person private from other staff and students.

- **Masks:**

All staff will be required to wear a mask or beekeeper face shield (this is the only style of face shield that is deemed appropriate without a mask as well) that will be provided by Crossroads.

All students will also be required to wear a mask, especially when social distancing is difficult. Masks should be worn at all times EXCEPT while: eating, drinking, and during active outdoor recess, outdoor physical education activities and indoor physical education while maintaining physical distancing of 6 feet. We will provide each child with two reusable masks, but they may use their own if they prefer.

- **Handwashing:**

Hand washing and/or sanitizing will happen as students arrive at their classroom at the beginning of the day. From there, throughout the day, we will be requiring students and staff to practice proper hand washing techniques. We will also supply hand sanitizer in classrooms and at sanitizing stations that are being installed throughout the buildings. We are installing clear dividers between bathroom sinks to also help prevent contact while handwashing.

- **Cleaning:**

We are increasing our cleaning schedule to include sanitizing common surfaces and disinfecting shared materials multiple times per day. We will provide cleaning and sanitizing supplies throughout our schools. Our cleaning techniques and procedures will be based on current Kansas City Health Department recommendations.

- **Transportation:**

Please consider taking your child to school instead of sending them on the bus. We will not be able to provide social distancing on the buses, but we will take as many precautions as possible:

- Students will be required to wear masks.
- Students will be seated one family per seat
- Drivers will wear masks when students are on the bus.
- Hand sanitizer will be available on all buses
- We will open windows when possible.



- Apple Transportation will train drivers about health and safety precautions for COVID-19
 - Apple Transportation will disinfect all surfaces on the buses at the end of each route.
 - Each student will be assigned a seat on their bus, with siblings sitting together when possible. The seat behind the driver will remain empty.
 - Apple Transportation will assign drivers to a single bus, with the exception of substitute drivers
- **Student Training:**

We will train all students on health and safety during this COVID-19 pandemic. This will include information from public health officials about handwashing, social distancing, covering coughs, staying home and avoiding face-touching.
 - **Visitors:**

During this time, visitors are not allowed into the schools beyond the front reception areas. Meetings between parents and staff will occur remotely. Contracted service providers will follow the same health protocols as staff. Volunteers for specific projects may be allowed but will not have contact with students. These volunteers must receive prior approval from school administration.
 - **Assemblies:**

We will not have any assemblies during this time.
 - **Physical Education & Music:**

We are reorganizing PE so we can keep the students farther apart. Music teachers will focus primarily on instrumental music that can be done safely this school year. Please continue to watch for upcoming communications with additional details.
 - **School Nurses:**

We have nurses at each of our schools, and they will monitor information from public health officials and track student absences.

To ensure nurses can be available to assist those who might have COVID-19 symptoms, we may not be able to send students with minor health concerns to the nurse's office. This could include paper cuts, minor headaches, minor fatigue, bug bites and mild stomach aches. If students have anxiety, stress or other, similar symptoms, we will refer them to the counselor or another professional in the school.
 - **Sharing School Supplies:**

We will reduce sharing of school supplies, and we will sanitize between use the supplies we must share.
 - **Backpacks:**

Students will store their personal belongings in their backpacks at CS and QH and in



their lockers at CPA.

- **Water:**
Please send your child with a water bottle they can fill from one of our hands-free water fill stations. Water fountains will not be in use.
- **Food Service:**
Crossroads will continue to provide nutritional, well-balanced meals for students through our vendor, American Food & Vending (AFV). All AFV staff will wear gloves and masks during food preparation and service. As we've always done at the elementary schools, meals will be brought to classrooms where students will eat. We will not allow any sharing of food during this time, this includes the sharing of birthday treats.
- **Extracurricular activities:**
All afterschool activities and sports have been put on hold until further notice.



COVID-19 Symptoms and Exposure

Crossroads will be using this chart from the Kansas City Health Department and Children’s Mercy to determine exposure for both students and staff. We will update this if it changes.

What to do if a student screens positive for COVID-19

COVID-19 SCREENING CRITERIA

Exposure	High Risk Symptoms	Additional symptoms
To a person with COVID-19	<ul style="list-style-type: none"> • New Cough • Difficulty breathing • Loss of taste/smell 	<ul style="list-style-type: none"> • Fever ($\geq 100.4^\circ$) or chills • Congestion/runny nose • Nausea/vomiting/diarrhea • Sore throat • Headache • Muscle or body aches

Scenario 1: What to do if a student screens POSITIVE for COVID-19 SYMPTOMS

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
1 additional symptom AND No COVID-19 exposure	NO	Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return precautions should be specific to diagnosis

Scenario 2: What to do if a student screens POSITIVE for COVID-19 SYMPTOMS

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
1 high risk symptom OR ≥ 2 additional symptoms AND No COVID-19 exposure	YES	<p>Negative COVID-19 Test: Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return precautions should be specific to diagnosis</p> <p>Positive COVID-19 Test or NO Test: At least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms AND At least 10 days have passed since symptoms first appeared</p>

Scenario 3: What to do if a student screens POSITIVE for COVID-19 EXPOSURE

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
Exposure to a person with COVID-19	NO	Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. If child develops high risk or additional symptoms during quarantine, they need to be evaluated for COVID-19.

- **Assessing Symptoms:**

The school nurses will use their professional judgement to evaluate a person's symptoms and make a determination if the student or staff member should return to their home. The nurse's evaluation will not necessarily rely on one single symptom. For example, after considering all the symptoms, a student may still be sent home even if a student's temperature does not reach the American Academy of Pediatrics' recommendation of 100.4 F

- **Safety Precautions:**

Our school nurses will use CDC-recommended personal protective equipment (PPE) when working with a student or staff member with COVID-19 symptoms, and the nurse will work to keep the person with symptoms separated from everyone else until they can carefully leave the school.

- **Medical Care:**

The nurse will recommend the person with symptoms to follow up with a licensed medical provider and the health department.

- **Cleaning:**

Areas of the building where the student or staff member has been will be blocked off until a custodian can clean and disinfect the areas.

- **If a Student or Staff Member Gets a COVID-19 Diagnosis:**

If a student or staff member has a positive COVID-19 test or a healthcare provider diagnoses presumptive COVID-19, we will follow these guidelines:

- We will immediately close off the bus and/or classroom(s) where the positive person was and open windows, if possible, for ventilation. After 24 hours the space will be cleaned, disinfected and sanitized. Classes will meet in alternative spaces while the room is closed. If multiple classrooms are impacted and Crossroads is unable to effectively teach students in the building it may be necessary to close the building and conduct distance learning until the spaces can be cleaned.
- If a student or staff member is positive or has been exposed he/she and any students or staff members who are members of the same household will be required to quarantine for 14 days or until COVID-19 symptoms have been gone for 10 days.

- **In Case COVID-19 Spreads in Our Community:**

If there is community spread of COVID-19 within a school, we will work directly with local health department officials to complete contact tracing and inform those who have had an exposure with a sick student or staff member. We will follow public health guidelines and recommendations to determine whether to close a school, close particular classrooms, or cancel other activities.



Academic Models

CCS Hybrid Learning Model

In this model, scholars are alternating weekly between on site and virtual learning.

Rationale

- This structure increases safety by limiting exposure in the span of the week. Additionally, it creates longer routines for scholars, families, and staff, and allows for deeper continuous learning.

Vision and Goals

- Our ultimate focus is to position our community to thrive in the midst of Covid. Through re-inventing our approach to school, we will prioritize the following goals:
 - Create a safe and healthy community through additional protocols, processes, and a focus on social-emotional learning.
 - Ensure educational equity through addressing learning needs
 - Increase parent partnership through clear communication, teamwork, and collaboration
 - Build teacher skills while prioritizing sustainable work loads

Structure

- Each class is divided into 2 groups: 1 group attends in person for a full week, and is virtual the following. The 2nd group follows the opposite schedule.
 - Prioritized considerations in creating groups:
 - All siblings/household members come on the same week
 - All students w/ IEP come on the same week and have virtual the opposite week
 - RISE students will be serviced daily on site. In the event that the district shifts to a 100% virtual model for all students, RISE students will receive services virtually as outlined in their IEP
 - All students w/ ELL services come on the opposite week as students with IEPs
 - As feasible, family requests are honored (being on the same schedule as another family)
- At any given point approximately 50% of students are in school at any given time.
- To help facilitate options for families for their children when they are on their virtual week, Crossroads is coordinating with community organizations such as Boys and Girls Club, Upper Room, Operation Breakthrough, Parks and Rec, etc.

Grading

Crossroads will continue utilizing a standards based grading system. The primary goal of standards-based grading is to improve student achievement by focusing instruction and the alignment of curriculum with the essential standards. Standards-based grading and reporting will provide better communication to students, parents, teachers and administrators on what

each student knows and is able to do according to the identified standards. In addition to standards based grading, we will also assign a traditional letter grade for 6th-12th students.

CCS Virtual Learning Model

In this model, scholars are in 100% Virtual learning.

Rationale

- This structure offers the highest safety standard by eliminating student/staff exposure on site. By scheduling daily interactive time with staff, students can maintain the connection and relationship with the school community.

Vision and Goals

- Our ultimate focus is to position our community to thrive in the midst of Covid. Through re-inventing our approach to school, we will prioritize the following goals:
 - Ensure educational equity through addressing learning needs
 - Increase parent partnership through clear communication, teamwork, and collaboration
 - Build teacher skills while prioritizing sustainable work loads

Structure

K-6 students who select the 100% Virtual Model will have a combination of set class times for direct instruction and assignments to complete at their own pace. Each day Crossroads' staff will offer interactive time with students.

7-12 students who select the 100% Virtual Model may take courses through the MOCAP program offered by DESE. Each day Crossroads' staff will offer interactive time with students. (Still in development)

Grading

Crossroads will continue utilizing a standards based grading system. The primary goal of standards-based grading is to improve student achievement by focusing instruction and the alignment of curriculum with the essential standards. Standards-based grading and reporting will provide better communication to students, parents, teachers and administrators on what each student knows and is able to do according to the identified standards. In addition to standards based grading, we will also assign a traditional letter grade for 6th-12th students.

Key Components of Virtual Learning at CCS

Students will be able to access all key components of learning whether in the Hybrid model or 100% Virtual model.

<p>Synchronous Instruction</p>	<p>Live instruction in the classroom. Students are able to join instruction in real time via live streaming, Zoom, Google Hangouts, etc. This applies to both classroom lessons and small group interventions. Both live streaming and recording will be happening during this time. Students with no signed media release form will not be shown and will be asked not to show their image during virtual sessions.</p>
<p>Asynchronous Instruction</p>	<p>Instruction available anytime. Students are able to work at their own pace by utilizing teacher recorded lessons, posted assignments, videos, etc.</p>
<p>Social Emotional Support</p>	<p>Attention to mental and emotional health. Students are able to practice mindfulness strategies, participate in teletherapy, small group counseling, etc.</p>
<p>Exploration</p>	<p>Student voice and choice. Students are able to participate in specials/electives, passion projects, and real world learning.</p>

Technology

All students will receive an iPad and a Hotspot to ensure connectivity during virtual weeks. The table below provides a list of contacts in the event that you have a technology related question or concern:

Issue	Contact	Phone / Email / Address
Questions regarding iPad apps?	Allison Bucklew Data and Technology Manager	ABucklew@crossroadschoolskc.org
Connectivity Issues?	K-12 ITC Helpdesk	(816) 382-4840
Repairs?	*Mobile Revive (see below for information regarding repair services)	816-646-5292 544 Westport Rd, Kansas City, MO 64111

***Please note that device repair expenses due to damage are not covered by Crossroads Charter Schools. Families are responsible for the cost of the repair, as well as, transportation to Mobile Revive. Be sure to have alert Mobile Revive that the device belongs to Crossroads Schools that you receive the Crossroads family discount.**

Focus on Equity

The systemic failures that hindered students of color, students in poverty, and students with special needs before the COVID-19 crisis will be exacerbated by greater threats to health, safety, and belonging. Communities of color are already experiencing disproportionate impacts as well as racism and xenophobia. Students are likely to return with significant and variable unfinished learning that surpasses typical learning loss, as well as trauma, and teachers will face complex and consequential decisions about prioritization while they attend to their own social emotional needs.

Students will return with greater social and emotional needs resulting from quarantine and isolation. Social and emotional development have always been key to the core content areas, but there will be a greater need than ever for our classrooms to be spaces of connection and belonging. Teachers will need support to meet increased student needs with research-based strategies, and teachers themselves will need spaces where they can heal.

Crossroads will prioritize the following areas:

Social Emotional Support: CCS will continue to offer support through our SEL coordinators and counselors/social workers. In addition, all staff will be trained in mindfulness strategies to support students through this difficult time.

Special Education: CCS will continue to provide daily special education services to qualified students in both the Hybrid and the 100% Virtual models. RISE students will be serviced daily on site. In the event that the district shifts to a 100% virtual model for all students, RISE students will receive services virtually as outlined in their IEP.

English Language Learners: CCS will continue to provide daily ELL services to qualified students in both the Hybrid and the 100% Virtual models.

Equal Access to Instruction: CCS will continue to provide devices and hotspots to families. We have also hired a Data and Technology Manager to coordinate Virtual learning to ensure that all students have both equitable access to instruction and have the necessary specialized support.

Tracking Achievement: CCS will continue to utilize standards based grading to track students' academic gains. Our Instructional Leadership Teams will track academic progress using unit assessments and quarterly ANet assessments. Each school is developing an Instructional Recovery Plan plan to address learning gaps and plan for learning acceleration.

Professional Development: CCS understands that our teachers need support to prepare and navigate this new model of instruction. We will provide multiple opportunities for professional learning in the areas of providing meaningful virtual learning experiences, managing live streamed classes, navigating platforms, etc. We will also provide self-care training and support to teachers.

Family Outreach: CCS understands that many families need training in order to adequately provide support to their children when learning at home. We will provide multiple training opportunities for families in the areas of establishing learning spaces and routines, managing time, accessing and utilizing Google Classroom, navigating live streamed classes, uploading student work, etc.

The planning committee will continue to research and select best practices to meet the needs of all learners and ensure our commitment to equity and inclusion.

Resources:

[Getting Smart 10-Point Plan](#)

[ANet Instructional Recovery Plan Workbook](#)

[Leading Educators Planning for Re-entry and Beyond
TNTP Acceleration Guide](#)

[CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)

[Return to School Roadmap from Opportunity Labs](#)

[Missouri School Board's Pandemic Recovery Considerations](#)

[Platform for Remote Learning- EDUCREATIONS](#)

[NY Times Article Referencing Schools Across the World and Their Re-Opening Strategy](#)

[Plans from Schools Around the World](#)

[Online Learner Readiness Rubric](#)

[Parent Guide to Online Learning](#)

[American Enterprise Institute, A Blueprint for Back to School](#)

[CDC's School Decision Tree for reopening decisions for K-12 schools](#)

[Maryland's Recovery Plan for Education, COVID-19 response and path forward, Draft dated May 2020](#)



Coversheet

Employee Back to Work Plan

Section: III. Educational Excellence
Item: B. Employee Back to Work Plan
Purpose: Vote
Submitted by:
Related Material: Crossroads Charter Schools Return to Work Plan.pdf



Crossroads Charter Schools

Crossroads Charter Schools Return to Work Plan

The Crossroads COVID-19 Planning Committee has been monitoring the number of cases nationally, statewide and locally while also collaborating with local and state leaders. Additionally, we've received feedback from families and our staff. One of the recurring themes we heard is a concern for the health and safety of all students and staff. All of this information was used to design our [Reopening Plan](#). However, we know that plan does not address some of the specific Human Resources-related questions many of you have. This supplemental document is designed to provide Crossroads staff members with additional detail and resources.

We recognize that this document does not answer all of your specific questions. However, it does address a lot of the commonly-recurring questions we've received from staff. Once you've reviewed these details, if you have additional questions about your specific situation or that of your student, we highly encourage you to set up a meeting with your supervisor and the HR Manager to discuss and develop a plan that meets your needs.

Please note, as we continue to monitor the situation, gather feedback and assess changing guidelines, this plan may change. Please refer to this document regularly for updates.

NOTE: This document is not meant to be a substitute for our disability and/or leave guidelines outlined in the employee handbook. Please refer to the 2020-2021 employee handbook on Bamboo for specific details.

Stages of Return:

- We will not require staff to receive a negative COVID-19 test before returning to work for the school year. However, as outlined in the Reopening Plan, each staff member's temperature will be taken each day when entering a Crossroads building for the first time and each staff member will be asked a series of screening questions.
- Administration (12 month employees only): Beginning Monday, July 27 2020, all 12-month employees are required to work in-person. All safety precautions (listed below), including mandatory masks must be observed when in the buildings.
- Teachers (10 month employees): Monday, July 27, 2020 or Monday, August 3, 2020.
 - Professional Development (prior to August 10, 2020): All 10-month employees are expected to participate in PD at the direction of their building principal. All 10-month staff are expected to work from Crossroads buildings during PD time.

All meetings will be held either in large spaces where social distancing is possible or virtually with staff spread throughout the building to ensure proper social distancing. All safety precautions (listed below), including mandatory masks must be observed when in the buildings.

- August Jumpstart (beginning August 10, 2020): As announced on July 20, August Jumpstart will be offered 100% Virtual for all students. All staff are expected to teach their virtual lessons from their Crossroads building. All safety precautions (listed below), including mandatory masks must be observed when in the buildings. If a staff member has a child who is a Crossroads student he/she may allow the Crossroads student to do his/her learning from the staff member's classroom/office.
- Fall Semester (beginning September 8, 2020): Families have the option for the fall semester for 100% Virtual or Hybrid learning models. During that time all staff are expected to teach from their Crossroads building. All expectations listed below will be in effect. We are currently working with community partners to provide a virtual learning space for Crossroads students who are children of Crossroads staff members during their Virtual week in the Hybrid Model. More details will be shared in the coming weeks.

Preparations for returning staff:

- 2 reusable masks and 1 beekeeper face shield will be provided to all staff
- 2 reusable masks will be provided to all students
- Hand sanitizing stations will be installed at each location.
- Hands free urinals, faucets, and water fill stations are being installed in all Crossroads buildings.
- Enhanced air filtering systems are being installed to the HVAC systems at all three campuses.
- Sneeze guards will be installed at the front desk of all locations.
- All staff temperatures will be checked with Infrared Thermometers upon entering the building
- COVID-19 Questionnaire to be completed by all staff, everyday.
- Signage will be placed around buildings to remind and encourage staff about proper social distancing standards and sanitation.
- Buildings will be deep cleaned and thoroughly sanitized over summer break. Ongoing cleaning and sanitizing of high-touch surfaces will continue throughout each day and evening.
- Hand sanitizer, tissues, sanitizing wipes will be bulk stocked in all locations.

Safety:

- If you are ill or exhibiting symptoms you are advised to stay home and contact your Supervisor and Human Resources immediately. If you have symptoms and are seeking a diagnosis of COVID-19 or advised to quarantine by a healthcare professional you are eligible for up to two weeks of Emergency Paid Sick Leave that will not count against

your Sick Time. You need to complete the Emergency Paid Sick Leave and FMLA Request, available from HR.

- Here is a list of COVID-19 symptoms:
 - Fever (According to the CDC, a fever is 99.9 F or greater in adults)
 - Cough
 - Rash
 - Sore throat
 - Shortness of breath
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Headache
 - Muscle pain
 - Lack of appetite
 - Loss of taste or smell
- If a staff member has COVID-19 symptoms, but is well-enough to fulfill teaching and/or other work duties remotely, they can do so from home while these symptoms persist. They must receive clearance from both their supervisor and HR to work remotely. If staff members are unable to fulfill their teaching and/or other work duties remotely, they will need to be off work using any available paid leave time. If no paid leave time is available, the time off will be unpaid.
- If you suspect that you were exposed to COVID-19 you must notify your Supervisor and Human Resources immediately.
- If you become ill during the day and are exhibiting COVID-19 symptoms, immediately notify your Supervisor via email. If your symptoms are severe, please get coverage for your classroom (if applicable) and go immediately to the isolation room in your building and notify the school nurse. Your Supervisor, under advisement of the school nurse, will determine if you should be sent home and Human Resources will also be notified via email.
- All employees must wear a face mask or beekeeper face shield that covers the mouth and nose at all times that they are in the presence of others while on campus.
- Hand washing should occur before and after the following:
 - Activities that involve touching your face (nose blowing, coughing, sneezing, etc.).
 - Using the restroom.
 - Before eating or preparing food.
 - Touching shared documents or surfaces in public areas (e.g., copy machines, paper cutters, etc.).
- Please do not share phones, walkies, headsets, or other objects that are used near the face, nose, or eyes. We strongly encourage staff to use individual walkies to communicate within a building. However, if it is necessary to use a shared phone, please thoroughly wipe down the phone before (if possible) and after use, using a

school-provided disinfecting wipe. These will be made available in every classroom, office and meeting space.

Social Distancing Reminders:

- Where possible, it is important to stay six-feet or more away from others -- students and other staff members
- Wear your mask or face shield any time you are in the company of other staff members and/or students.
- Staff lounges will be closed for the foreseeable future
- Meetings: Virtual meetings should be your primary form of meeting for groups of more than 9 - even if everyone is on campus. If virtual meetings are not possible, or you have groups of larger than 9, choose a room that is well ventilated and large enough to practice proper social distancing (6 feet apart).

Travel:

Crossroads plans to follow any CDC guidelines and/or state and local ordinances regarding quarantine after travel, both international and domestic. If a staff member travels and quarantine is recommended and is well-enough to fulfill teaching and/or other work duties remotely, they can do so from home. If remote work is available, and a staff member chooses not to work remotely the time will be unpaid. Staff members must receive clearance from both their supervisor and HR to work remotely. If staff members are unable to fulfill their teaching and/or other work duties remotely, they will need to be off work using any available, qualifying paid leave time. If no paid leave time is available, the time off will be unpaid.

If you must travel out of the US, please make sure you inform your Supervisor and Human Resources.

Notes for Operational and Instructional Leaders:

- You may inquire about an employee's specific symptoms if they are ill, but only as they relate to COVID-19.
- Virtual working opportunities will be considered, if necessary, by an employee's supervisor and Human Resources.
- If an employee is positive for COVID-19 or an immediate family member is positive they must remain in quarantine for 14 days, receive two consecutive negative COVID-19 tests or be symptom-free for at least 10 days, and have a signed "Return to Work" notice from a medical professional.

Employment Notices/Resources:

- [Employee Rights!](#)
- [Virtual Care](#)
- [FMLA for COVID-19](#)
- [BlueKCVirtualCare.com](#) - Mental and physical healthcare through our insurance
- [UNUM Employee Assistance Program](#)

- [Daily Employee Screening Questionnaire](#)

Informational Posters (Will be posted throughout the campuses)

- [What you should know about COVID-19](#)
- [Please wear a cloth face covering.](#)
- [How to safely wear and take off a cloth face covering.](#)
- [Symptoms of Coronavirus \(COVID-19\)](#)
- [Stop the spread of germs.](#)

COVID-19 Symptoms and Exposure

Crossroads will be using this chart from the Kansas City Health Department and Children’s Mercy to determine exposure for both students and staff. We will update this if it changes. [Here is some additional information about what happens when someone is exposed.](#)

“**Exposure**” is defined as being in close contact with someone you know has been diagnosed with COVID-19 for more than 15 minutes - with or without a mask.

What to do if a student screens positive for COVID-19

COVID-19 SCREENING CRITERIA

Exposure	High Risk Symptoms	Additional symptoms
To a person with COVID-19	<ul style="list-style-type: none"> • New Cough • Difficulty breathing • Loss of taste/smell 	<ul style="list-style-type: none"> • Fever ($\geq 100.4^\circ$) or chills • Congestion/runny nose • Nausea/vomiting/diarrhea • Sore throat • Headache • Muscle or body aches

Scenario 1: What to do if a student screens POSITIVE for COVID-19 SYMPTOMS

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
<p>1 additional symptom AND No COVID-19 exposure</p>	NO	<p>Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return precautions should be specific to diagnosis</p>

Scenario 2: What to do if a student screens POSITIVE for COVID-19 SYMPTOMS

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
<p>1 high risk symptom OR ≥2 additional symptoms AND No COVID-19 exposure</p>	YES	<p>Negative COVID-19 Test: Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return precautions should be specific to diagnosis</p> <p>Positive COVID-19 Test or NO Test: At least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms AND At least 10 days have passed since symptoms first appeared</p>

Scenario 3: What to do if a student screens POSITIVE for COVID-19 EXPOSURE

Screening Results	Does the Child Require a COVID-19 Test?	When Can the Child Return to School?
<p>Exposure to a person with COVID-19</p>	NO	<p>Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. If child develops high risk or additional symptoms during quarantine, they need to be evaluated for COVID-19.</p>

Coversheet

Summer Construction Update

Section: IV. Facilities
Item: A. Summer Construction Update
Purpose: Vote

Submitted by:

Related Material:

CPA Phase 3 Board Approval Request - 20.07.21xls - Invoice Summary.pdf

CPA Phase 3 Board Approval Request - 20.07.21xls - FF&E.pdf

CPA Phase 3 Board Approval Request - 20.07.21xls - CPA Budget.pdf

CPA Construction Update.pdf

Invoice Summary

PROJECT NAME: Crossroads Charter Schools - CPA Summer 2020 (Phase 3)

DATE: July 21, 2020

INVOICE PACKAGE #: 2

PAY TO	BUDGET LINE	INVOICE #	DATE	AMOUNT	CODING
BNIM	Architectural & Engineering	18050.04-6	July 7, 2020	\$6,452.00	Crossroads 2020 Scope (41005)
BNIM	Reimbursables	18050.04-6	July 7, 2020	\$89.06	Crossroads 2020 Scope (41005)
BNIM	FF&E	18050.00-19CPA	July 7, 2020	<u>\$5,692.50</u>	Crossroads 2020 Scope (41005)
			Total BNIM:	\$12,233.56	
New Horizons LLC	Environmental Consulting	2020-383	June 25, 2020	\$730.00	Crossroads 2020 Scope (41005)
MC Realty Group, LLC	Project Management	2	July 17, 2020	\$7,000.00	Crossroads 2020 Scope (41005)
Turner Construction Company	Construction	2	June 30, 2020	\$137,837.52	Crossroads 2020 Scope (41005)
<i>The Home Depot</i>	<i>FF&E</i>	<i>WM10741725</i>	<i>July 2, 2020</i>	<i>\$2,326.19</i>	<i>*Previously Paid by Crossroads- Applying here to Capital Budget Crossroads 2020 Scope (41005)</i>
<i>Lowe's</i>	<i>FF&E</i>	<i>426193580</i>	<i>July 6, 2020</i>	<i>\$785.98</i>	<i>*Previously Paid by Crossroads- Applying here to Capital Budget Crossroads 2020 Scope (41005)</i>
TOTAL INVOICES PACKAGE 02:				\$160,913.25	

<u>Description</u>	<u>Vendor</u>	<u>Budget</u>	<u>pay app</u>
Sprink Break Furniture Removal	1800 Got Junk	5,000.00	0
clocks		150.00	
trash cans/recycle bins		300.00	
bulletin boards		500.00	
apple tv x8		2,000.00	
IT charging carts (1 mackbook, 2 ipad)		6,916.89	
Cafeteria tables		0.00	
Classroom furniture		0.00	
Cubicle tear down and install	Superior	4,358.14	
Move at end of project		8,000.00	
Appliances (hood & stove_	Home Depot	2,326.19	2
Lowe's (dishwasher)	Lowe's	785.98	2
FF&E Consulting	BNIM	11,000.00	2
Hertz furniture order	Hertz	28,510.00	
Working spaces office bookshelves	Working spaces	3,500.00	
	Total	73,347.20	
	Total Budget	74,000.00	
	Budgeted Items	<u>73,347.20</u>	
	Remaining	652.80	
	Contingency	<u>0</u>	
		652.80	

CROSSROADS PREPARATORY ACADEMY - SUMMER 2020 (PHASE 3)

Project Name: Crossroads Preparatory Academy - Summer 2020 (Phase 3)

Date: July 21, 2020

Invoice Package: 2

NOTES	DESCRIPTION	TOTAL BOARD APPROVED BUDGET	REVISIONS	TOTAL REVISED PROJECT BUDGET	PREVIOUSLY PAID TO DATE	CURRENT PAYMENT DUE	TOTAL BILLED TO DATE	BALANCE REMAINING
	Soft Costs							
BNIM & Subs	Architectural & Engineering (BNIM & Subs)	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 60,048.00	\$ 6,452.00	\$ 66,500.00	\$ 18,500.00
	<u>Reimbursable Expenses</u>	<u>\$ 1,000.00</u>	<u>\$ -</u>	<u>\$ 1,000.00</u>	<u>\$ 19.25</u>	<u>\$ 89.06</u>	<u>\$ 108.31</u>	<u>\$ 891.69</u>
	Subtotal BNIM Architectural & Engineering	\$ 86,000.00	\$ -	\$ 86,000.00	\$ 60,067.25	\$ 6,541.06	\$ 66,608.31	\$ 19,391.69
Operation Budget	Financing Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donald Maxwell	Legal Fees	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
New Horizons	Environmental Consulting	\$ -	\$ 730.00	\$ 730.00	\$ -	\$ 730.00	\$ 730.00	\$ -
MC Realty Group	Project Management	\$ 21,000.00	\$ -	\$ 21,000.00	\$ 7,000.00	\$ 7,000.00	\$ 14,000.00	\$ 7,000.00
	Subtotal Soft Costs	\$ 110,000.00	\$ 730.00	\$ 110,730.00	\$ 67,067.25	\$ 14,271.06	\$ 81,338.31	\$ 29,391.69
	Hard Costs							
Turner	Construction Costs	\$ 766,813.00	\$ -	\$ 766,813.00	\$ 26,354.00	\$ 137,837.52	\$ 164,191.52	\$ 602,621.48
	Environmental Remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal Hard Costs	\$ 766,813.00	\$ -	\$ 766,813.00	\$ 26,354.00	\$ 137,837.52	\$ 164,191.52	\$ 602,621.48
	FF&E							
Atronic Alarms	Security (Card access, cameras, etc.)	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00
K12/KCAV	IT (WIFI access hubs, speakers, projectors etc)	\$ 34,000.00	\$ 3,990.20	\$ 37,990.20	\$ 8,546.00	\$ -	\$ 8,546.00	\$ 29,444.20
Various	Furniture & Equipment (furniture, moving, etc.)	\$ 74,000.00	\$ -	\$ 74,000.00	\$ 5,000.00	\$ 8,804.67	\$ 13,804.67	\$ 60,195.33
	Subtotal FF&E	\$ 133,000.00	\$ 3,990.20	\$ 136,990.20	\$ 13,546.00	\$ 8,804.67	\$ 22,350.67	\$ 114,639.53
	Contingency	\$ 40,187.00	\$ (4,720.20)	\$ 35,466.80	\$ -	\$ -	\$ -	\$ 35,466.80
Total CPA - Summer 2020 (Phase 3)		\$ 1,050,000.00	\$ -	\$ 1,050,000.00	\$ 106,967.25	\$ 160,913.25	\$ 267,880.50	\$ 782,119.50

CPA Phase 3 - Construction Update

As of July 27, 2020:

A. Construction Update:

- Demolition complete on the 1st floor south side and 5th floor north side, framed the new walls and are ready for the 1st in-wall inspection once permit is received.
- Coordinating IT, Security, and AV installations as needed in the new classrooms.
- New classroom furniture ordered through Hertz and scheduled to arrive first of August.
- Lighting Replacement Project: The lighting replacement project is moving along well and should be complete by the end of this week.

B. CPA Permit Delay Issues:

- Still working through permit review comments from the City of KCMO. BNIM submitted permit drawing revisions to the City on July 24th and City review due date is Thursday, July 30th. Turner estimates 4 weeks of work to complete once permit is received. Turner is also working on manpower studies to see in what areas they can expedite this completion timeframe. Original substantial completion date was July 27, 2020, which is now delayed due to the permit issue.

- Below is a recap of the permit issues from Jeremy Knoll with BNIM:

The scope of work this year was limited to Level 1 and Level 5, both with fairly complex ADA interventions and fire-rating continuity questions. Level 5 was permitted for construction as-designed in 2019, so to keep design fees lower, we put almost no new effort into any kind of re-design on this level, other than picking up a handful of coordination updates.

1. We submitted for permit on June 2nd and received comments back on June 9th.
2. BNIM and HEI responded to the comments and incorporated a shift in the ADA ramp approach based on field conditions discovered in early construction.
3. All Permit Review items were resolved in this response, including the adjusted ramp approach, but the reviewer added multiple additional comments based on a review with his supervisor. These are technical issues dealing with building in a "heavy timber" building type (Type IV construction), which were not brought up during reviews of the scope with City staff in 2019, nor in the initial Permit Review process.
4. BNIM worked with Turner and HEI to review site conditions, and brought in their on-call code advisor, Jeff Bressette with FP&C, who assisted with the technical response to the questions added in the 2nd review. BNIM determined a code-compliance path which resulted in NO CHANGES to construction as-designed.
5. Right when this response to the new items was submitted, the Code reviewer discovered he had been exposed to COVID, and he lost over a week to getting tested and struggling to work remotely.
6. Once back, the reviewer agreed with the technical response submitted, but asked for additional notes to be added to the plans beyond what would normally be required. Rather than asking that these simply be amended, the reviewer rejected the application again.

7. BNIM incorporated the requested notes and resubmitted the plans within 4 hours of receiving the notice. This resubmittal was submitted to the City on Friday, July 24th.

C. CPA Capital Construction Budget Increase Approval – Lighting Replacement Incentive:

During the GMP approval, Turner Construction (General Contractor) and Mark One (Electrical Subcontractor) were not aware that the rebate for the Evergy Lighting Incentive is applied at the end of the project, not at the time of the lighting purchase. The rebate is applied for directly by the Owner (Crossroads) and Evergy will reimburse the Owner 4 – 6 weeks after the project is complete and verified by Evergy (possibly conducting an in-person inspection).

Therefore, the number included in the existing Turner contract needs to be increased to account for the rebate amount. The contract increase request is for \$19,383 of which the estimated rebate is \$18,282. The remaining \$1,101 is for insurance and fee mark-ups per Turner’s contract. It is anticipated that the rebate will be received prior to the project being final billed. Projecting to receive the check by the end of September. The request is more of a timing concern of paying for the lights and installation and then the timing to process the paperwork and Crossroads receiving the reimbursement check from Evergy.

- Current Board Approved Total Project Budget: \$1,050,000
- Requesting Approval of Turner GMP Budget Increase \$19,383 (Evergy Lighting Rebate)
- If Request Approved to Increase Total Project: \$1,069,383 or remain at \$1,050,000 with the anticipation that the check will be received prior to the project being final billed and replenish contingency?