**COVID-19 Operations Written Report**

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| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
| Francophone Charter School of Oakland | Mark Kushner, Interim Executive Director I Head of School | [mkushner@francophoneschool.org](mailto:mkushner@francophoneschool.org) 510.746.0700 | June \_**1**\_**1**\_, 2020 |

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

The LEA has made the following changes to operations and programs. The physical closure of both campuses was announced on March 13, 2020 and went into effect March 16, 2020. Families were immediately surveyed to identify technology needs, and chromebooks were loaned to families on March 13 and thereafter. The executive cabinet shifted from meeting once a week in person to meeting daily via Zoom, starting on March 16, 2020. Access to campus was restricted to essential staff only and protocols were put in place to ensure social I physical distancing. Between March 16 and March 27, with guidance from the academic cabinet I instructional leadership team, teachers made a transition from live teaching to distance learning; each teacher created a Google Classroom, learned how to communicate and share materials digitally, and worked with students and families to ensure access.

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

Our Community Outreach and Engagement Committee (CO&E), FCSC Leadership & Committee Chairs have provided our families with an extensive Family Resource list of contacts for multiple community resources (Financial, Mental Health, Food, Shelter, etc.). Francophone has also recently been approved for a $600 grant awarded by The Oakland Public Education Fund, in which two disbursements ($400 and $200) will be distributed to two families in need. Operations is still waiting to solidify logistics of the grant with the Oakland Public Education Fund.

Once all logistics have been worked out, the leadership team will work together to identify two families in need, to receive the applicable disbursements.

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

The steps taken to deliver high-quality instruction from a distance are as follows. During normal operations, the grade level teams comprised of multiple teachers teaching the same students andIor the same grade level met monthly, often without leadership facilitation. After the first two weeks of COVID-19 operations, once teachers had established their Google Classrooms, the grade level teams were convened for weekly meetings with facilitation from a member of the instructional leadership team (one administrator facilitating meetings of teams from TK through 2nd grade and another administrator doing so with teams from 3rd through 7th grade) to accomplish three things: first, coordinate and

streamline schedules to make distance learning feasible for families and children, second to discuss and share best practices for student engagement during distance learning, and third, to coordinate on curriculum and instruction to ensure balance across classes and to keep each other informed on expectations and tasks for students and to avoid overwhelm. Frequent conversations with staff, families, and students have provided ongoing feedback to allow the staff at Francophone to continue to refine the learning opportunities provided during distance learning.

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

Francophone did not have an onsite meal service, but instead provided families with the information and pickup locations to utilize OUSD's "Grab and Go" breakfast and lunch meals. During the closure, OUSD has opened multiple schools throughout the city where "Grab and Go" breakfast and lunch meals have been available for all students. The sites are opened twice a week **Monday:** 8:00-12:00 and **Thursday:** 8:00-12:00 and families can pick up multiple days worth of food to take home.

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

Due to the shelter in place, all students are off site and distance learning so there was no need to arrange for the supervision of students during ordinary school hours.

California Department of Education May 2020