

ALL-STAFF MEETING

"Keeping Our Students and Staff Safe Every Day"

Alyssa Lynch, Superintendent
August 7, 2020



MetroED
Metropolitan Education District



Wear a face covering.



Practice social distancing.



Wash or sanitize your hands often.

TODAY'S AGENDA

- ◉ Welcome Back
- ◉ Introduction of New Staff
- ◉ Union Presidents
- ◉ Employee Assistance Plan (EAP)
- ◉ Human Resources Play Book
- ◉ COVID Training by Keenan
- ◉ Hygiene Strategies
- ◉ Tech Talk with IT
- ◉ Budget & Financial Impact
- ◉ Q & A, Wrap up and Evaluation



RECOVERY TASK FORCE

**THANK
YOU!**

Alexis Agustin	Executive Administrative Assistant
Meagan Azevedo	Director, Human Resources
Cassidy Cannizzaro	Metals Instructor, SVCTE
Ricky Carrillo	Manager Maintenance and Operations
Jenna Cestone-Green	Academic Coordinator, SVAE
Mike Cortese	Truck Mechanics Instructor, SVCTE
Tony Danh	Webmaster & Database Analyst
Luz Daugherty	Site Registrar, SVCTE
Marleen Dinis	Academic Coordinator, SVCTE
Gina Fleming	Dental Assisting Instructor, SVCTE
Drew Foerder	Assistant Principal, SVAE
Sheena Fuentes	Accountant, MetroED
Lora Hunter	Counselor, SVCTE
Chuck King	Technology Manager
Ron Lebs	Chief Business Officer
Nick Laskowski	Assistant Principal, SVCTE
Alyssa Lynch	Superintendent
Norma Martinez	Program Coordinator, SVAE
Shannon McIntosh	Work Based Learning Specialist
Alecia Myers-Kelley	Director, Student Programs
Jennifer Rockett	Sport Medicine/Kinesiology Instructor, SVCTE
Rosalie Ruiz	Accountability Specialist, SVAE
Kim Timoteo	Support Specialist, M & O
Farah Ubaidullah	Human Resources Analyst
Danielle Welch	Sr. Executive Assistant to Superintendent

2019-2020 Classified Employee of the Year



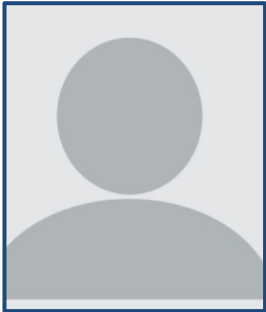
Luz Daughterty

M & O hard at work transforming the campus....



Thank you!

NEW STAFF MEMBERS



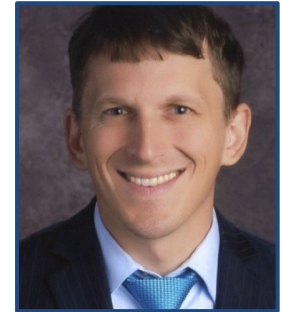
Chhoun Kun
Custodian



Danielle Clark
Culinary Arts Teacher



Drew Foerder
SVAE Asst. Principal



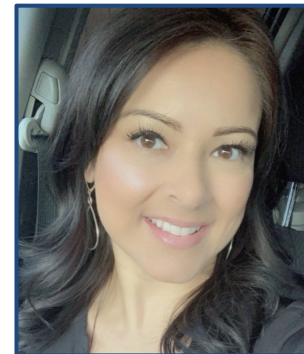
Nicholas Laskowski
SVCTE Asst Principal



Jodie Wylie
CalWorks Site Rep



Lisa Ketchum
Special Projects Coordinator
COVID-19 Liaison



Stephanie Martinez
Admin. Assistant

NEW STAFF MEMBERS



Lisa Palm
ESL Teacher



Jaron Daquina
CalWorks Site Rep.



Florencio Pena
Custodian/Delivery



Amorre Garcia
Temporary Custodian



Esteban Ordaz Ayala
Temporary Custodian

PROMOTIONS



Jennifer Cestone
Academic Project Coordinator



Leyna Le
GED Chief Exam Officer



Kelsey Johnson
CalWorks Site Supervisor

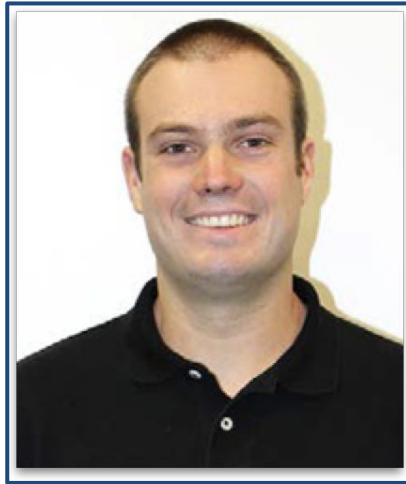


Afsheen Raza
Executive Admin Asst

UNION PRESIDENTS



Rosalie Ruiz
CSEA



**Cassidy
Cannizzaro**
CTA



Arezo Miller
AFT

Employee Assistance Program

**Educator's EAP can help
with virtually every area of life**



PERSONAL

Personal Stress
Anxiety
Alcohol Abuse
Drug Addiction
Depression
Medical Conditions
Grief/Bereavement
Gambling
Weight Control
Anger
Chronic Pain/Illness

Eating Disorders
Life Transitions
Pregnancy/Post Partum
Personal Trauma
Sexual Concerns
Domestic Violence
Learning Disabilities
Smoking
Men's/Women's Issues
Nutrition



FAMILY & RELATIONSHIPS

Marital
Parenting
Caregiving
Childcare
Eldercare
Education Planning
Adoption
Family Pets
Special Needs Child
Blended Families

Teen Issues
Domestic Partners
Physical Abuse
Family Relocation
Sandwich Generation
Military Life/Separation
Disaster Preparedness
Communication
Keeping Children Safe



FINANCIAL & LEGAL

Debt
Credit Card Issues
Financial Loss
Bankruptcy
Budgeting
Retirement Planning
Wills & Trusts
Real Estate Law
Car Buying
Immigration
Divorce
Civil Suits

Criminal Law
DUI/DWI
Landlords & Tenants
Homeowner Concerns
Taxes
Insurance
Consumer Law
Contracts
Personal Injury
Child Custody
Social Security



WORK & CAREER

Parent Challenges
Class Management
Budget Cuts
Work Related Stress
Coaching
Supervisor Conflict
Team Development
Career Planning
Management Skills
Supervising Others

Student Issues
Time Management
Skills Development
Project Management
Motivating Self & Others
Valuing Diversity
Managing Change
Cyber Safety for You
Cyber Safety for Kids

800-252-4555
www.EducatorsEAP.com

First Month EAP Usage

EAP Activity Report Metropolitan Education District July 01, 2020 - July 31, 2020 on New Cases

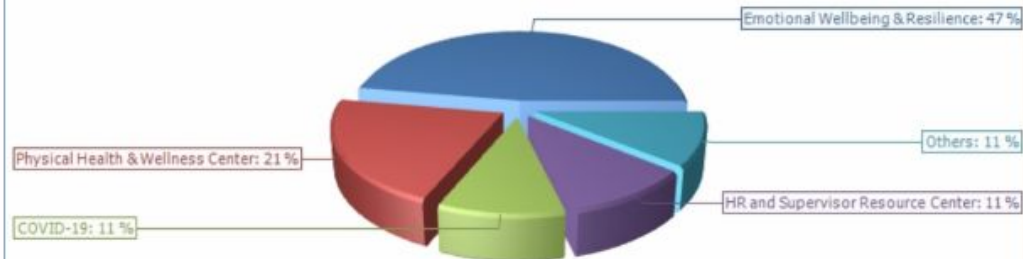
Summary of Services

	7/2020 - 7/2020			1/2020 - 7/2020		
	Mbrs Served	Case/Svc	Activities	Mbrs Served	Case/Svc	Activities
1- Counseling & Coaching	-	-	-	-	-	-
2- Self-help Member Resources	9	-	19	9	-	19
3- Personal, Professional & Compliance Training	-	-	-	-	-	-
4- Trauma Response, Supvsr Consult, On-Site Training	-	-	-	-	-	-
5- Account Management	-	-	5	-	-	6
6- Information Calls	-	-	-	-	-	-
Total	9	-	24	9	-	25

Serviced Utilization Rates

Current YTD Utilization	64.29%
YTD Utilization - Annualized	110.16%

July 01, 2020 - July 31, 2020 Self-help Member Resources



STAFF WELLNESS

TESTIMONIALS DONATE FOUNDATION ALUMNI WELLNESS CONTACT US SUPPORT REQUEST



In High
School

Adult
Education

District
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Us

News

COVID-19
INFORMATION



- 66 hits as of August 1st
- 96 hits since creation (7/15)

HR PLAYBOOK

- COVID-19 Employee Training, Daily Self-Assessment Policies
- Type of Paid Sick Leaves
- Physical Distancing Policy
- Testing, Reporting, and What to Do for COVID-19
- Response to Employee Who Test Positive for COVID-19
- Response to Employee Who Test Negative to COVID-19
- Steps to Take for Confirmed COVID-19 Cases
- Templates of Letters and Communication
- Resources



COVID-19 INFORMATION

TESTIMONIALS DONATE FOUNDATION ALUMNI WELLNESS CONTACT US SUPPORT REQUEST



In High School

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COVID-19 Information



COVID-19 Resources

- [What to Do When Someone at the Workplace Tests Positive for COVID-19](#)
- [COVID-19 Close Contact Advisory](#)
- [COVID-19 General Exposure Advisory](#)
- [COVID-19 Testing](#)
- [Santa Clara County Public Health Order Updates](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)

COVID-19 Resources

Santa Clara County
**PUBLIC
HEALTH**

7 THINGS TEACHERS CAN DO TO ADDRESS STUDENT TRAUMA

1. Recognize your own feelings first.
2. Create a sense of stability with flexibility.
3. Listen and validate honestly.
4. Encourage students to ask for help.
5. Set appropriate expectations.
6. Remind them they are not alone.
7. Use personalized approach.



Resource: EdSource [7 things teachers can do to address student trauma - especially during distance learning](#)

**REOPENING
HANDBOOK**



Fall 2020: A Guide for Pandemic Recovery

A Plan to Safely Reopen Metropolitan Education District for Every Student and Staff



760 Hillsdale Avenue, San Jose, California 95166 408-723-6400
MetroED.net



OPENING AND CLOSING

- ◉ A classroom cohort should be quarantined when a single positive case is confirmed.
- ◉ An entire school should revert to distance learning if there are positive cases among multiple cohorts or 5% of students.
- ◉ An entire district should revert to distance learning if 25% or more of its schools have been physically closed.
- ◉ After 14 days, school districts may return to in-person instruction with the approval of the local public health officer.

QUARANTINE



- healthy person
- exposed
- staying at home + away from others

VERSUS

ISOLATION



- known case
- sick (even mild symptoms)
- staying at home + away from others

Personal Responsibility

Protect yourself from COVID-19



EMPLOYEE COVID-19 Screening

Does the CDPH Guidance encourage screening of students, staff, and other individuals entering campus?

- CDPH has recommended daily visual wellness and symptoms checks prior to individuals entering campus.
- Do that through “no touch thermometers” at school sites.
- Online Screening

HEALTH FIRST



COVID-19 ALERT

**MANDATORY TEMPERATURE
SCREENING STATION**



MetroED

Metropolitan Education District



As the coronavirus (COVID-19) pandemic continues, we monitor the situation closely and follow all local authorities, health department, and state guidance to prevent the spread of the virus and reduce the potential risk of exposure.

We require everyone is assessed for COVID-19 symptoms and risk factors each time arriving at our facility. The information on this assessment is confidential. Regardless of your answers, if you feel sick, have symptoms related to COVID-19, do not come on our campus, stay home, and contact a healthcare professional immediately for further instructions.

By completing this assessment, I acknowledge I will follow ALL MetroED's District COVID-19 safety protocols and will:

- not come on campus while sick;
- have my temperature taken prior to entering the campus;
- wear a face covering (with the exception of eating or drinking);
- practice social distancing (minimum 6 feet apart);
- wash or use hand sanitizer upon arrival, before/after preparing food, after using the toilet, blowing my nose, touching garbage; and
- wash hands every two hours while on campus.

Sign In

Name:
Telephone Number (required):
Email (optional):
Comment(s):

Please indicate your purpose for visiting our campus:

Employee:

SVCTE ☐
SVAE ☐
DO ☐
M&O ☐
SO ☐

Student:

SVCTE ☐
SVAE ☐

Visitor:

Delivery ☐
Testing ☐
Transcript ☐

Health Screening

Health Screening Assessment

- Have you had a positive COVID-19 test in the past 14 days?
- Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation/quarantine for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
- Have you had any of these symptoms in the past 24 hours that you cannot attribute to another condition?

- | | |
|---|----------------------------|
| • Fever or chills | • Congestion or runny nose |
| • Recent onset of loss of taste or smell | • Fatigue |
| • Cough | • Nausea or vomiting |
| • Sore throat | • Muscle or body aches |
| • Shortness of breath or difficulty breathing | • Diarrhea |
| | • Headache |

Did you answer **YES TO ANY** of the above questions?

☐ Yes ☒ No

Submit



Scan me

EMPLOYEE COVID-19 TESTING

Who should be tested and how often?

- All school staff should be tested
- Teachers, paraprofessionals, janitors, bus drivers, any other school employee that may have contact with students or other staff
- Districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity becomes available

EMPLOYEE COVID -19 TESTING

Who will pay for the testing of school employees and students?

- School employees and students who need testing would either go to their health care provider or a state-operated or other community testing site.
- State emergency regulations require health plans to pay for COVID-19 testing for all essential workers, including school staff.

Testing Site Options

**Frequency
TBD**



Pop-up Testing

Includes sites where no
appointment is needed,
and for all ages



Community Testing

Includes drive through
and by-appointment
sites



Hospitals and Clinics

For those with insurance
or experiencing
symptoms

South County Annex

9300 Wren Avenue
Gilroy, CA 95020

Tuesday – Friday
10 a.m. – 4 p.m.

Oak Grove High School

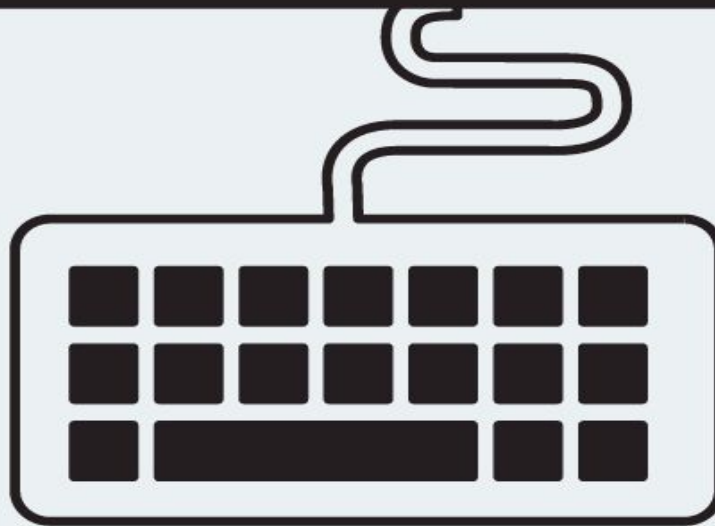
Student Center
285 Blossom Hill Road
San Jose, CA 95123

Tuesday – Friday
1 p.m. – 6 p.m.
Saturday
9 a.m. – 2 p.m.

<https://www.metroed.net/covid19#testing>

DO NOT ENTER

**Dedicated
teacher
teaching from
a distance**



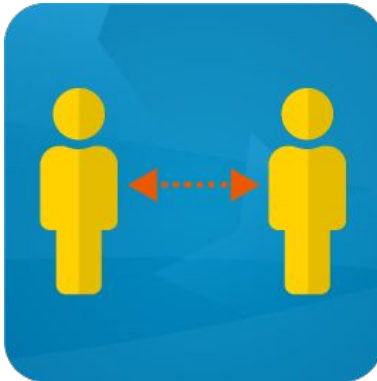
**No
District
Travel**



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Metropolitan Education District

Reopening FAQ's



www.metroed.net/covid19

COVID-19 TRAINING

- ◉ COVID-19 Training
- ◉ Cleaning, Disinfecting, and Sanitizing
- ◉ Managing Stress and Anxiety



TECH TALK WITH IT



TECH TALK WITH IT

- New student accounts - SSO - Whitelisted Domain –Securly Filtered
- Remote Support - New Laptops -Team viewer- Google Meet
- TSR MSR HSR Web form on METROED site or it6@metroed.net
- Classroom visits- by appointment user not present if possible
- Safety Steridol wipes no bleach or Lysol wipes in electronic devices
- Purchases -all request must go through site-TSR for quotes generated and sent to site for processing.
- Office Hours – Tuesdays & Thursdays 10am to 11:30 am or by appointment

We want you to know we miss you and are here for you to assist in you and our student's success.

MetroED TechForce

BUDGET IMPACT

COVID-19 Expenses	Cost
<u>Staffing</u>	
Total Staffing	\$ 300,000
<u>Equipment</u>	
Total Equipment	\$ 257,085
<u>Materials, Supplies, and Consumables</u>	
Total Supplies	\$ 44,660
<u>Consultants and Contractors</u>	
Total Outside Contractors	<u>\$ 62,375</u>
Total Estimated Costs	\$ 659,120

Hygiene Strategies





I'm a COVID-19 Champion



Wear a face covering.



Practice social distancing.



Wash or sanitize your hands often.



PLEASE STAY HOME IF YOU ARE SICK.

Questions, contact covidliaison@metroed.net or 408-723-4245



WRAP-UP

Complete Online All-Staff Evaluation Now!

All-Staff Back-to-School Meeting

Welcome back again! We hope you found the All-Staff meeting beneficial to you. Your input is very valuable to the leadership time. Please take a few minutes to let us know about the content of the meeting and how we can improve in the future. Thank you for your time.

What portion of the All-Staff meeting was most beneficial to you?

- ☐ Review of the Reopening Plan and Reopening Handbook
- ☐ Introduction of the Human Resources Play Book by Meagan and Farah
- ☐ COVID-19 Training by Lisa Ketchum and Fredrick McPherson
- ☐ Tech Talk with IT
- ☐ Budget & Financial Impact of COVID-19