

NUCS Board Meeting 11/17/20 4:00pm

Agenda Item 1.

CALL TO ORDER/AGENDA

Subject:

1.1 Pledge of Allegiance

1.2 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

Action Requested:

1.1 None

1.2 Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

1.2 A trustee, administrator or a member of the public may request that an item be removed from the agenda or the order of the agenda be changed at the pleasure of the Board.

Agenda items may be added to the agenda if an "emergency situation" exists or "immediate action" is needed.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 2.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Subject:

2.1 Comments by the Public

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

Board members or staff may choose to respond briefly to Public Comments.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 3.

ACTION ITEMS TO BE CONSIDERED

Subject:

3.1 Approval of the Telework Policy - Second Reading

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

With Covid-19, many employees have shifted to working from home. It was determined that a policy covering telework should be developed. The attached is the policy draft ready for the second reading.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Lynda Speck

Telework Policy

NUCS (the "School") recognizes that approved teleworking can be an effective work arrangement while schools are closed due to the ongoing coronavirus ("COVID-19") pandemic. NUCS recognizes it can, in some cases, also be effective during normal operating times. This policy details conditions and requirements which apply to all telework assignments.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a school-wide benefit. This arrangement in no way alters or changes the terms and conditions of employment with the School, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, the School has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Employees shall not telework unless they receive advance approval from the School Director or designee. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all School policies and procedures when teleworking. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by the School and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. The School Director or designee will consider the following eligibility factors:

- The employee has a position where effective communication can be accommodated electronically.
 - The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of the School.
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- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality.
- The employee's equipment and software must meet the School's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal.
- Telework sites must be in California unless the employee's home residence is located in another state.
- The employee must be effective at working independently for extended periods of time.
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines.
- The employee must maintain connections with work groups or teams from their remote work location.
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines
- Conduct remote supervision
- Understand the technology and tools necessary for successful remote supervision
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, messages, etc. as applicable to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication and Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other School stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, School stakeholders, and the School generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must give their telework schedule to their supervisor, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of the School's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow the School or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, and Furniture

The School will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. The School will not provide office furniture for the workspace at home.

Necessary technology equipment will be supplied and maintained by the School, subject to availability. Equipment supplied by the School is to be used for work purposes only. Employees must agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of School property. Employees shall be held liable to the School whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of School property. Upon cessation of a telework assignment, all School property must be returned to the School.

Necessary technology that isn't available (ex - cell phones for non-managers, internet equipment and connections) shall be supplied by the employee as approved by the School. All technology supplied by the employee shall be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for School-related use shall be eligible for reimbursement for the use of their technology pursuant to the "Reimbursement" section below.

Information Security and Confidentiality

Employees must never provide any third parties access to the School online platforms or share access passwords, and must comply with all policies and procedures related to information security.

Consistent with the School's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and confidential, away from the presence of family members or guests. Any School materials taken

home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of School materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members in full compliance with the School's "Professional Boundaries: Staff /Student Interaction" section of the NUCS Staff Handbook, as well as teleworking specific professional boundaries summarized below:

- Limit communications with students to issues involving School activities or classes only;
- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on-site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.

Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation and Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly

face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

The School may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, the School shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible.

Agenda Item 3.

ACTION ITEMS TO BE CONSIDERED

Subject:

3.2 Approval of the Re-Opening of NUCS Facilities

Action Requested:

Approval of moving to the next phase of reopening as outlined in the levels below.

Approval of closing school facilities for one to two weeks after extended school breaks.

We are currently in Phase 2 and would like to move to Phase 3.

Phase 1: Home-based independent study: In-person learning is not permitted; all learning is done remotely.

This level should be used if the counties moves back into the High community risk level

Phase 2: Home-based independent study with limited in-person assessment and services for students with disabilities.

Phase 3: Establish learning hubs of very small groups of students.

Set up consistent support for those students who do not have access to the internet, who are in need of more consistent supervision, and those who are demonstrating that they need in-person intervention in order to make progress using the home-based independent study model.

Phase 4: Hybrid/Blended Learning: Combination of home-based independent study and in-person Instruction. All students are allowed to access in-person learning on campus but only approximately 50% of the school population is on campus at any one time. Schedules are staggered to establish stable cohorts and prevent the mixing of cohorts.

Phase 5: In-person learning with all students who want to be on campus following state and public health and safety guidelines.

Previous Staff/Board Action, Background Information and/or Statement of Need:

At the August 13th board meeting, the Board approved the reopening plans for both NU-HCS and NU-SCS. Both of the reopening plans called for keeping all facilities closed during the fall semester and beginning the spring semester with a cohort model, still allowing for those who want to remain on home-based independent study. The Board approved allowing students who receive special education services to be assessed and served at school facilities (Phase 2).

During the month of October, a survey was distributed to parents and staff. The results of the survey were shared at the November regular board meeting. Staff has met numerous times to discuss all facets of our current instructional model and advantages and disadvantages of moving forward with a phased approach. A summary of these conversations was also shared at the November regular board meeting.

Finally, at the November regular board meeting, the board discussed whether to keep facilities closed for a period of time after extended breaks.

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Agenda Item 3.

ACTION ITEMS TO BE CONSIDERED

Subject:

3.3 Approval of the Re-Opening Criteria for NUCS Facilities

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

We would like to propose that we adopt and use the following criteria when considering reopening.

School-wide Criteria for Re-Opening:

1. County positivity rate and new cases: 3% or lower in the prior 7 day period and the average # of daily cases over the last 14 day period remains below 5.
2. County is at an overall community risk level of Minimal (Tier 4) or Moderate (Tier 3) for four consecutive weeks.
3. County testing is available within 24 hours of request for appointment and turn around for results is 24-48 hours for symptomatic or exposed and asymptomatic testing.
4. 70% of the schools within the county are doing a hybrid approach or have open facilities.
5. 70% of staff feel the amount of PPE and protective equipment to ensure the safety of staff and students is sufficient.
6. 100% of staff must complete Covid-19 training.
7. Centers must submit a center-specific reopening plan.

**Data for #1 and #2 will be determined based on the Blueprint for a Safer Economy per the covid19.ca.gov website.*

**Data for #3 will be gathered each week from the respective County Public Health Department websites.*

**Data for #4 will be gathered from HCOE and SCOE collected data.*

**Data for #5 will be gathered from school administered surveys.*

**Data for #6 will be gathered from the Keenan Safe Schools summary report.*

Fiscal Implications:

None

Contact Person/s: Shari Lovett

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1. County positivity rate and new cases: 3% or lower in the prior 7 day period and the average # of daily cases over the last 14 day period remains below 5.
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3. County testing is available within 24 hours of request for appointment and turn around for results is 24-48 hours for symptomatic or exposed and asymptomatic testing.
4. 70% of the schools within the county are doing a hybrid approach or have open facilities.
5. 70% of staff feel the amount of PPE and protective equipment to ensure the safety of staff and students is sufficient.
6. 100% of staff must complete Covid-19 training.
7. Centers must submit a center-specific reopening plan.

**Data for #1 and #2 will be determined based on the Blueprint for a Safer Economy per the covid19.ca.gov website.*

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**Data for #6 will be gathered from the Keenan Safe Schools summary report.*

Agenda Item 4.
NEXT BOARD MEETING

Subject:

4.1 Possible Agenda Items

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

Discussion of topics to cover at the next meeting: First Interim Budget, Budget Overview for Parents, Organizational Meeting

Fiscal Implications:

None

Contact Person/s:

Shari Lovett, Jere Cox

Agenda Item 4.
NEXT BOARD MEETING

Subject:

4.2 Next Board Meeting Date: December 10th

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

The next board meeting is based on the board adopted meeting schedule.

Fiscal Implications:

None

Contact Person/s:

Shari Lovett, Jere Cox

Agenda Item 5.
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