

March 16, 2020

Dear PGUSD Families,

Thank you for your patience and understanding as we continue building our system for remote learning and services. Conditions from the state government are shifting almost daily, and it is our desire to communicate those notices, and District updates, that are most relevant to you in a consistent and timely manner.

For this first week, March 16-20, you will be seeing a communication from the Office of the Superintendent released to all families on a daily basis at, or close to, 11 am and 3 pm (today's message is an exception). We will assess and make adjustments as necessary. If there is nothing new to report, the communication will still be distributed and will indicate that fact. Initially, the communication will be via email, however, we are working on mirroring that release through Facebook, Twitter and posting on the webpage. In order to deliver news specific to your child's school, our site principals will send out a daily follow up message to you at 4 pm.

Please also note that social distancing also applies to our District staff. We are working diligently this week to set the foundation for remote services. There are, however, aspects of our work that require some employees to come directly to the facility. Our goal is for those employees to complete the necessary task and then return home. We anticipate most, if not all, District services to go remote by Friday, March 20.

Points of Contact

District Office:

Our District website has all of the direct email contacts for district office and site personnel. Email is the most efficient form of communication for district personnel contact. You may also call the number listed and leave a message.

<https://pgusd.org/contacts/>

You can expect voice messages left on District Office phones to be recovered and replied to by 5 pm on a daily basis. We anticipate returning phone calls or replying to email messages as promptly as possible, however, we may be addressing other matters that result in a short delay.

Sites:

School sites will also respond to direct email messages promptly. Additionally, teachers will be setting up "office hours" which are specific times that families and community members can expect teachers to be focused on availability for messages and phone calls. Please note that this does not mean the teacher will be available for "in person" meetings. While we understand that you may have questions throughout the day, to the extent that you are able, please use those hours as primary times for communication. For this first week we have established daily teacher office hours from 9 am – 11 am, and, 2 pm – 3pm.

You can also expect specialized communications from your student's classroom teacher as time

goes on.

Board Meeting Thursday, March 19

We will conduct our regular Board meeting on March 19. The state has allowed flexibility in Brown Act to allow for remote public communications. Our goal is to live stream the Board meeting, and provide a venue for public to pose their questions or comments during the appropriate portions of the meeting.

Please stay tuned... we will have more specifics for you on this topic in a couple days.

Please note that we will also include a YouTube recording of the meeting on the District Webpage.

From Food Services:

School meal pick-up for PGUSD students will be from 11:30a-12:15p at PGHS front student parking lot and at RHD in front of Pine Ave. gate between the main building and kinder wing.

Educational Technology

During the next few days, the district's technology department (PGTech) will be available for remote support. The process for requesting tech support starts with contacting your child's teacher(s) who will then forward the request to our IT department. If your student is still in need of a district device at any time during school closure so that they can access and complete their school work remotely, please contact Mr. Binder, Director of Educational Technology at 831.646.6618.

Here are the details surrounding this afternoon's Chromebook distribution process:

- As of this morning, we have 137 parents requesting a total of 185 Chromebooks.
- All parents on our request list have been sent a pick up/checkout time
- Checkout will take place at the PGHS library today between 3-6 with two time slots scheduled: 3-4pm for parents with last name A-M, and 4-5 for O-Z. A later slot between 5-6pm is scheduled for any parent unable to make the earlier two time slots.

Special Education Communication to Parents

Today and tomorrow special education teachers and therapists are focused on attending training on how to deliver instruction and therapies using online platforms. Special education job-alike meetings are also scheduled today and tomorrow so that colleagues have the opportunity to share ideas and collaborate.

As to conducting IEP meetings, the Governor directed CDE and the Department of Public Health to collaborate and to issue guidance by Tuesday, 3/17 addressing districts' obligations to continue providing FAPE to students with disabilities, and how districts should go about maintaining procedural compliance during school closures.

Due to the sudden closure of our schools, IEP meetings that were scheduled this week have been cancelled. We will provide more information as we move forward.

This concludes this message for March 16, 12 pm. We will have further information for you at 3pm. If you have specific questions, please feel free to email me at rporras@pgusd.org or my assistant Mandi Ackerman at mackerman@pgusd.org. You may also email employees directly.

It is an honor to serve this remarkable PG school community, and we will endeavor to support the entire school community especially during these difficult times.

Most Sincerely,

Ralph Porras
Superintendent