

## **Flagstaff Junior Academy Executive Director Report**

TO: Flagstaff Junior Academy Governing Board  
FROM: Carissa Morrison, FJA Executive Director  
MEETING DATE: August 3, 2022

### **2022–2023 Staffing Update**

All open teaching positions are filled. We have subcontracted with Amanda Wheeler to teach elementary and middle school Spanish. We have hired classroom aides. Ms. Patterson has secured substitute teachers and will continue to hire subs throughout the year. Overall, all is good on the staffing front.

### **Organizational Chart**

Ms. Patterson had the smart idea to develop an FJA Organizational Chart. With Lori Langan's roles being absorbed by different staff members and Ms. Patterson and I being so collaborative in our approach, an organizational chart will clarify who does what and help staff know who will support them on different matters. This document will be shared with the board and, of course, FJA staff.

As far as Lori Langan's duties, we have been divvying them up and things are settling down. Jeanne Hink has taken over Human Resources (insurance, retirement, staff leave, etc.). Cassie Wilson has taken over Accounts Receivable/Payable, tracking grant revenue and expenditures, acting as a project manager of sorts, and coordinating the FY22 Audit. We will also transition payroll duties from me to Cassie in September. I will keep handling the school budget but will continue to ask for support from others who are more knowledgeable in this area. I am also handling staff contracts, completing state reporting, and applying for and managing most of our grants (IDEA, ESSER I, ESSER II, ESSER III, Education Plus Up, REAP, etc.). Ms. Patterson has taken over supply orders and will manage the ESEA Consolidated Grant (Title I, II, IV) and the Dyslexia Designee Training Grant that we recently received.

We were fortunate to have such strong staff in-house whom we knew and, more importantly, trusted to handle these critical financial duties in Lori's absence. The plan is to revisit the situation and consider if any changes should be made toward the end of this semester.

### **2022–2023 SY Enrollment**

Our Office Manager, Jeanne Hink, and our other office staff have been busy making phone calls to families this summer. The purpose of these calls is multifold: to stay connected with families, to answer their questions, and to confirm students' fall enrollment. I've updated the enrollment table, and, to the best of our knowledge, we are up a few students compared to the fall projections we made in May. See summary in the table below:

	PreK	K	1	2	3	4	5	6	7	8	Total ADM	Total Enrollment
Projected 2022–23SY Enrollment (as of May 10, 2022)	21	20	27	21	28	28	34	48	48	48	292	323
July 31, 2022	18	24	28	23	27	26	32	50	51	47	296	326

Of course, we never truly know our numbers until late August, when students who have “no-showed” for 10 consecutive days are automatically dropped from our rosters per state statute.

One area that I’d like to draw the board’s attention to is our 5<sup>th</sup> through 8<sup>th</sup> grade enrollment numbers. Due to our 5<sup>th</sup> grade enrollment being low, Ms. Patterson and I accepted a few more than the traditional 48 students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, anticipating that we’d have some attrition over the summer and recognizing that having the maximum numbers of students per grade level would benefit our budget, state revenues, and student resources. This has been done in previous years (2015, 2016, and 2019). As of now, however, we have not had the anticipated attrition in 6<sup>th</sup> and 7<sup>th</sup> grades and are one student over the cap in each 6<sup>th</sup> grade homeroom and three students over the cap of 48 in our 7<sup>th</sup> grade cohort. These student numbers are manageable and may drop by the first day of school, but per school policy 8.07 I wanted to notify you of the possibility of us being slightly over class size limits in these two grade levels. I’ve included both the Elementary Classroom Size Policy (8.06) and the Middle School Class Size Policy (8.07) at the end of this report.

### **Returning Classroom Aide Pay Raise**

As you may recall, we established a New Hire Classroom Aide Wage Placement Schedule in December 2021. We will need to revisit this schedule again this December in anticipation of minimum wage being raised in January 2023. However, this schedule is only for new hires and is used to determine their starting rate of pay. We do have returning aides who will be back to campus on August 5, 2022, and I recommend that, like we gave our teaching staff a 3% raise, we provide the same 3% raise for our classroom aides. We have four returning aides and a 3% raise will cost approximately \$3,000 for the year. These aides are critical to our school’s success and our budget can sustain the cost.

### **Safe Return to School Plan**

I’ve sent the latest version of our state-required Safe Return to School Plan. As we prepare to open doors to students, we need to revisit this plan. Any changes should be approved by our school

board and communicated with families. Please review it and consider what changes you may like to approve. Ms. Patterson and I think the test-to-stay policy may have served its purpose/time.

### **Looking Ahead to a New School Year**

After completing our first year as an administrative team, Ms. Patterson and I are eager to build upon FJA's successes from the past 2021–2022 school year, and to develop some of the areas that we just weren't able to attend to as well as we would have liked. We've had lots of reflective conversations, and our vision for this school year is to reclaim what truly makes FJA, FJA. Our theme for the year is "Embracing Our Roots." Our ultimate goal is to support teachers in their regular implementation of experiential education that enhances academics and builds community. We will try to minimize other distractions, white-noise-type tasks, etc., and keep a firm focus on what matters most. This was challenging to do last year, and, while we know COVID is still a present concern, we want to continue to reduce the impact it has on our staff's to-do lists and in our community's mindsets. Basically, we are excited for a new year!

### ***Section 8.06. Elementary Classroom Size Policy***

*The Primary class size limit will be thirty (30) with equitable age limits ages 3–5.*

*Grades 1–4 will be formed at twenty-three (23) for the beginning of the school year. After the 100th day, students withdrawing may not be replaced unless class sizes go under 20, except that consideration may be given to those situations involving siblings and upon the agreement of the affected teacher or classroom.*

*This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager.*

### ***Section 8.07. Middle School Class Size Policy***

*Grades 5–8 will be capped at 24 students per section (5th/6th combined and 7th/8th combined) for the beginning of the school year. Spaces will be filled upon availability, or if a student is withdrawn from the middle school, up until the 24 spaces are filled. Classes shall be considered full when sections have reached 24 students and after the 100th day, resulting in no further openings until fall enrollment.*

*This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager. In such cases, the board will be notified of exceptions within the policy.*

**Flagstaff Junior Academy  
Monthly Enrollment by Grade**

	Pre K	K	1	2	3	4	5	6	7	8	Total ADM	Total Enrollment
8/25/15	16	18	28	26	37	31	41	51	37	31	291	316
9/4/15	16	19	27	25	38	31	41	51	37	30	289.5	315
10/13/15	17	20	26	25	38	31	41	51	37	31	290	317
11/10/15	17	20	26	26	37	31	41	51	37	32	291	318
12/7/15	16	20	24	25	37	31	41	50	37	33	288	314
1/12/16	16	19	22	25	38	31	41	51	36	35	288.5	314
100 <sup>th</sup> day											288.5	
2/9/16	16	19	21	24	37*	31	41	51	37	35	286.5*	312*
3/8/16	16	19	21	24	37*	31	41	50	37	35	285.5*	311*
4/11/16	16	19	21	24	37	31	41	50	37	35	285.5	311
8/9/16	20	16	29	26	23	37	39	46	46	38	292	320
8/29/16	20	18	29	26	22	36	39	46	44	38	289	318
9/16	20	18	30	26	24	35	39	46	44	38	291	320
10/11/16	20	18	28	26	24	34	40	46	44	38	289	318
11/7/16	20	17	28	27	24	34	41	46	44	39	291.5	320
12/13/16	20	17	26	26	24	35	40	46	44	37	286.5	315
1/10/17	20	17	26	26	24	35	40	46	45	37	287.5	316
100 <sup>th</sup> day 2/3/17	19	17	26	26	24	34	40	46	45	37	286.5	314
5/8/17	20	15	24	25	24	34	39	46	44	37	280.5	308
Projected 17-18 (as of 5/8/17)	20	22	22	28	27	36	45	46	47	47	309	340
8/15/17	19	20	25	29	28	34	44	41	38	44	292.5	322
8/29/17	18	20	25	28	28	34	43	43	38	44	293	321
9/12/17	19	20	25	28	28	34	42	46	37	44	294	323
10/10/17	19	20	25	28	27	34	44	46	37	44	295	324
11/14/17	19	20	26	28	28	34	43	46	37	43	295	324
1/8/2018	19	22	26	27	30	34	44	46	37	43	298	328
100 <sup>th</sup> Day 1/26/18	19	22	26	27	31	34	44	46	37	43	299	329
Projected 18-19 (as of 3/13/18)	15	25	33	23	25	34	38	46	46	36	293.5	321
8/14/18	21	22	23	25	26	36	40	44	40	40	285	317
9/11/18	17	23	22	25	26	36	41	45	39	38	283.5	312
10/16/18	19	22	22	24	27	36	43	46	40	39	288	318
11/6/18	18	22	22	25	27	36	42	46	40	39	288	317
12/11/18	18	23	22	25	27	36	41	46	40	39	287.5	317

	Pre K	K	1	2	3	4	5	6	7	8	Total ADM	Total Enrollment
1/15/19	18	25	23*	25	28	35	40	45	40	40	287.5	319
100 <sup>th</sup> day	18	25	23*	25	27	36	42	45	41	40	290.5	322
Projected 19-20 (as of 4/9/19)	16	19	27	21	35	31	37	51	50	42	303.5	329
8/1/19	16	23	26	24*	34	27	36	46	48	43	294.5	323
8/13/19	16	23	24	23*	31	27	34	41	45	42	277.5	306
9/12/19	15	23	25	23*	32	28	33	42	44	42	279.5	307
10/15/19	16	23	25	24*	32	28	34	41	45	42	282.5	310
11/12/19	16	23	25	24*	31	28	34	41	45	42	280.5	309
12/17/19	16	22	25	24*	30	28	33	41	45	42	278	306
1/14/20	17	23	24	25*	30	29	34	40	45	42	279.5	309
2/11/20	19	23	25	24*	30	29	33	40	45	42	278.5	310
Projected 2020-21 enrollment as of 4/15/20	16	26	29	28	26	36	44	46	46	46	314	343
Projected 2020-21 enrollment as of 5/18/20	15	25	29	28	26	36	46	46	46	46	315.5	343
10/7/20	15	21	28	26	25	33	44	43	42	41	291.5	318
11/2/20	15	22	28	26	25*	33	42	44	42	42	292	319
12/1/20	14	22	28	25	25*	33	42	43	41	42	289	315
1/6/21	14	22	28	25	24	33	42	43	42	42	290	315
2/3/21	14	22	28	25	23	33	42	43	43	42	290	315
Projected 2021-22 enrollment as of 7/19/21	15	21	24	26	26	30	45	46	44	45	296.5	322
8/30/21	12	20	19	28	23	27	42	41	44	41	275	297
9/30/21	13	21	21	28	23	28	41	42	45	43	281.5	305
11/1/21	14	21	19	28	24	27	42	41	45	43	279.5	304
11/30/21	14	20	19	28	24	27	42	41	45	43	279	303
1/4/22	14	20	19	27	24	27	41	43	45	43	279	303
Projected 2022-23SY Enrollment (as of 5-10-22)	21	20	27	21	28	28	34	48	48	48	292	323
7/31/22	18	24	28	23	27	26	32	50	51	47	296	326

**NOTICE AND AGENDA OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION**

**OF THE GOVERNING BOARD OF**

**FLAGSTAFF JUNIOR ACADEMY & CHILDREN'S HOUSE**

**NOTICE**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the general public that the Governing Board of Flagstaff Junior Academy & Children's House will convene a meeting open to the public at the time, date and place indicated. Information regarding agenda items may be reviewed in the office of the Executive Director. The Board may vote to convene in Executive Session, which will not be open to the public, to discuss certain matters, as indicated on the agenda. These matters are marked by an asterisk (\*). The Governing Board of the Flagstaff Junior Academy & Children's House may, by motion, recess into executive session to receive legal advice from the Board's attorney(s) on any item contained in this agenda, pursuant to A.R.S. 38-431.03(A)(3), at any time during the meeting. The Governing Board may consider any item below in any order and at any time during the meeting. One or more members of the Governing Board may appear telephonically.

If any disabled person needs any type of accommodation, please notify Lori Langan at 774.6007 ext. 305 at least seventy-two (72) hours prior to the time scheduled for the meeting. Copies of the Board packet of information (except for any documents which are to be considered in an executive session) are available by contacting Lori Langan at 774.6007 ext. 305.

Wednesday, July 13, 2022—9:00 AM

The meeting will be held via Zoom at the following link:

Join Zoom Meeting:

[https://us02web.zoom.us/j/81206323429?pwd=OLjRLEltOGSIfdaG40cmb\\_JNYXg9vEB.1](https://us02web.zoom.us/j/81206323429?pwd=OLjRLEltOGSIfdaG40cmb_JNYXg9vEB.1)

Meeting ID: 812 0632 3429

Passcode: 018270

**MINUTES**

**I. Call To Order**

Mr. Naleski called the meeting to order at 9:05 a.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

Mr. Naleski	Present
Mrs. Jorgensen	Present
Mrs. Neff	Present
Mrs. Suda	Present
Ms. Smith	Present
Mrs. Saltzburg	Absent

Additionally, Dr. Carissa Morrison and Ms. Kristin Patterson were present.

**II. Presentations/Information/Reports**

- i. **President's Report**—No report this morning

- ii. **Director's Report**—Dr. Morrison discussed wrapping up summer camp, hiring for open positions, facilities maintenance, and establishing big picture goals. Ms. Patterson provided an update on the AmeriCorps ELC partnership with FJA.

**IV. Call To The Public** (Comments regarding matters over which the Board has authority are welcome from the public at this time. A time limit of 3 minutes per person is required due to time constraints. The Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the agenda. The only action the Board may take as a result of public comment is limited to directing staff to study the matter or scheduling the matter for further consideration at a later Board meeting.)

- a) Call to the Public- N/A

**V. Consent Agenda** (All items listed hereunder are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda and will be discussed separately.)

- a) Approval of Minutes dated 6/29/2022

Mr. Naleski	Motioned to approve consent agenda items as written.
Mrs. Jorgensen	Aye
Mrs. Neff	Seconded
Mrs. Suda	Aye
Ms. Smith	Aye
Mrs. Saltzburg	Absent

**VI. Old Business** (Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made.)

- a) Discuss Long Term Building Projects-No updates

**VII. New Business** (Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made. No action during Executive Session.)

- 1) Discussion with possible action regarding the school's engagement with Fester and Chapman, PLLC for the FY22 Audit

Mr. Naleski	Motioned to approve continuing with Fester and Chapman, PLLC for the FY22 Audit.
Mrs. Jorgensen	Aye
Mrs. Neff	Aye
Mrs. Suda	Seconded
Ms. Smith	Aye
Mrs. Saltzburg	Absent

2) Discussion with possible action regarding the FY23 Adopted Budget

Mr. Naleski	Motioned to approve the FY23 Adopted Budget.
Mrs. Jorgensen	Aye
Mrs. Neff	Aye
Mrs. Suda	Aye
Ms. Smith	Seconded
Mrs. Saltzburg	Absent

**VIII. Announcements/Upcoming Events**

1. August 3<sup>rd</sup>—Governing Board Meeting, 5:00 p.m.
2. August 5<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>—Teacher In-Service Days
3. August 10<sup>th</sup>—1<sup>st</sup> Day of School!
4. August 23<sup>rd</sup>—Cedar Campus Parent Information Night, 6:00 p.m.
5. August 25<sup>th</sup>—Bonito Campus Parent Information Night, 6:00 p.m.

**IX. F.A.I.R. - Future Agenda Item Requests** (Items requested by the Board Members to be placed on a future Agenda.)

1. Board By-Laws Sub-Committee
2. Revised Policies and Procedures (Aug/Sept)
3. 2021-2022 SY State Testing Results Update (Sept/Oct)
4. 2022-2023 SY Prop 301 Plan (Sept/Oct)
5. 2022-2023 SY Teacher Evaluation Tool (Oct)

**X. Adjournment**

President adjourned meeting at 9:18 a.m.



# Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



Entity ID	CTDS	LEA NAME
4207	038752000	Flagstaff Junior Academy

How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the Centers for Disease Control and Prevention (CDC)

CDC Safety Recommendations	Has the LEA Adopted a Policy? (Y/N)	Describe LEA Policy:
Universal and correct wearing of masks	Y	Masks are optional. Free masks are available to any student, staff, or visitor who needs them.
Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)	Y	Since full implementation of physical distancing guidelines is difficult with students in small classrooms, a cohort model was adopted for the first semester. During the second semester, we do not have cohorts/pods, but still encouraged physical distancing.
Handwashing and respiratory etiquette	Y	<p>Students and staff will practice hygienic handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses such as COVID-19.</p> <p>FJA staff and students will properly wash hands multiple times each day and staff will assist young children with handwashing.</p> <p>When handwashing is not possible, hand sanitizer containing at least 60% alcohol will be used for teachers, staff, and older students who can safely use hand sanitizer.</p>
Cleaning and maintaining healthy facilities, including improving ventilation	Y	<p>Staff and students may be expected to clean and disinfect personal workspaces and materials as they are used. Teachers will have some discretion, but it is required that high touch areas (such as tabletops, desks, doorknobs, etc.) be cleaned every time a new group of students enters the classroom.</p> <p>Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. To the extent that weather and physical spaces permits, FJA classrooms will improve classroom airflow by opening doors and windows and/or using child-safe fans to exhaust classroom air and increase the effectiveness of open windows (dilution). FJA will make sure that air filtration systems are inspected and filters replaced as needed.</p>

# Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



		<p>FJA will use ESSER III grant dollars to further enhance school ventilation with portable HEPA air filters in every classroom. Portable filters were placed in classrooms in September. Research shows that combining dilution strategies with portable air filters reduce COVID-19 transmission rates. See CDC guidance on school ventilation below:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html</a></p>
<p>Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments</p>	<p>Y</p>	<p>Families should inform the school if their child(ren) have been exposed to someone who has recently tested positive for COVID-19 or if their child(ren) have tested positive for COVID-19. Likewise, staff should inform the school of any exposures or positive testing. All information will be kept confidential.</p> <p>FJA will work in conjunction with our local county health department, CCHHS, to communicate positive staff and student cases to the county.</p> <p>FJA's close contact quarantine policy allows asymptomatic close contacts to remain at school after exposure as long as they are willing to test and show two negative test results within five days after their exposure. This shift mirrors local, state, and national public health agencies transitioning away from universal contact tracing.</p> <p>FJA community members who test positive for COVID-19 need to isolate for 5 days after the positive test date or symptom onset, whichever is earlier, and return to school on Day 6 as long as symptoms are resolving.</p> <p>Please see flowchart below for a visual explanation:  <a href="https://azdhs.gov/covid19/documents/public-health-resources/release-from-isolation-flow-chart.pdf">https://azdhs.gov/covid19/documents/public-health-resources/release-from-isolation-flow-chart.pdf</a></p>
<p>Diagnostic and screening testing</p>	<p>Y</p>	<p>Before a student arrives at school, parents/guardians are required to monitor their children for signs and symptoms of COVID-19. Likewise, staff are required to monitor themselves for COVID-19 symptoms. These symptoms include but are not limited to the following: a temperature above 100.4 degrees,</p>

## Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



		<p>cough, shortness of breath, loss of taste or smell, body aches, and fatigue). See the link below for additional symptoms.  <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p> <p>Students who have COVID-like symptoms will need to stay home until symptoms improve, they are fever-free for 24 hours without fever-reducing medication.</p> <p>FJA will participate in the Concentric’s and Arizona Department of Health Services’ School Pooled Testing Initiative for students in kindergarten and older. This initiative is free to all Arizona schools and takes less than 15 minutes per week to implement.</p> <p>First, families of students will “opt-in” their child(ren). Then, students each do a simple short nose swab each week. All swabs from one classroom are sent out to the lab for screening. The results for each classroom pool of swabs comes back usually within 24-36 hours and provides valuable information about the status of COVID health and wellness in our school.</p> <p>Screening testing identifies infected people, including those with or without symptoms (or before development of symptoms) who may be contagious, so that measures can be taken to prevent further transmission. Learn more information about pooled testing here:  <a href="https://www.concentricbyginkgo.com/">https://www.concentricbyginkgo.com/</a>  <a href="https://www.cdc.gov/coronavirus/2019-ncov/lab/pooling-procedures.html">https://www.cdc.gov/coronavirus/2019-ncov/lab/pooling-procedures.html</a></p>
Efforts to provide vaccinations to school communities	Y	FJA will support its students and staff in their individual vaccination efforts by accommodating absences needed for appointments or illness due to vaccination-related side effects.
Appropriate accommodations for children with disabilities with respect to health and safety policies	Y	<p>Based on IEP needs, students will participate at the appropriate level of education access given a continuum of services.</p> <p>In-class procedures include proper use of PPE and portable HEPA air filters to protect the health of all students, including those with disabilities.</p>

## Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



Coordination with State and local health officials	Y	<p>FJA will work in conjunction with our local county health department, CCHHS, to communicate positive staff and student cases so that they can conduct contact tracing.</p> <p>FJA will follow the guidelines set out by the ADHS for isolation and quarantine to determine when students or staff who have been exposed to COVID-19 or who have tested positive can return to school.</p>
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### How the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services

#### How the LEA will Ensure Continuity of Services?

For the 2021-2022 school year, both campuses of Flagstaff Junior Academy will be open for in-person instruction to ensure continuity of services. All previous services will be available to families during the 2021-2022 school year. If classes or the school needs to transition to remote learning to positive Covid cases in the classroom or outbreaks, both traditional paper-based schoolwork and online learning opportunities will be offered to students.

#### Students' Needs:

Academic Needs	In-person, standards-based instruction will be available to all PreK-8 students. Academic intervention services will be available to students. If remote learning is needed, teacher will utilize online learning platforms as well as traditional paper-based schoolwork packets. Teachers will offer synchronous and asynchronous learning opportunities for students during any periods of remote learning that may occur.
Social, Emotional and Mental Health Needs	FJA will address social, emotional, and mental health needs through its PBIS program, as well as counseling services. Both PBIS and counseling will be available at both campuses to all PreK-8 students.
Other Needs (which may include student health and food services)	FJA will offer free snack and lunch to all middle school students and free lunch to all elementary students.

#### Staff Needs:

Social, Emotional and Mental Health Needs	Counseling services are available at both campuses.
Other Needs	Support related to the Covid-19 pandemic is provided to FJA staff. Examples of support include paid personal leave related to Covid-19 situations (personally or in the care of others), mentor programs for new teachers, access to PPE and testing.

### The LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services through September 30, 2023

Date of Revision	This initial plan was approved by the Flagstaff Junior Academy governing board in July of 2021 and it is placed on the board agenda every month for possible revisions. The plan will continue to be updated no less frequently than every six months through September 30, 2023.
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## Public Input

Describe the process used to seek public input, and how that input was taken into account in the revision of the plan:

Public input on the plan was sought through staff and family surveys; governing board meetings that include calls to the public and town halls; requests for letters from stakeholders; and direct conversations with stakeholders. All information gathered was shared with governing board members and used to develop the plan.

## U.S. Department of Education Interim Final Rule (IFR)

### **(1) LEA Plan for Safe Return to In-Person Instruction and Continuity of Services**

- (a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—
- (i) how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:
    - (A) Universal and correct wearing of masks.
    - (B) Modifying facilities to allow for physical distancing (*e.g.*, use of cohorts/podding)
    - (C) Handwashing and respiratory etiquette.
    - (D) Cleaning and maintaining healthy facilities, including improving ventilation.
    - (E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
    - (F) Diagnostic and screening testing.
    - (G) Efforts to provide vaccinations to school communities.
    - (H) Appropriate accommodations for children with disabilities with respect to health and safety policies.
    - (I) Coordination with State and local health officials.
  - (ii) how it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
- (b)(i) During the period of the ARP ESSER award established in section Start Printed Page 212022001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.
- (ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account
  - (iii) If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.
- (c) If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).
- (d) An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—
- (i) In an understandable and uniform format;

## Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



- (ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; an
- (iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent