

#WeAreCarmelUnified

From the Office of the Superintendent Barb Dill-Varga, Ed.D.



May 8, 2020 - "Meeting the Moment"- Edition #5

Shout out to our frontline workers!

In this newsletter, I want to continue shining a light on those who are tirelessly working — often behind the scenes and with little recognition — so that teaching and learning can continue.

Administrative Support Professionals Based at Sites and District Office

Just because the offices are physically closed does not mean our business operations have ceased. We still need to open the mail, pay the bills, process contracts and support the technology needs across the district. We are so fortunate to have a professional crew of administrative assistants and worker bees who have set up offices in their homes and are dedicated to doing whatever is necessary to support their administration and teachers.

What have they been doing while schools are closed, you might ask?

They have been...

- ★ Supporting and meeting timelines of legal, state, and local requirements and keeping up with new requirements/changes
- ★ Continuing to ensure that the mail, orders, and supplies are not interrupted
- ★ Coordinating remote learning packet distribution at each site
- ★ Volunteering and/or assisting anywhere and everywhere that had a need
- ★ Processing payroll, accounts receivable/payable, shipping rerouting, budget management
- ★ Supporting administrators and sites

- ★ Closing out the 2019-2020 school year and planning for 2020-2021 school year
- ★ Managing Human Resources
- ★ Continuing essential job functions while working remotely
- ★ Creating new ways to accept residency and registration by launching online form options for parents and staff
- ★ Supporting special needs students and families remotely, sending our documentation to stay in compliance with special education laws, making sure IEP meetings are being held
- ★ Supporting technology remotely for CUSD staff and students, making sure all students get a Chromebook, working with staff to make distance learning material work for students and staff
- ★ Checking in as a team on a weekly basis, and assess site/district needs, as well as work through new challenges together.
- ★ Continuing the philosophy that, even with challenging times, the support of the district and work must continue with the least amount of disruption to staff and students as possible.

They are showing up to work, volunteering, and doing what is necessary and essential.

A huge shout out to all of these folks!

Tricia Zarevich	Admin Asst - Superintendent
Kathy Vance	Admin Secretary - Chief Business Official
Linh Khuu	Financial Analyst - Business Office
Robin Voss	Accounting Specialist - Business

	Office
Kim Enriquez	Accounting Specialist - Business Office
Barbara Hunsdorfer	Accounting Specialist - Business Office
Patrice "Patty" Szeszowicki	Accounting Specialist - Business Office
Tu My Vuong	Director of Fiscal Services - Business Office
Anna Medina	Admin Asst - Technology Technology/Student Services Dept.
Manuel "Manny" Carrera	Data Specialist - Technology Dept.
Rob Perry	Network Admin - Technology Dept.
Peter Locatelli	Systems Specialist - Technology Dept.
Francisco "Pancho" Naveja	Technical Support Specialist/Webmaster - Technology Dept.
Marc Rodriguez	Site Tech DO/CMS/Cooper/MOT
Adam Rodriguez	Site Tech - CMS
Kris Carlson	Site Tech - Tularcitos & River
Julia Fausti	Site Tech - CHS / Cachagua
Keryllos "Kero" Gergawy	Site Tech - CHS/CVSH/CCDC
Neva Petersen	Technical Assistant - Tularcitos
Kirk Abbott	Technical Assistant - River
Michelle Mahaney	Admin Asst - Curriculum + Instruction
Sharon Setliff	Admin Secretary - Special Education
Geri Simmons	Confidential Admin Asst - Chief Human Resources Officer
Kristen Quilty	HR Specialist - HR Dept
Fran Garza	Receptionist/HR Clerk - HR Dept
Stacie Crane	Administrative Secretary - CCDC

Marie Dart Newell	Bookkeeper / TK Registrar - CCDC
Connie Weilenmann	Secretary to the Principal/Registrar - River Elementary
Susan Roberts	Attendance Secretary/Purchasing - River Elementary
Kim Schott	Secretary to the Principal - Tularcitos Elementary
Lindsey Terry	Attendance Secretary/Registrar - Tularcitos Elementary
Kouri Spungin	Secretary to the Principal - Captain Cooper Elementary
Robin Montana	Secretary to the Principal - Carmel Middle School
Laura Cardinalli	Attendance/Secretary to Asst. Principal - Carmel Middle School
Elaine Eldridge	Registrar/Secretary to the Counselors - Carmel Middle School
Cathleen Rice	In School Detention/Clerk, Athletic Secretary - Carmel Middle School
Lisa Brazil	Secretary to the Principal - Carmel High School
Lisa Jones	Secretary to Assist. Principals - Carmel High School
Ann Berry	Attendance Secretary - Carmel High School
Linda Galuppo	Registrar / Secretary to the Counselors - Carmel High School
Diana Vita	ASB Bookkeeper/Bulletin - Carmel High School
Tammy Waldman	Athletic Secretary / Attendance Clerk - Carmel High School
Tina Gerow	Secretary to the Principal/Registrar - Carmel Valley High School Secretary - Carmel Adult School
Marcie Garvin	Administrative Assistant - Maintenance, Operations, and Transportation (MOT)

Food Service Department

Next, a huge shout-out to our **Food Service Department**, under the direction of Mary Jennings, Director of Nutrition Services. Currently, the team is distributing two days worth of meals (breakfast and lunch) on Monday and three days worth of meals on Wednesday to families who have children age 18 and younger. 3,700 meals are prepared and delivered each week in a “grab and go” style. (See the schedule later in this newsletter)

These “essential workers” have never had to be compelled to work, but rather asked “How can I help?” They came back to work on a volunteer basis to help serve the families in need of school meals during the school closures. Preparing, packing, and delivering meals to our communities is more labor intensive than normal operations, and required additional help. There was an outpouring of offers to volunteer, and a few individuals from other employee groups have assisted the department in providing meals. Special thanks to our volunteers from the M&O and Special Ed Departments.

The highest standards of food safety and sanitation are applied by serving securely packaged items along with freshly prepared food, fresh fruits, vegetables, and milk. Meals are delivered and served at six locations which include: Carmel Middle School, Tularcitos Elementary, Palo Colorado, Ventana and Post Ranch locations in Big Sur and Cachagua Community Center.

The department has partnered with two local restaurants to provide fresh-made meals 4 days per week. *Pizza My Heart* provides pizza slices served in an individual slice box that is sealed and safe from contamination. Also, a local Carmel restaurant, *Bagel Bakery* provides fresh deli sandwiches. This is a win-win situation where the owners help with the labor to make fresh food and we help them by giving them business during the pandemic. *Pizza My Heart and Bagel Bakery* stayed open to the public for take out business. We thank

them for their stellar service to the district and to the community!

Starting this week is a new creative partnership we like to call “*Feed a Child, Help a Restaurant.*” Ken Spilfogel, owner of Flaherty’s and Village Corner restaurants is working with us to organize a win-win venture to supplement our nutritional meals for our children, while assisting area restaurants by providing them with some business. More on this in our next newsletter!

[See this link for Simple Food Safety Guidelines For Families Receiving Meals](#)

Food Service Workers

Amanda Aleman	Food Service Assistant III
Cecelia Cardenas De la Robles	Food Service Assistant I
Carmen Carrera	Food Service Assistant I
Lisa Headly	Food Service Assistant I
Hilda Hernandez	Food Service Assistant II
Maria Hizon	Food Service Assistant I
Mary Jennings	Director, Nutrition Services
Helen Kim	Food Service Assistant I
Nicole Lenggenhager	Food Service Assistant I
Setsuko Mihara	Food Service Assistant I
Jessie Nason-Zobel	Food Service Delivery Driver & Food Service Asst. I
Robert Saldana	Food Service Delivery Driver
Pam Weaver	Food Service Assistant III
<i>Volunteers from Other Departments</i>	
Ian Clark	Behavior Intervention Assistant-Food Distribution

Parrish Taylor	Behavior Intervention Technician-Food Distribution
Trish Cline	Bus Driver-Food Delivery
Jeff Leger	Bus Driver-Food Delivery
Elena Munoz	Bus Driver-Food Delivery
Forest Weber	Bus Driver-Food Delivery
Gloriela Williams	Bus Driver-Food Delivery

AR 5121 Grading Revision Guidance

At the last Board of Trustees Meeting on April 29 2020, the Board reviewed and discussed proposed revisions to Administrative Regulation 5121. While the Board encouraged us to move forward, the AR will come back to the Board on May 20, 2020 for final approval. Normally, the Board does not approve ARs, but due to the nature of this pandemic and its impact on our educational environment, it was important to have them review and approve it.

This AR describes how our schools will make some adjustments to our grading practices, given the unprecedented challenges presented by Covid-19 pandemic. These adjustments were the results of excellent collaboration between our administrators and certificated teaching staff (ACT). Since the April 29th board meeting, we have continued to add FAQs to provide clarification on the linked documents below to address questions.

Here are some important links to provide you with the details of the administrative regulation and what it means for our high school, our middle school, and our elementary sites.

- [BP 5121](#) - Existing Board Policy governing grading policies
- [Revision to AR 5121 to Board for Approval at May Board Meeting](#)
- [Carmel High School "Guide to Distance Learning Final Grades"](#)
- [CMS Grading Information Guide](#)

If you have additional questions, please direct them first to your student's site principal who can best answer them within their context. CUSD Chief Academic Officer, Blaise DiGirolamo may also be of assistance.

- Jay Marden - jmarden@carmelunified.org
- Ryan Peterson - rpeterson@carmelunified.org
- Elisa Tacconi etacconi@carmelunified.org
- Dan Morgan dmorgan@carmelunified.org
- Jon Lyons jlyons@carmelunified.org
- Tom Parry tparry@carmelunified.org
- Blaise DiGirolamo bdigirolamo@carmelunified.org

Zoom Coffee with the Superintendent

I continue to hold Zoom Coffees with the Superintendent! The first one was featuring CHS principal Jon Lyons. The second had guest principal Dan Morgan and his assistant principal Jen Kasper from CMS. On May 7, we had our elementary principals as guests: Jay Marden, Elisa Tacconi, and Ryan Peterson. These are very important opportunities for us to share what answers we currently have, plans we are working on and to listen to those who pre-register for a Zoom link and join us for an hour. My intention is to continue these opportunities throughout the end of the year. These coffees are scheduled from 8-9 am on the date chosen.

Planning for the Future

Last week on April 28, 2020 I sent a communication titled, *What does the future look like?* Here is a [link to it](#). I understand this remains the most important question on your minds as we continue to work together. Given that, I want to provide you with this update.

We are working on our plans

It is important that you know I am meeting regularly with my CUSD administrators and my county colleagues to develop plans for the reopening of school this fall. My administrative council (all site principals plus district administrators) have met several times and will continue to meet until we feel satisfied we have a plan that can serve all of our

pre-K through 12th grade students and be flexible enough to respond to what could be a changing health landscape. We also will continue to gather good feedback and ideas from our teachers (ACT) and classified staff (CSEA) on our Pandemic Task Force and other site based groups that meet.

While we don't know which of the following three options will be available for us, we are talking through and making plans for each. Currently, we are spending the most time on Option B as that seems most likely at present, though this could change.

- Option A: Normal School Environment returns.
- Option B: Hybrid or Transitional Environment: Slow return to normal environment with some online/remote instruction
- Option C: Continuation of Shelter In Place Online / Remote Environment

We will share plans for input with you when they are ready, but please know that plans have to pass the scrutiny of county officials for alignment with certain guidelines and executive orders. All districts in the county are still awaiting even the required template to use for this purpose and they are all in similar meetings and discussions about the options they are considering. We are networking and sharing ideas across the county. We are watching what districts are doing across the nation and even in countries around the world. Let me assure you that Carmel Unified has not fallen behind any of our neighboring districts in the process to plan for the Fall.

With that said, Carmel does have some unique characteristics that we need to address that set us apart. Some of these have to do with the fact that we are: a unified district serving preK-grade 12; a 465 square mile district with multiple bus routes to transport students to sites; a district with some rural characteristics that make internet reception impossible or a challenge; etc. Our plan will fit us and address our challenges. It cannot be exactly

the same as some of our neighboring districts, but it will share some similarities

Parent Survey Invitation

In a recent communication you were invited as parents to provide us with feedback on our delivery of Remote/Online Learning for your student. We want you to give us honest feedback which we will use to help us continue to work on future decisions. We still don't know what the reopening of school will look like, but this information will be critical to us as we make adjustments and improvements going forward.

Please use this link to access the survey.

We will also be surveying our staff and students so we can understand our current levels of success and measure progress over time with subsequent surveys.

This Club Saves Lives offers free meals

If you can, please continue to donate to support this effort by making monetary donations to:

This Club Saves Lives (5013c)

<https://thisclubsavestives.org/fundraising>

Venmo is the preferred way to receive donations.

Just download one of the Venmo mobile apps: **iOS** & **Android** (**Venmo** does not have a Windows app).

If you don't use Venmo, you may use Paypal at

paypal.me/thisclubsavestives

Technology support

For specific technical support with your child's Chromebook, you can enter a help ticket to request assistance from one of our technicians. [Use this link to see the instructions and the trouble ticket web address.](#)

We are providing Chromebooks to students who need them. Please use [this form](#) to request a Chromebook.

Chromebooks and meals will be available to all children at these locations and times:

11:30 a.m. - noon	Carmel Middle School student pick-up/drop-off curb
11:35 a.m. - 11:50 a.m.	Highway 1 at the Pull off area 400 yards south of Palo Colorado Road
12:20 p.m. - 12:40 p.m.	Big Sur near Ventana entrance at the pull off area on Highway 1
12:50 p.m. - 1:15 p.m.	Big Sur at Post Ranch Pond (Turnout on the left side of pond)
11:45 a.m. - 12:05 p.m.	Tularcitos Elementary School Bus loading zone
1:00 p.m - 1:30 p.m.	Cachagua Community Center Parking Lot

Meal Distribution Protocol:

1. Family drives up to the curb and stays behind the cone.
2. One car at a time will proceed to the serving area and park in front of the food table.
3. Parent or child gets out of the car and picks up a meal package, (one package per each child in the
4. family).
5. Parent drives away and the next car can proceed to the serving area.

[Use this link to see Simple Food Safety Guidelines for Families receiving meals](#)

District Office is working remotely

Our district office is available to assist you from our remote locations. Please use email to contact us!

**** If you are not sure and need guidance please contact Tricia Zarevich tzarevich@carmelunified.org and she will direct you accordingly.**

Human Resources Office Point of Contacts:

Classified: Geri Simmons gsimmons@carmelunified.org

Certificated: Kristen Quilty kquilty@carmelunified.org

Business Office Point of Contact:

Kathy Vance kvance@carmelunified.org

Technology Office/Student Services Point of Contact:
Anna Medina amedina@carmelunified.org

Curriculum + Instruction Point of Contact:
Michelle Mahaney mmahaney@carmelunified.org

Special Education Point of Contact:
Sharon Setliff ssetliff@carmelunified.org

Superintendent's Office Point of Contact:
Tricia Zarevich tzarevich@carmelunified.org

Mental wellness during the closure

Our school counselors are actively reaching out to students and families to provide reassurance and linking them to resources. The counselors are playing an integral role in supporting the social-emotional wellbeing of students.

At the high school, they are also working with our secondary students to assist them in navigating this time period and providing valuable information as students begin to plan for the following year.

The SAT and ACT tests have been cancelled. You may go to <https://pages.collegeboard.org/natural-disasters> to receive the most updated information regarding SAT Coronavirus updates from the College Board. Our counselors are here to support you.

Valuable resources to consider:

Talking to kids about the Coronavirus: <https://childmind.org/article/talking-to-kids-about-the-coronavirus/>

Coping with Stress During Infectious Disease Outbreaks: <https://store.samhsa.gov/system/files/sma14-4885.pdf>

County of Monterey Behavioral Health Department: <https://www.co.monterey.ca.us/government/departments-a-h/health/behavioral-health>

Community Resources in English/Spanish - AIM Youth Mental Health [Resources from AIM](#)

Supporting our special needs students

Information has been very fluid at the Federal and State level regarding how districts can continue to support students with disabilities. For the most up-to-date information related to Special Education Guidance for COVID-19, please go to: <https://www.cde.ca.gov/ls/he/hn/specialeducovid19guidance.asp>

The safety and wellbeing of our students, families and staff is our first priority. We recognize the challenges we are confronted with shifting from direct services to a distance learning model, however, we want you to know that our special education staff have been working hard to provide continuous services during this exceptional circumstance. We applaud our special education staff in all they do in meeting the current challenges! Together as collaborative partners, we will get through this!

We encourage families to continue to be proactive in reducing the risk of COVID-19 by not congregating at the school site and utilizing social distancing according to the protocol described below.

Taking the edge off of "Shelter in Place"

Carmel "Shell-ter in Place" Campaign

By Ashlee Wright, Library and Community Activities Director, Carmel by the Sea

With the intention of finding something positive to focus on during this extremely challenging time for our community, the Carmel Public Library and Visit Carmel (the destination marketing organization for Carmel), have teamed up with a plan to promote community solidarity with a "Carmel Shell-ter In Place" campaign.

The idea stemmed from the need to postpone the organizations' painting of a new Carmel Shell mural that had been scheduled for next month. The temporary mural, that had been selected based on a submission from local artist

Marie-Clare Treseder Gorham, is planned to occupy the façade wall on the side of the Paloma Furnishings building on Mission and 6th.

The goal is to disseminate a Carmel Shell template to as many individuals, families, and business owners, who would like to participate.

[Download the Carmel Shell](#) or pick up a template at one of the little free libraries outside of the Harrison Memorial or Park Branch libraries. Cut out the shell. Color or decorate it! Make it your own! Then place it in your window to let us know you are shell-tering in place, and as a sign of strength, solidarity and love for our community

Reminder: SCHOOL CLOSURE EXTENDED

From Monterey County Department of Education:

All 24 school districts in Monterey County are in agreement that **School Closure will extend through the end of the school year which for CUSD is June 5, 2020.** We will continue to develop and support distance learning /remote instruction for our students.

Board Meetings

We had a successful Zoom Board meeting on April 29, 2020. **Our next regular Zoom Board meeting is May 20, 2020.** We will send out information about how to participate in the meeting in advance.

The Board will hold a Budget Study Meeting on May 15, 2020, 1pm. Details to follow.