

Holy Family Team Moving Forward Through COVID-19



Spring Activity Update

- WORK safely!
- TEACH Safely!
- LEARN Safely!

Going deeper....



May 13, 2020

Holy Family SPRING Moving Through COVID – 19

May 13, 2020

“COVID-19 is not gone yet but Holy Family will thrive through it.”

I. Holy Family Position

During spring 2020 with this pandemic, our priority continues to be to ensure a safe and orderly environment for students and staff permeated by our Catholic values. System operations are executed remotely following the parameters outlined by [Re - Open Saskatchewan](#). Families who want support are offered supplementary learning programs until it is safe to return student learning to school sites. Re-instating on site teaching in a form that complies with provincial restrictions (see page 5 of Re-Open Saskatchewan) is not expected at least until fall 2020. Re-opening schools is considered part of phase 5 according to Ministry RPT based on the success of the other phases and will NOT look like simple return to past school practice. (see Holy Family Planning for Closure of 2019-20 School Year and Opening of 2020-21 School Year).

Operations this spring in Holy Family can be described as caring and connected with slow and steady operations that keep our people feeling safe, significant and feeling situated. As we continue to bind our people together physical and emotional safety is critical. Following is a snap shot of our service to our students and how our staff has maintained our priorities. The perceptions and input of our staff and families is also highlighted as we prepare for closure of this year and address next year parameters.

II. Service to Students - Supplementary Learning

A sample of Holy Family supplementary learning uptake as of April 20 was 91 percent. Below is a break down by school and grade level.

School Name	PreK	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Total
Home Based School	-	100%	100%	100%	100%	100%	-	-	-	-	-	100%
Sacred Heart Elementary/École Sacre Coeur	94%	98%	92%	94%	95%	100%	96%	94%	91%	100%	-	95%
St. Augustine School (Wilcox)	-	67%	83%	71%	100%	83%	100%	86%	89%	60%	-	84%
St. Mary's School	80%	87%	97%	100%	91%	100%	100%	97%	100%	91%	-	95%
St. Michael School	65%	59%	69%	84%	75%	73%	63%	58%	69%	73%	72%	69%
St. Olivier School	-	100%	100%	100%	100%	100%	100%	100%	-	-	-	100%
DIVISION TOTAL	80%	85%	90%	92%	94%	93%	92%	87%	87%	81%	72%	91%

III. Catholic Distinctiveness

- Our system website has a section devoted to faith and well being.
- Our remote meetings and our co-convention continue to have liturgies and involve staff.
- Catholic Education Week – the theme of Igniting Hope during May 17-24 with creative remote connections will be welcomed by all! Linkages with the parishes continues from the office.
- Provision of prayer, scripture and mass can be accessed at
<https://drive.google.com/drive/u/1/folders/1lbsqGlnbzUnYK-49z7HN7EYTYI0Z1ff>
- Remote learning resources in Religion can be found at
https://docs.google.com/document/d/1Kwcarhmsd9T6-l7YqNSIGQvVLHEYltroK_0DydS7gDM/edit
<https://docs.google.com/document/d/1MggTdNNk8sd4cVSv70d7RwZZL7P8biZew9QCgZqp8a4/edit>

IV. Well- Being

Central office has been restructured to provide a Student Services remote team to address supports to students and families. The group meets through Google Meet meetings and share resources through a shared google drive.

Holy Family has remote access to current resources from our partners e.g. Dr. Jean Clinton at NPDL, World Business speakers on culture, and Gallup on research trends moving through this pandemic. See the sample below of a support shared with staff from NPDL.



Relationships and connections with staff are considered critical. We have weekly meetings with principals and continue to support them in their connections with their people.

- Establishment/Management of Steps Challenge – see Central Office Documentation: https://docs.google.com/document/d/1gzDflZ9pp5aJtq0W0V-uKq_TO06DtBSiiEE1AFKYip4/edit
- Self-Regulation – working with Superintendent and Counsellor – creating materials to feature on public website – creating a 'refocus' on our practices as a means for staying well during remote operations

V. Academic Programming and Assessment

Our [Holy Family Supplementary Learning Guide](#) and [COVID -19 Operational Procedures](#) related to instruction (101 and 102) continue to give parameters for the implementation of supplementary learning.

- Supplemental programming resource vetting and promoting:
<https://docs.google.com/document/d/1MggTdNNk8sd4cVSv70d7RwZZL7P8biZew9QCgZqp8a4/edit>
- Support for teachers:
 - Professional development:
https://docs.google.com/document/d/1yXRyp3a2ZZy4zcCXVqWjG9LQ_vrZ47Qr5ehFcO7aLQ/edit
 - Personal consultation – lesson ideas, communication review, etc

Our new reality of physically closed schools with remote learning will have impact on student monitoring in the areas of student attendance, academic achievement tracking, and English as an Additional Language reporting.

Student Attendance

April 2nd, school divisions were directed by the Ministry to use a consistent approach for student attendance in MSS for the week of March 16-19 (when schools remained open, but attendance was optional) and for March 20th to the end of the 2019-2020 School Year. Holy Family began this work and communicated the plan with our schools.

On April 8th, communication came from the Ministry that called for a pause to this attendance management plan, as many school divisions (including Holy Family) had questions about the recommended approach and the results in attendance reports and impact to historical attendance records. To this date we are still on pause in this matter, until we get further direction from the Ministry.

Student Academic Tracking and Assessment

The end of the school year is an intense time for student assessment and academic tracking. Due to COVID-19 situation and physical school closures, Holy Family students will not be able to participate in final 2019-2020 assessments in reading, writing, math, readiness, and engagement. Without this data, the completion of the Board Ends 3 Academic Achievement for the 2019-2020 school year will not be possible. The E3 is presented annually at the October Board Meeting and provides a summary on the yearly academic targets. This work for the E3 consists of a monitoring report, presentation, and flysheet. None of these activities will be possible without the year end assessments and data gathering due to school closures.

Until March 2019, Holy Family has been able to follow the 2019-2020 Assessment Calendar and the Holy Family Administrator's Continuous Agenda. The continuous agenda had admin teams looking closely at the data when assessments were complete in reading, writing, math, readiness, and engagement.

For the 2019-2020 school year the most recent assessment data we have:

- EYE (Readiness) October 2019
- Engagement (OurSchool) October 2019
- Reading (Fountas & Pinnell) February 2020 (mid-year check in)

- Writing & Math (Provincial Rubrics) February 2020 (mid-year check in)
- All this data has been reviewed, school level data meetings were held, data dashboards were updated, and the Holy Family Division Data wall is in current state.

April 27th, 2020 Official messaging from the Ministry of Education

Subject: Suspension of ESSP 2019-2020 Data Collection

On April 24, the Provincial Leadership Team (PLT) co-chairs and Education Sector Strategic Plan (ESSP) outcome and priority owners discussed the challenges on data collection for ESSP outcomes and priorities as a result of the sector focus on delivering supplemental education. We determined by consensus that data collection for the following sector initiatives will be suspended for the remainder of the 2019-20 school year:

- *Early Years Evaluation;*
- *Biannual Survey of Prekindergarten/Kindergarten Educators;*
- *OurSCHOOL perceptual survey; and*
- *Reading, Writing and Math Outcome.*

This decision impacts our ability to measure progress toward the goals and targets in Cycle 4 of the ESSP. However, in consideration of the current pressures on sector personnel, and concerns about validity of data collected under these circumstances, we believe it is the right move at this time.

There will be an opportunity for discussion on this topic during the regularly scheduled meeting of the PLT on May 8.

Please convey this message to staff responsible for data collection within provincial school divisions and participating First Nations education systems.

EAL Assessments

Yearly in June, all schools participate in assessment of English Language Learners (ELLs) English language ability. The provincial Common Framework of Reference (CFR) is used by Learning Facilitators and classroom teachers to determine ELLs level and this is reported through the Clevr platform to myself. In September yearly, the Ministry requests this information as part of their tracking and reporting for ELLs. Due to school closure, schools will not be able to conduct these assessments in June as planned; therefore, if the Ministry still requires the results by September, this will have impact on our schools and Learning Facilitators in particular in the beginning of September.

In conclusion:

Senior Administration provide an informational report to the Board in October 2020 that outlines mid-year student achievement data for 2019-2020 and a showcase of English Language Arts and Math outcome growth for Term 3 2019-2020 for students who chose to participate in supplemental learning and assessment.

VI. Meeting Special Needs

The programs that our Student Services department delivers, as well as the method of delivery, has been adapted to suit learning remotely.

Role Adaptation; all student services delivery moved to online support with staff working remotely from their homes;

Counsellors

- Tier 3 students; touch base and one-on-one support as needed through text, phone, email, Google Meet
 - Home support packages with goals, resources, activities
- Tier 1 & Tier 2 classroom and group resources such as;
 - Activities/handouts/videos and such on well-being, self-regulation, anxiety, self-care and mental health
- Referral process in place; new referral form and process for school closure use
- Update of Holy Family well-being website to support families with resources, activities and community connections for support
- Part of school RTI meetings
- Continue to process reporting and documentation requirements of program
- Continue work in online training and resource development in traumatic systems, regulation and mental health/well-being

Speech & Language Pathologists

- General (Tier 1) strategies on Holy Family public website such as;
 - General information on Communication Disorders that may include videos, handouts, online resources/activities, books, etc.
- Mild/Moderate (Tier 2) supports as follows;
 - mild levels of individualized programming
 - Tier 1 supports with additional limited online sessions to make sure a student is on the right track
 - sending homework via electronic means (or paper if necessary) which includes having parent or guardian involvement by sending back videos or work electronically
- Moderate/Severe (Tier 3) supports as follows;
 - higher levels of individualized programming
 - Tier 1 and Tier 2 supports, with additional specific delivery for higher severity as appropriate
 - work towards specific IEP goals

Learning Facilitators

- English as an Additional Language Learners
 - consistent communication between Holy Family and Settlement Workers in Schools (SWIS) to support newcomer students and families
 - contact appropriate EAL students (Beginner – Intermediate) to discuss programming to support English language growth at home. Options:

- Monitoring and support of use of Assistive Technology devices and Adaptive Equipment that is at home with the appropriate students
- Process assistive tech and adaptive equipment according to OP 6032
- RTI Process
- Schools should continue the RTI process
- RTI meetings continue at the school level with a focus on planning communication and supports
- A member of the school RTI team should connect with families with students with intensive needs to;
 - Create or adapt a learning plan between school and families as required
 - Work and support families with resources, suggestions, ideas for supplementary programming that can be done to meet IIP goals and student individual needs
 - Support families with any community connections or access to advocacy groups to meet needs
 - Parent and school meeting in the area of intensive needs should continue over the phone or on a digital platform: IIP, PLP, ILP, Transition as appropriate
- Work closely with EAs to schedule time and meet needs

Roaming LF

- Possible tasks; at-home reading program for struggling reader, at-home functional life skills programming

Educational Assistants

- Work as per scheduled by LFs or Admin
 - One on one supports
 - Small Group support
 - Reading intervention; IIP goal support
 - SLP Supports

ECIP

- Continue services delivery for all families using accepted methods recommended by Ministry during COVID-19 (phone calls, text, emails. video conferencing)
- Continue to process reporting and documentation requirements of program for Ministry and Division
- Continue to monitor program budget and program needs
- Offer weekly home based activities to build skill development and remain available to support family with implementation
- Connect with new referrals-begin intake process, AEPS, ASQ, and other reporting documents

Occupational Therapy

- Under the management of the Superintendent of Student Services, the Holy Family contracted Occupational Therapist will;
 - Finish any reports in progress for students already assessed
 - Conduct report out meetings with parents and school staff via digital platform

Educational Psychologist

- Under the management of the Superintendent of Student Services, the Holy Family contracted Educational Psychologist will;
 - Finish any reports in progress for students already assessed
 - Conduct report out meetings with parents and school staff via digital platform
 - Continue seeing students at the Regina office to process referrals in May/June by completing student assessments, as per parent's permission and transportation.

Communication

The Student Services group has started a communication plan to keep informed of what each department is doing. Some of the communication items are; Bi- weekly group Google Meet meetings where each department gives an update and shares pertinent information, principals are invited to attend; shared Google drive where each member has access and can share resources. This has increased communication between schools and departments resulting in a cohesive team approach to student needs.

VII. Information Technology

There was a major focus on helping families and staff move to remote learning. The first month reflects the following:

70% - Service Requests\Email Support

20% - Destiny Automation & SSO\Configuring Backend Script (Almost Complete)

10% - Tech Order (Almost Complete)

Current work focus is on

- Continue to maintain and manage Service Requests\Email Support
- Setup/Inventory of New Hardware as per the tech infusion order
- Work on Holy Family infrastructure network upgrade plans (upgrading access points and wiring if needed).
- Creating a Hardware Catalog for Holy Family indicating approved devices within Holy Family for future orders, equity/support, and transparency.
- Ongoing management of Holy Family's IT network with respect to server/workstation/access point and continuing security updates/upgrades.
- Housekeeping - remove old hardware from schools, tidy up network racks, organize work areas as required.

VIII. Facilities

Caretakers

- Clean areas of the school around classrooms.
- Beginning to move outside to begin yard work.
- New disinfecting supplies (hospital grade) have been supplied to caretakers with instructions to wipe down the high touch areas of the school.

- Caretakers are concentrating on walls, windows, light fixtures, non-classroom areas, bathrooms, change rooms, stages, lockers, etc. Once able, they will move into classrooms to relocate desks and begin deep cleaning of classrooms as per annual summer cleaning processes.

Facilities Foreman

- Moving supplies to schools.
- Completing Service Requests that can be safely completed by himself.
- Setting up/servicing grounds keeping equipment (tractors, mowers etc.) at each school.
- Division vehicle care and repair.
- Arrange outside grounds work with contractors, manage outside grounds at each school location.
- Oversee garage cleaning of division materials at 3 schools.
- Multi-person service requests are on hold due to distancing requirements.

IX. Transportation

Bus Drivers

- All bus drivers are enrolled with Vector Solutions Safe Schools, receiving bus video courses pertaining to Safety, Bullying and Transportation of Students with special needs.
- Buses deep cleaned and readied for safety work.
- The Manager of Facilities and bus drivers are on stand by for the delivery of physical resources should requests come in from principals as per COVID-19 OP 303 and 304.

Facility and Transportation Manager

Currently working from home in the morning and in the office in the afternoon.

- Monitoring the roof project with RMIS at Sacred Heart school.
- Ordering supplies for cleaning, disinfecting and summer work.
- Monitoring the Bus Drivers progress and setting up new course offerings for them each week.
- Bringing in outside contractors for in school emergency work.
- Ordering materials and work for schools as per our outlined work in the yearly PMR plan.
- Organizing and updating records for the new Facilities and Transportation manager.
- Ordered 3 new RTU's to complete the Radville project.
- Request for quotes for RTU at St. Mary.
- Request for quotes for St. Augustine window and wall replacement.
- Commence with the fencing project at St. Mary's when contractor is available to work.
- Reviewing the 3 year PMR plan for the board with CFO.

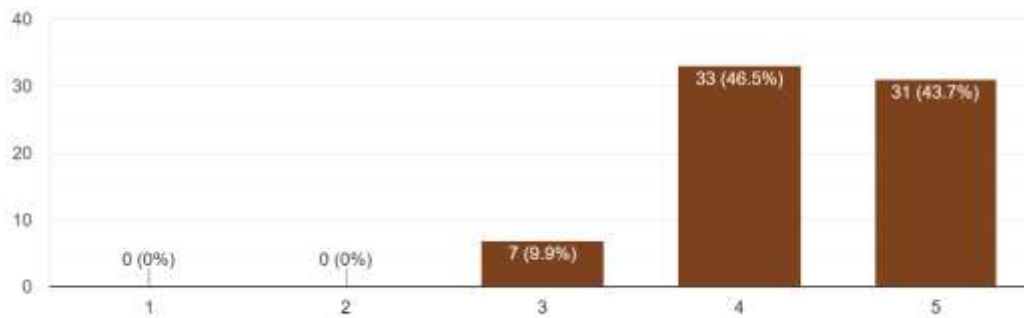
Staff Feedback

On May 5, a total of 71 staff have completed a system survey called “Holy Family Staff Survey During COVID-19”.

The staff rating on how Holy Family is doing with scale 1 = Not Well, 5 = We are Rocking This.

OVERALL - How do you think Holy Family is doing moving through COVID-19?

71 responses



See a copy of the survey in Appendix A.

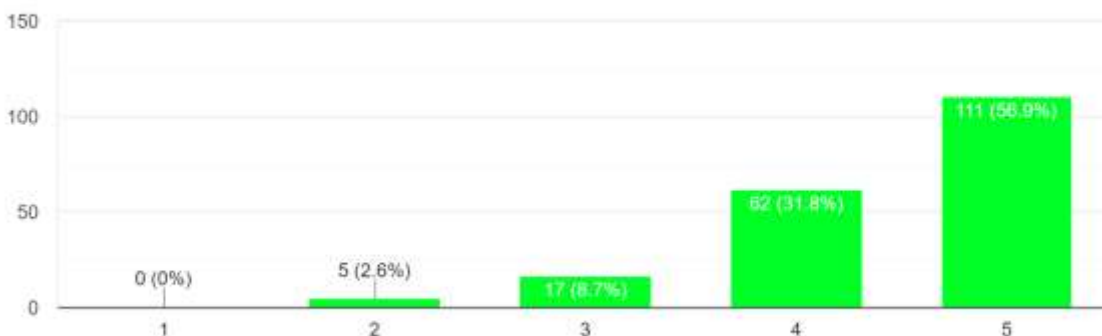
Parent Feedback

On May 5, a total of 195 parents have completed a system survey called ‘Holy Family COVID-19 Survey for Families’.

The parent rating on how Holy Family is doing with scale 1 – Poorly, 5 = Great.

How is Holy Family doing in supporting your child(ren) during COVID-19?

195 responses



See a copy of the survey in Appendix B.

In Conclusion

As we go forward we will continue to listen, protect, motivate and connect our people. We WILL get to a new normal that will continue to help Holy Family people thrive.

Board motion to delete the Ends E-3 Student Achievement from the calendar for October 2020, for one year, due to the current COVID-19 situation resulting in school closure and loss of data to complete the student academic achievement Ends E-3.

APPENDIX A – Holy Family STAFF Survey During COVID-19

Section 1 of 5

Well-being

Form description

During COVID-19, in what ways have you taken care of yourself? *

- ☐ Accessed community resources
- ☐ Referred to Holy Family information
- ☐ Healthy eating and exercise
- ☐ Set up a routine I can manage
- ☐ Getting together while staying apart (facetime, phone calls etc.)
- ☐ Other

List additional ways our system can support you in your well-being?

Long answer text

As a member of our Catholic community, list any additional ideas for supporting you remotely in your faith.

Long answer text

Section 2 of 5

Connections/Communication

Communication happens in many forms: Division web site, email, phone call, conference call, video call, etc.

What communications have kept you feeling the most current and connected? *

Long answer text

List additional ways of communicating that you would appreciate.

Long answer text

Section 3 of 5

Working Remotely (or alone on-site)



Description (optional)

What is your overall feeling about working remotely? *

	1	2	3	4	
Hate it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Love it

How satisfied are you with your ability and tools needed to provide remote services? *

	1	2	3	4	
I need help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I am rocking this!

Are you satisfied with the support/tools needed to provide remote services that have been provided by the division and/or school? *

	1	2	3	4	
Not satisfied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very satisfied

Indicate any areas that you would appreciate remote professional development

Long answer text

Suggestions? Comments?

Long answer text

APPENDIX A – Holy Family STAFF Survey During COVID-19

Section 4 of 5

Serving YOUR People



You may be providing service to students, co-workers, parents or others.

What evidence do you have that your clients are satisfied with the way you are providing service *
to them?

Long answer text

List any additional supports that could help you in your role.

Long answer text

Section 5 of 5

Closing off the 2019/20 School Year



What is your advice for closing off this school year regarding:

your work space *

Long answer text

students *

Long answer text

your school *

Long answer text

OVERALL - How do you think Holy Family is doing moving through COVID-19? *

Not Well 1 2 3 4 5 We are Rocking This!

☐ ☐ ☐ ☐ ☐

What is your role at Holy Family? *

- ☐ STF Members
- ☐ Educational Assistants
- ☐ Maintenance, Facilities and Transportation
- ☐ All others

APPENDIX B – Holy Family Check in Survey for FAMILIES

Holy Family Check in Survey for Families

Holy Family School Division is reaching out to you for your input during these complex times resulting from COVID – 19. Your information is meant to help us further understand your needs of us at this time. Please complete the survey by Tuesday, May 5, 2020.

THANK YOU FOR YOUR OPINIONS!

WE ARE IN THIS TOGETHER AND WE CARE ABOUT YOUR NEEDS IN SUPPORTING YOUR CHILDREN.

...

If your child(ren) is participating in supplementary learning, how satisfied are you ?

Multiple choice

- ☐ Not Satisfied
- ☐ Somewhat not satisfied
- ☐ Somewhat satisfied
- ☐ Satisfied
- ☐ Not applicable (not participating)
- ☐ Add option or add "Other"

Required

Suggestions?

Long answer text

If your child(ren) is not participating in supplementary learning, are there other ways that you would like support from the school system?

- ☐ Yes (specify below)
- ☐ No

Suggestions?

Long answer text

APPENDIX B – Holy Family Check in Survey for FAMILIES

How satisfied are you with the support that you have received in operating the digital platforms *
ex: Seesaw, IXL, Google Classroom.

- ☐ Not satisfied
- ☐ Somewhat not satisfied
- ☐ Somewhat satisfied
- ☐ Satisfied
- ☐ Not applicable (not participating)

Suggestions?

Long answer text

How satisfied are you with the school division electronic supports that we have given you regarding well-being: *
<https://drive.google.com/drive/folders/1K4Fk1MCss6lPIbBXiHBe1EI9TP5goEdY>

- ☐ Not satisfied
- ☐ Somewhat not satisfied
- ☐ Somewhat satisfied
- ☐ Satisfied
- ☐ Haven't investigated

Further suggestions to support your child's well-being?

Long answer text

Would you send your child(ren) back to school, prior to a vaccine becoming available? *

- ☐ Yes
- ☐ No

APPENDIX B – Holy Family Check in Survey for FAMILIES

What do you need from your child's school site to finish off their school year? *

- ☐ Pick up child's belongings
- ☐ Return school property (ex books, laptops etc)?
- ☐ End of year celebration
- ☐ Nothing, we have what we need
- ☐ Other (specify below)

Other

Long answer text

In the event of a virtual closure of this school year, what suggestions would you recommend to support your child(ren).

Long answer text

How is Holy Family doing in supporting your child(ren) during COVID-19? *

	1	2	3	4	5	
Poorly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Great

What school does your child(ren) attend? *

- ☐ St. Michael
- ☐ St. Olivier
- ☐ St. Augustine
- ☐ St. Mary's
- ☐ Sacred Heart/ Sacre Coeur