

**COVID-19 Mitigation Plan  
Southern Arizona  
Community Academy  
Charter School**

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**School Year 2020-21**

**COVID-19 Mitigation Plan  
Southern Arizona Community Academy, SY 2020-21**

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**SACA School Reopening**

The administration is mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely conduct school activities.

In response to public health guidelines for the new school year, SACA will be following preventative protocols and making modifications to the learning environment in order to prioritize student and staff safety. Students will begin school on August 3rd through Online Learning with the opportunity to begin On-Site Learning on August 17th in accordance with the Governor's current Executive Order. Our staff has developed creative opportunities to offer events and activities through virtual experiences.

During this public health crisis, Southern Arizona Community Academy's faculty has acted quickly and adapted the curriculum to facilitate remote learning and monitoring of student progress. We will continue to do so in the future. During the school reopening process SACA will:

- Comply with all current Pima County Health Department and CDC guidelines/recommendations for social distancing, Personal Protective Equipment (PPE), and disinfecting the school's facilities.
- Begin school on August 3rd In keeping with the Governor's current Executive Order, with four available learning options. This may be adjusted as the local situation changes in Arizona and Pima County.
- Offer four different options of instruction for students. Grading will be the same for each option. All special education students will continue to receive services based on their IEP.
  - **OPTION 1 - ON-SITE LEARNING:** Students will begin school on August 3rd via ON-LINE LEARNING and begin ON-SITE LEARNING on August 17th.
  - **OPTION 2 - SACA ON-LINE LEARNING:** Students will start the year August 3rd via ONLINE LEARNING and continue learning virtually after August 17th.
  - **OPTION 3 - HYBRID LEARNING:** Students will start the year via ONLINE LEARNING on August 3rd, with the option of attending pre-scheduled, small group tutoring ON-SITE LEARNING, 1 - 2 days per week.
  - **OPTION 4 - ONLINE/ON-SITE TRANSITION:** Students will start the school year on August 3rd via ONLINE LEARNING with the flexibility to then transition back to ON-SITE LEARNING throughout the year. Families may also choose for students to start August 17th via ON-SITE LEARNING and then transfer to ONLINE LEARNING at a later date.

**Onsite School Closure.**

In the event of multiple cases of COVID-19, the Academy Administration may order the closure of the school. This decision will allow time for the PCHD officials and Academy Administration to gain a better understanding of the COVID-19 situation impacting the school. If a school closure is required, it will allow the PCHD officials to help the school determine appropriate next steps, including the scope and duration of the school closure needed to stop or slow further spread of

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COVID-19. The Academy Administration's decision will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific case(s) in our community. During an on-site school closure due to COVID-19 SACA will also:

- Cancel extracurricular group activities, school-based afterschool programs and large events (e.g., assemblies, field trips and evening activities).
- Discourage staff, students, and their families from gathering or socializing in an unsafe location where social distancing may not be possible.
- Stay open during a school closure (after cleaning and disinfection) at the discretion of the Academy Administration's for staff members (unless ill) while students stay home. Keeping facilities open:
  - allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning.
  - allows staff members to continue to provide services and help with additional response efforts.
- Seek guidance from PCHD officials to determine when students and staff should return to SACA and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone exposed to or infected with COVID-19 should follow instructions from PCHD officials to determine when to return to SACA.
- Determine, in consultation with school administration, Arizona State Charter School Board, or other relevant state or local partners if a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days as a condition for funding.

**Implement strategies to continue education and related supports for students.**

- Ensure continuity of education following the schools' Continuing of Operations Plan (COOP) and Remote Learning Plan (RLP).
- Review continuity plans for teaching and learning. Implement online learning plans, including digital and distance learning options as feasible and appropriate.

**Screening Procedures for COVID-19**

Screening of staff, students, and visitors daily can help in preventing the spread of the Coronavirus at the Academy. To achieve this goal, the following screening procedures are to be followed at SACA.

- All staff, students, and visitors will be screened daily by the person managing the front desk using the SACA COVID-19 Screening Questionnaire before being allowed into the reception area.

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- If the staff member, student or visitor answers YES to ANY questions 1-6, he or she may not be allowed in the school facility until the current general guidelines for returning to work/school have been met. (See General Guidelines for COVID-19 below)
- School staff will monitor student health for symptoms throughout the school day notifying administration of any concerns.
- The school will notify the parent(s)/guardian(s) of any student needing to go home from school due to COVID-19 screening procedures and follow the schools protocol for sick students. Student will need to be picked up by parent or guardian,
- Students who are being sent home for the day because of screening or waiting for a second temperature screen will wait in the designated waiting area as directed by the office staff.

**General Guidelines for COVID-19**

- Sick individuals should follow the current steps recommended by the Centers for Disease Control and Prevention (CDC).  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>
- Individuals who test positive for COVID-19 should not return to the school until the current criteria to discontinue home isolation are met.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Individuals who have had close contact with a laboratory-confirmed COVID-19 case for an extended period of time should be excluded from the onsite school for 14 days.
- Returning students and staff who have tested positive for COVID-19 should have a doctor's note before being allowed to return to the school.
- School staff who are sick with COVID-19 will not be charged leave i.a.w. current Arizona Governor and Department of Education's guidance.

**When a confirmed/suspected COVID-19 case has entered the school**

Coordinate with the Pima County Health Department (PCHD) as appropriate. When learning of a COVID-19 case of someone who has been in the school, the school will notify PCHD officials as appropriate. These officials may help the school administrators and the Director to determine a course of action for the school.

- Sick student(s) and/or staff will be sent home following the general COVID-19 guidelines.
- An immediate thorough cleaning and disinfecting of the area(s) the individual was in contact with, will be completed (See below).
- Students may be moved to different stations or classrooms until the disinfecting procedures have been completed.
- Staff will notify the Director and Principal of any suspected COVID-19 contact, and or symptoms. If directed to work from home due to self quarantine the staff member will follow current school's guidance.

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**Onsite procedure and policies for social distancing**

- Before entering the school, students and staff must wear a mask and maintain social distancing while being screened.
- During student check in/out students will maintain social distancing and follow screening procedures as outlined in the SACA COVID-19 Screening Questionnaire.
- Students will be assigned seating following current social distancing guidelines from PCHD and the CDC.
- During meals (breakfast, lunch and snack time).
  - Students will be dismissed in small groups (i.e. by rows) to ensure social distancing recommendations are maintained during all meals.
  - Meals will be served as individually prepared meals to students.
  - Students will be able to eat either in the cafeteria area or the front of the school student lounge area while maintaining social distancing.
  - Both the cafeteria and student lounge will be monitored during all meals.
- Student/parent, teacher meetings/conferences will follow current social distancing guidelines and procedures.
- Disciplinary Procedures for failure to follow the school's social distancing rules/policies will follow the guidelines already established in the school's Parent/Student Handbook.
- During all Emergency Procedures and Drills staff will ensure that social distancing recommendations are followed (Fire Drills and other safety drills).
- Students will clean and disinfect their workstations when they arrive by wiping down the station to include keyboard and mouse.
- Staff will encourage the washing of hands/use of hand sanitizer when students check in, change stations, use the restroom, use common items such as calculators or scientific equipment.
- Staff will deliver to students and disinfect common use items such as calculators or scientific equipment.
- Disinfectant procedures for daily school activities will follow CDC and PCHD recommendations to include:
  - Daily cleaning and disinfecting of all surfaces (door handles, restrooms, student stations...) thoroughly.
  - Cleaning and disinfecting of conference areas before and after conferences.

**Student Procedure for On-Site Learning Arrival and Social Distancing**

- Parents/Guardians who are dropping off students for school are requested to wait to leave the campus until the arriving student(s) has/have passed the screening process and is/are admitted to school for the day.
- Before entering the school, students must wear a mask and maintain social distancing while being screened. There are blue distance markers on the ground indicating proper distance for students to maintain social distancing.

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- Students' temperatures will be checked by a non-contact thermometer and screened using SACA's COVID-19 Screening Questionnaire by staff.
- Students with a temperature (below 100.4 F.) and without symptoms and/or exposure will then enter the building, apply hand sanitizer (SACA provided) and check-in to the school.
- **Masks must be worn by students at all times while on campus.**
  - If a student is unable to wear a mask for a medical reason, they must bring a note from a doctor for any exception to this policy in accordance with the Governor's executive order and current Pima County Health Department Guidelines.
  - If during the school day, a student removes or does not have his/her mask on, *he/she will be reminded ONCE* to put his/her mask back on.
  - If the student has his/her mask off a second time, he/she will need to continue schooling via online distance learning. Safety for all will always be our primary concern.
  - If a student does not have a mask, the school will provide one.
- A student with a temperature above 100.4 F and/or COVID-19 symptoms upon arrival or during the school day:
  - will be asked to sit in a designated area where he/she will wait ten to fifteen minutes, then have his/her temperature checked again.
  - if the student's temperature is below the 100.4, he/she will then continue into the building to apply hand sanitizer and check-in.
  - if the student's temperature is 100.4 F or higher or if the student is symptomatic, the student will be sent home and may not return until he/she is symptom free without medication for at least 24 hours.

**Student Procedure for Workstation/Class Check In**

- The receptionist desk will assign all seating assignments and give a placard to the student following SACA's current social distancing guidelines.
  - While checking in to the school, the student will apply sanitizer, then receive a sanitizer wipe for his/her workstation.
  - When arriving at his/her workstation, the student will wipe down the mouse, keyboard, and desk top with the sanitizer wipe.
- Teachers will respond to students' requests for calculators, pens, pencils, etc. by bringing these common items to the students who have requested them.
  - Students will not share common items with each other. These items are to be returned to the teacher for cleaning and disinfecting before the next use.
- A student will request to use the restroom and receive a pass from the teacher. If the restroom is in use, the student will have a seat on the bench until the restroom is unoccupied. Only one student will be allowed in the restroom at a time.
- Students are not allowed to change seats or visit other workstations during class.
- When leaving his/her workstation for the day, each student will ensure all common use items have been returned to the teacher.

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**Student General Social Distancing Guidelines**

- If during the school day, a student does not follow the social distancing procedures, he/she will be reminded ONCE of the importance of strictly following SACA's specific guidelines for social distancing. If the student fails to comply with these expectations a second time, he/she will need to continue schooling via online distance learning. Safety for all will always be our primary concern.
- There are blue distance markers to assist students in maintaining social distancing during check- in and lunch. Students must use these to ensure proper social distancing.
- Students will only sit in the designated seats for meals and/or breaks.



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**Summary of Key Responsibilities:**

<b>Requirements</b>	<b>Lead Individual and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
<b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	All Staff	CDC, PCHD, SACA COVID-19 Mitigation Plan	Y
<b>Restricting the use of cafeteria and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Lunch Monitors/Staff	SACA COVID-19 Mitigation Plan	Y
<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	All Staff	CDC, PCHD, SACA COVID-19 Mitigation Plan	Y
<b>Posting signs in highly visible locations that promote everyday protective measures and how to stop the spread of germs</b>	Administration	CDC, PCHD	N
<b>Identifying and restricting non-essential visitors and volunteers</b>	Administration		N
<b>Students will clean and disinfect their workstations when they arrive by wiping down the station to include keyboard and mouse</b>	All Staff	PPE, cleaning supplies	Y
<b>Limiting the sharing of materials among students</b>	All Staff		Y
<b>Staggering the use of communal spaces and hallways</b>	All Staff		Y
<b>Student, staff, and visitor screening using SACA COVID-19 Questionnaire</b>	Office Staff	Student Questionnaire	Y
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	All Staff	SACA COVID-19 Mitigation Plan	Y
<b>Proper use of masks and PPE</b>	Administration	CDC, PCHD	Y
<b>Designated PCHD School Liaison</b>	Principal	PCHD	Y

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**Communication**

- The school will coordinate with PCHD officials concerning the following communication:
  - possible COVID-19 exposures resulting in an on-site school closure.
  - individuals sent home due to a possible COVID-19 exposure or illness.
  - general information concerning the COVID-19 pandemic/health crises.
  - maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

**Cleaning and disinfecting**

The school will follow best practices when cleaning and disinfecting the school.

- In case an individual with a confirmed or suspected case of COVID-19 is on campus:
  - Close off areas used by the individual suspected of having COVID-19.
  - Begin cleaning and disinfecting, with the use of proper PPE to minimize potential exposure to respiratory droplets.
  - Open outside doors to increase air circulation in the area when possible.
- Cleaning staff will clean and disinfect all areas used by the ill person(s).
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfecting.
- Additional information on cleaning and disinfection of schools can be found on [CDC's website](#).

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**SACA COVID-19 Screening Questionnaire**

Screening of staff, visitors, and students daily can help prevent the spread of the coronavirus at school. The following is a list of questions that will be used by SACA to screen individuals before they are permitted to enter the school.

Each day, ask each individual the following questions before he or she enters the school for the first time:

1. Do you have a new cough that you cannot attribute to another health condition?  
Yes / No
2. Do you have a new shortness of breath that you cannot attribute to another health condition?  
Yes / No
3. Do you have a new fever (100.4 \*F or higher) or chills that you cannot attribute to another health condition?  
Yes / No      Temperature: \_\_\_\_\_
4. Do you have any of the following symptoms?  

<input type="checkbox"/> Fatigue	<input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Muscle or body aches
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Headache	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Sore throat	<input type="checkbox"/> Diarrhea	
5. In the past 14 days, have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis?  
Yes / No
6. Have you been tested for COVID-19?  
Yes / No
7. (If answered yes to question #6 ) Do you have the results or are you waiting for them?  
Yes, I have them. Result: \_\_\_\_\_      No, I am still waiting for them.
8. (If answered yes to question #6) Have you been cleared by a medical professional to return to school/work?  
Yes / No

If the staff member, visitor, or student answers YES to ANY questions 1-6 they will not be allowed to enter the school. Individuals who test positive for COVID-19 or close contact with a confirmed COVID-19 case should:

- follow the steps recommended by the Centers for Disease Control and Prevention (CDC).
- not return to the school until the criteria to discontinue home isolation are met.
- be excluded from the onsite school for 14 days.

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**PARENT/GUARDIAN ALERT**

(The following information was provided by the Pima County Health Department to all Pima County Schools)

Date \_\_\_\_\_

**COVID-19 has been identified at Southern Arizona Community Academy (SACA) and is contagious (infectious, “catching”).**

COVID-19 is a respiratory illness that is spread through coughing, sneezing, and contact with nasal secretions (snot), mucus or saliva from the mouth or throat of an infected person.

Date of potential exposure (if known) \_\_\_\_\_

**Please watch for early signs and symptoms in everyone in your household, which may include:**

- Fever                      • Coughing                      • Shortness of breath or difficulty breathing
  
- Other symptoms: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you notice any of these symptoms, please contact your healthcare provider. Then, please notify the school as well.

If these symptoms appear while the child is at school, she/he will be excluded from the group setting and you will be called to pick him/her up.

Both children and adults can get COVID-19. Some people are at higher risk for getting seriously ill however. For the safety of your family and the community, it is critical for you to take actions to reduce your risk of getting sick with COVID-19.

**You can take the following precautions to protect yourself from respiratory illnesses, such as COVID-19:**

- Practice physical distancing as much as possible, keeping 6 feet between yourself and others
  - o Avoid close contact with people who are Sick.
  
- Take everyday preventive actions, including:
  - o Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing.
  - o If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
  - o Avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
  - o Avoid touching your face, nose, eyes, etc.
  - o Clean and disinfect your personal area to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks & cell phones). If you have any other questions, please follow up with your doctor.

Please contact the Pima County Health Department if you have further questions about this notice at (520) 724-7797.

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**ALERTA PARA PADRES/TUTORES**

(La siguiente información proviene del Departamento de Salud del Condado de Pima para todas las escuelas del condado)

Fecha \_\_\_\_\_

**COVID-19 ha sido detectado en Southern Arizona Community Academy (SACA) y es contagioso (infeccioso, transmisible).**

COVID-19 es una enfermedad respiratoria transmitida a través de la tos, los estornudos, el contacto con descarga nasal (moco), o contacto con el moco o saliva de la boca o garganta de una persona infectada.

Fecha de posible exposición (si la sabe) \_\_\_\_\_

Esté atento a los primeros signos y síntomas en todos los miembros de su hogar, que pueden incluir:

- Fiebre
- Tos
- Falta de aliento o dificultad para respirar
- Otros síntomas: escalofríos, dolores corporales, dolor de garganta, dolor de cabeza, diarrea, náuseas/vómitos y secreción nasal.

Si nota alguno de estos síntomas, comuníquese con su proveedor médico. Después, notifique a su escuela. Si estos síntomas aparecen mientras el niño está en la escuela, se le sacará del entorno grupal y llamaremos a usted para que lo venga a recoger.

Tanto los niños como los adultos pueden contraer COVID-19. Sin embargo, algunas personas tienen mayor riesgo de enfermarse gravemente. Para la seguridad de su familia y la comunidad, es fundamental que tome medidas para reducir su riesgo de enfermarse con COVID-19.

**Puede tomar las siguientes precauciones para protegerse de enfermedades respiratorias, como COVID-19:**

- Practique el distanciamiento físico tanto como sea posible, manteniendo 6 pies entre usted y los demás.
  - o Evite el contacto cercano con personas enfermas.
- Tome acciones preventivas cotidianas, que incluyen:
  - o Lávese las manos con frecuencia con agua y jabón durante al menos 20 segundos, especialmente después de sonarse la nariz, toser o estornudar. o Si no hay agua y jabón disponibles, use un desinfectante para manos que contenga al menos 60% de alcohol. o Evite tocar superficies de alto contacto en lugares públicos: botones de elevadores, manijas de

puertas, pasamanos, apretones de manos con personas, etc. Use un pañuelo o su manga para cubrir su mano o dedo si debe tocar algo. o Evite tocarse la cara, nariz, ojos, etc. o Limpie y desinfecte su área personal para eliminar gérmenes: practique la limpieza de rutina de superficies que se tocan con frecuencia (por ejemplo: mesas, manijas de las puertas, apagador de luz, manijas, escritorios, inodoros, grifos, lavamanos y teléfonos celulares). Si tiene alguna otra pregunta, puede dar seguimiento con su médico.

**Favor de comunicar con nuestra oficina al (520) 724-7797 si tiene alguna pregunta sobre esta carta.**

**Appendix A (Communication)**

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**SACA Return To Campus Information**

1 message

**Southern Arizona Community Academy** <sacacubillas@gmail.com>

Sun, Aug 16, 2020 at 12:15 PM

Reply-To: sacacubillas@gmail.com

To: lspeta@sacaeagles.com

[View this email in your browser](#)SOUTHERN ARIZONA  
COMMUNITY ACADEMY  
SACAEAGLES.COM | 319.6113*Soar with us!*

## **Important Information for SACA Students** **Returning to Campus**

Dear SACA Parents/Guardians/Students,

Monday, August 17, 2020 is the big day where we finally get to welcome our students back on campus and we have been working diligently to prepare for this! Below you will find important information that is needed for a student's return to campus. Two of the documents will need signatures and there are four ways to get them to us:

1. Print and sign, then scan and email them back to us.
2. Print and sign, then send them with your student when they return to campus.
3. Print and sign, then fax the documents to (520) 319-6115
4. Arrive with your student to sign the documents for their return.

PLEASE KNOW THAT **STUDENTS WILL NOT BE ALLOWED ON CAMPUS FOR ON-SITE LEARNING WITHOUT THESE SIGNED DOCUMENTS.**

**Click on the COVID Return to Campus Packet Button below to view and print the documents.**

If you have any questions or concerns, please do not hesitate to contact us.  
(520) 319-6113

We look forward to seeing you soon!

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## COVID Return To Campus Packet



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**Our mailing address is:**

2470 North Tucson Boulevard  
Tucson, Arizona 85716

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mailchimp





# Southern Arizona Community Academy

WHERE IMAGINATION MEETS EDUCATION...

Dear SACA Student, Parent/Guardian:

We are looking forward to the return of our students on campus via our Onsite Learning or Hybrid Learning Options! Southern Arizona Community Academy is committed to the education of our students and to maintaining their safety and health as they pursue their educational dreams and goals. **Safety and quality education are our top priorities!**

COVID-19 (also coming known as coronavirus) is the worst threat to public health in the past 100 years. It is highly contagious and continues to spread quickly in Arizona. Unfortunately, we've seen that even when strict precautions are in place, some people still get sick.

Southern Arizona Community Academy ("SACA"), like you, wishes to have our students attend classes onsite which we believe is the best environment for our students. However, we do not want to endanger the students or the teachers unnecessarily. Although SACA is taking many steps to protect each student from the spread of COVID-19, it is impossible to reduce the risk to zero. As an example, a student may contract COVID-19 outside of school, show no symptoms at all, and unintentionally infect a classmate or staff member.

Our job is to work with you to help keep students and their educators healthy. We also want you to clearly understand the risks of this virus and what we're doing about them so you can make the best decision for you and your family.

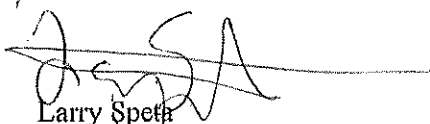
SACA is asking for your help. Attached to this letter, please find two (2) forms. One form is the COVID-19 Parental/Guardian/Student Acknowledgment and Disclosure. We ask that you read this form, initial the specific statements and promises, and then sign and provide the student's name, date of birth, along with your name and signature. The second form is the COVID-19 Waiver, Release and Assumption of Risk Form. By signing this form, you are acknowledging risks and agreeing not to make a legal claim against SACA if your student or you as a student 18 years or older become(s) ill.

It is another way of recognizing that no matter how hard we try, SACA cannot control every environmental variable. You are promising that if your student has had or you have had a positive COVID-19 test or is sick, you are agreeing to keep your student at home (to stay at home), especially if your child/you show(s) any symptoms such as a fever of 100.4° or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, or any other symptom of illness whether or not you believe it is related to Covid-19.

We know this a difficult time, so we're working diligently to make many educational options available to our students and their families. We will make every attempt to keep you fully informed. If everyone does their part, we can avoid unnecessary risks at school. In that spirit, if you have questions or need more information, feel free to contact me anytime.

We thank you for doing your part to make sure every student stays safe, healthy, and productive.

Sincerely,



Larry Speth  
Principal

**SOUTHERN ARIZONA COMMUNITY ACADEMY**  
**COVID-19 Waiver, Release, and Assumption of Risk Form**  
**Parent/Guardian**

The Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Nevertheless, the Governor of State of Arizona issued Executive Orders 2020-41, 2020-44, and 2020-51 which provide that beginning August 17, 2020 charter schools are to begin free on-site learning opportunities and support services for students who need a place to go during the day and to provide on-site learning opportunities and support services including in-person support services such as student supervision and strategic support for students in need during standard school hours, which may include teacher-led or paraprofessional support for students with distance learning instruction. Southern Arizona Community Academy Charter School ("School") has put in place protective measures to reduce the spread of COVID-19, however, the "School" cannot guarantee that your student will not become infected with COVID-19. Your student's physical attendance at school, together with other students, inherently increases the risk that your student, you as a parent/guardian, and/or your household members will contract COVID-19, notwithstanding any precautions taken by the school.

---

On behalf of myself, my household members, and/or my minor student, \_\_\_\_\_, d/o/b \_\_\_\_\_, I acknowledge the extremely contagious nature of COVID-19 and specifically assume all risks and hazards associated with my student's in-person school attendance during the COVID-19 pandemic. I acknowledge that by attending class in person, my student will be associating with staff and other students and may acquire COVID-19 notwithstanding any and all precautions taken by the school. I acknowledge that the school cannot absolutely control the conduct of its students, nor can it guarantee that they or their parents will follow safety protocols and procedures, in order to prevent infected students from attending and potentially spreading COVID-19 to my student directly or indirectly.

I further acknowledge that my student's physical attendance at the school is wholly voluntary. By permitting my student to attend school during the COVID-19 pandemic, I voluntarily assume the risk that my student may acquire COVID-19, and that COVID-19 may subsequently be transmitted from my student to me and/or members of my household.

I certify that my student is in good health and has no fever. I understand that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting, and diarrhea. I certify that my student currently has none of these symptoms, and I will prevent my student from physically attending school if my student develop(s) any of these symptoms or any other symptoms identified by the CDC as being associated with COVID-19. I further certify that my student will be symptom-free, without any medication, for twenty-four (24) hours before returning to school. I will also notify the school and not permit my student to attend if my student's tests positive for COVID-19. My student and, I, as a parent /guardian, will follow all COVID-19 protocols and procedures adopted by Southern Arizona Community Academy.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against the school, the Charter, its insurers, the Charter's governing and corporate boards, and all of their respective employees, agents, representatives, and volunteers (the "Released Parties") arising from or relating in any way to any damage, injury, trauma, illness, loss or death that may occur to my student, as parent/guardian, or my household members as a result of the COVID-19 pandemic.

I further agree not to sue the Released Parties, and to defend and indemnify the Released Parties for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to or as parent/guardian, my student, or my household members as a result of the COVID-19 pandemic.

Student Name (Printed) \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**SOUTHERN ARIZONA COMMUNITY ACADEMY**  
**COVID-19 Waiver, Release, and Assumption of Risk Form**  
**Students 18 Years and Older**

The Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Nevertheless, the Governor of State of Arizona issued Executive Orders 2020-41, 2020-44, and 2020-51 which provide that beginning August 17, 2020 charter schools are to begin free on-site learning opportunities and support services for students who need a place to go during the day and to provide on-site learning opportunities and support services including in-person support services such as student supervision and strategic support for students in need during standard school hours, which may include teacher-led or paraprofessional support for students with distance learning instruction. Southern Arizona Community Academy Charter School ("School") has put in place protective measures to reduce the spread of COVID-19, however, the "School" cannot guarantee that you will not become infected with COVID-19. Your physical attendance at school, together with other students, inherently increases the risk that your student, you as an 18 year old or older student, and/or your household members will contract COVID-19, notwithstanding any precautions taken by the school.

---

On behalf of myself, (as a student 18 years old or older) and/or my household members,  
\_\_\_\_\_, d/o/b \_\_\_\_\_, I acknowledge the extremely contagious nature of COVID-19 and specifically assume all risks and hazards associated with my in-person school attendance during the COVID-19 pandemic. I acknowledge that by attending class in person, I will be associating with staff and other students and may acquire COVID-19 notwithstanding any and all precautions taken by the school. I acknowledge that the school cannot absolutely control the conduct of its students, nor can it guarantee that they or their parents will follow safety protocols and procedures, in order to prevent infected students from attending and potentially spreading COVID-19 to me directly or indirectly.

I further acknowledge that my physical attendance at the school is wholly voluntary. By permitting me to attend school during the COVID-19 pandemic, I voluntarily assume the risk that I may acquire COVID-19, and that COVID-19 may subsequently be transmitted from me and/or members of my household.

I certify that I am in good health and have no fever. I understand that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting, and diarrhea. I certify that I currently have none of these symptoms, and I will prevent myself from physically attending school if I develop any of these symptoms or any other symptoms identified by the CDC as being associated with COVID-19. I further certify that I will be symptom-free, without any medication, for twenty-four (24) hours before returning to school. I will also notify the school and not permit myself to attend if I test positive for COVID-19. I will follow all COVID-19 protocols and procedures adopted by Southern Arizona Community Academy.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against the school, the Charter, its insurers, the Charter's governing and corporate boards, and all of their respective employees, agents, representatives, and volunteers (the "Released Parties") arising from or relating in any way to any damage, injury, trauma, illness, loss or death that may occur to me or my household members as a result of the COVID-19 pandemic.

I further agree not to sue the Released Parties, and to defend and indemnify the Released Parties for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to me or my household members as a result of the COVID-19 pandemic.

Student Name (Printed) \_\_\_\_\_

Student Signature (18 years old/older) \_\_\_\_\_ Date \_\_\_\_\_

OPTIONAL

Parent/Guardian Name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Southern Arizona Community Academy

## Student Procedures for On-Site Social Distancing

### **Student Procedure for On-Site Learning Arrival and Social Distancing**

- **Parents/Guardians** who are dropping off students for school are requested to wait to leave the campus until the arriving student(s) has/have passed the screening process and is/are admitted to school for the day.
- **Students must wear a mask and maintain social distancing while being screened before entering the school.** There are blue distance markers on the ground indicating proper distance for students to maintain social distancing.
- Students' temperatures will be checked by a non-contact thermometer and screened using SACA's COVID-19 Screening Questionnaire by staff.
- Students **with** a temperature (**below 100.4 F.**) and **without** symptoms and/or exposure will then enter the building, **apply hand sanitizer** and check-in to the school
- **Masks must be worn by students at all times while on campus.**
  - If a student is unable to wear a mask for a medical reason, they must bring a note from a doctor for any exception to this policy in accordance with the Governor's executive order and current Pima County Health Department Guidelines.
  - If during the school day a student removes or does not have his/her mask on, **he/she will be reminded ONCE** to put his/her mask back on.
  - **If the student has his/her mask off a second time, he/she will need to continue schooling via online distance learning.**
  - If a student does not have a mask, the school will provide one.
- Students **with** a temperature **above 100.4 F** and/or COVID-19 symptoms upon arrival or during the school day:
  - will be asked to sit in a designated area where they will wait ten to fifteen minutes, then have their temperature checked again.
  - If the student's temperature is below the 100.4, they will then continue into the building to apply hand sanitizer and check-in.
  - If the student's temperature is 100.4 F or the student is symptomatic, the student will be sent home and can not return until he/she is symptom free without medication for at least 24 hours.

### **Student Procedure for workstation/class check in**

- The receptionist desk will assign all seating assignments and give placards to students following SACA's current social distancing guidelines.
  - While checking in to the school, students will either wash their hands or use sanitizer, then receive a sanitizer wipe for their workstations.
  - When arriving at their workstation, students will wipe down their mouse, keyboard, and desk top with the sanitizer wipe.
- Teachers will respond to students' requests bringing them common items such as calculators, pens, pencils, etc,...

# Southern Arizona Community Academy

## Student Procedures for On-Site Social Distancing

- Students will not share common items with each other, these items are to be returned to the teacher for cleaning and disinfecting before the next use.
- Students will request to use the restroom and receive a pass from the teacher. If the restroom is in use, the student will have a seat on the bench until the restroom is unoccupied. (Only one student is allowed in the restroom at a time.)
- **Students are not allowed to change seats or visit other workstations during class.**
- When leaving their workstation for the day students will ensure all common use items have been returned to the teacher.

### **General Social Distancing guidelines**

Students will receive a single warning for a social distancing infraction, if the same infraction is repeated students will be sent home and receive the distance learning option.

- **Students must wear a mask and maintain social distancing while being screened before entering the school.**
- There are blue markers to assist students in maintaining social distancing during check-in and lunch. Students must use these to ensure proper social distancing.
- Students will only sit in the designated seats for meals and/or breaks.
- Only one student in the restrooms at a time. If the restroom is occupied students will have a seat as designated until the restroom is unoccupied.

I, \_\_\_\_\_, (name of student 18 years old or older, parent/guardian of minor student) certify that I have read and agree to comply with the provisions listed herein.

Student's Name printed \_\_\_\_\_

DOB \_\_\_\_\_

Parent's/Guardian's Name printed \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Student's Signature (all students must sign) \_\_\_\_\_

Date \_\_\_\_\_

**SACA Welcome Back to School Newsletter**

3 messages

Southern Arizona Community Academy <sacacubillas@gmail.com>  
Reply-To: sacacubillas@gmail.com  
To: "Mr. Speta" <lspeta@sacaeagles.com>

Sun, Aug 2, 2020 at 11:32 AM

[View this email in your browser](#)



SOUTHERN ARIZONA  
COMMUNITY ACADEMY  
SACAEAGLES.COM | 319.6113

*Soar with us!*

**SACA Newsletter August 2, 2020**

\*\*\*\*\*

**Breaking News!!**

**The new school year begins August 3, 2020 with Distance Learning for all students.**

**Teachers will be available on Zoom from 7 AM to 5 PM Monday - Thursday and 7 AM to 1:30 PM Friday.**

**If you haven't registered, please call us @ 520-319-6113.**

\*\*\*\*\*

Dear Parent(s)/Guardian(s),

We wish to welcome back all of our students and their families for the 2020-2021 school year. We have missed you and are excited to be able to work with you again. Southern Arizona Community Academy will start with distance learning for all students on Monday, August 3rd. Students may request to come onsite for tutoring and other academic activities through the front office from August 3rd through the 17th. In accordance with the current Governor's Executive Order, On-Site Learning is scheduled to resume on August 17th .

Here's what we're are currently doing for the new school year:

- Following all current Pima County Health Department and CDC guidelines for social distancing, Personal Protective Equipment (PPE), and disinfecting the school's facilities.
- Following the current Governor's Executive Order for students to begin school on August 3rd with ON-LINE LEARNING and August 17th for ON-SITE LEARNING. This may change as the local situation changes in Pima County and Arizona.
- Offering four different options of instruction for students. Grading will be the same for ONLINE, HYBRID, and ON-SITE LEARNING. All Special Education students will continue to receive services based on their IEP.
  - OPTION 1 - ON-SITE LEARNING: Students will begin school on August 3rd through ON-LINE LEARNING and will be able to return to ON-SITE LEARNING on August 17th in a safe, secure campus environment.
  - OPTION 2 - SACA ON-LINE LEARNING: Students will start the year August 3rd with ONLINE LEARNING and continue learning virtually for the remainder of the year.
  - OPTION 3 - HYBRID LEARNING: Students will start the year with ONLINE LEARNING on August 3rd with the option of attending pre-scheduled, small group tutoring with ON-SITE LEARNING one to two days per week.
  - OPTION 4 - ONLINE/ON-SITE TRANSITION: Students will start the school year on August 3rd ONLINE LEARNING with the flexibility to then transition back to ON-SITE LEARNING throughout the year. Families may also choose for students to start August 17th ON-SITE and then transfer to ONLINE LEARNING at a later date.

If you have not registered for the new school year, please use this link to register.

[Registration Link](#)

For the 2020-21 school year, SACA will be following public health guidelines and preventative protocols in order to prioritize student and staff safety. Everyone arriving on campus will be expected to follow the recommended social distancing and safety protocols during the current health crises. Therefore everyone will be required to wear a mask while on campus. The SACA will also be using a recommended Coronavirus questionnaire and temperature checks to screen people who are entering the building,

If you have any questions please feel free to contact the school or myself.

Best Regards,

Larry Speta

Principal

**Your Life Matters (YLM)** is a group of high school students who are on a mission to reach their peers in the community as a resource hub and to extend the message of hope and that #YourLifeMatters! YLM's goal is to increase awareness concerning suicide prevention, as well to be a support mechanism for their peers.

Come Zoom with us Tuesday and Thursday, from 12:30 to 2:00 pm

The New Look!-



<https://www.cagle.com/jeff-koterba/2020/06/back-to-school-during-covid>

From the Academic Advisor's Office

With school beginning on Monday, Mr. Ross has been working on meeting with students to review graduation plans and enroll them in courses for the new academic year. If you have not met with him yet, please give the school a call to schedule an appointment with him, or email Mr. Ross directly at [tross@sacaeagles.com](mailto:tross@sacaeagles.com). If you are unable or uncomfortable with coming into the school at this time, Mr. Ross can accommodate you by meeting with you over Zoom, email, or phone call.

We have a new addition to the school's faculty! Welcome Aboard Mrs Ross!

for 9 years in a variety of





Hi! I am Pam Ross and I am very excited to be working at SACA. I grew up in California and have moved around a lot. I have been working in Special Education

positions. I first started working in high school with various learning disabilities in the Resource Room, helping with school work and homework in any, and usually all, of the classes. I then moved into a Life Skills class where I helped teach daily living skills and basic academics. Following this opportunity, I moved into a K-2 class for children with Autism which peaked my interest in Autism and Trauma recovery. My husband and I have sought an opportunity to move back out west for several years and SACA was the answer. I am excited to be closer to our families. I enjoy working with children in special education programs and find it very rewarding helping students find success.

\*\*\*\*\*

## **SACA is now accepting student applications for the new school year!**

\*\*\*\*\*

SOUTHERN ARIZONA COMMUNITY ACADEMY (SACA) is a cutting-edge, tuition-free charter high school located in Tucson, Arizona. We are very blessed and fortunate to provide an online program which is just as strong as our on-site curriculum and programs. Due to the current Coronavirus situation, we offer all of our students the ability to work from home via our online program. The health and success of our students comes first.

Check us out at <https://www.sacaeagles.com/>

**Please forward this newsletter to anybody who may be interested in enrolling Online or Onsite classes for either the New School Year or Summer School!**

\*\*\*\*\*

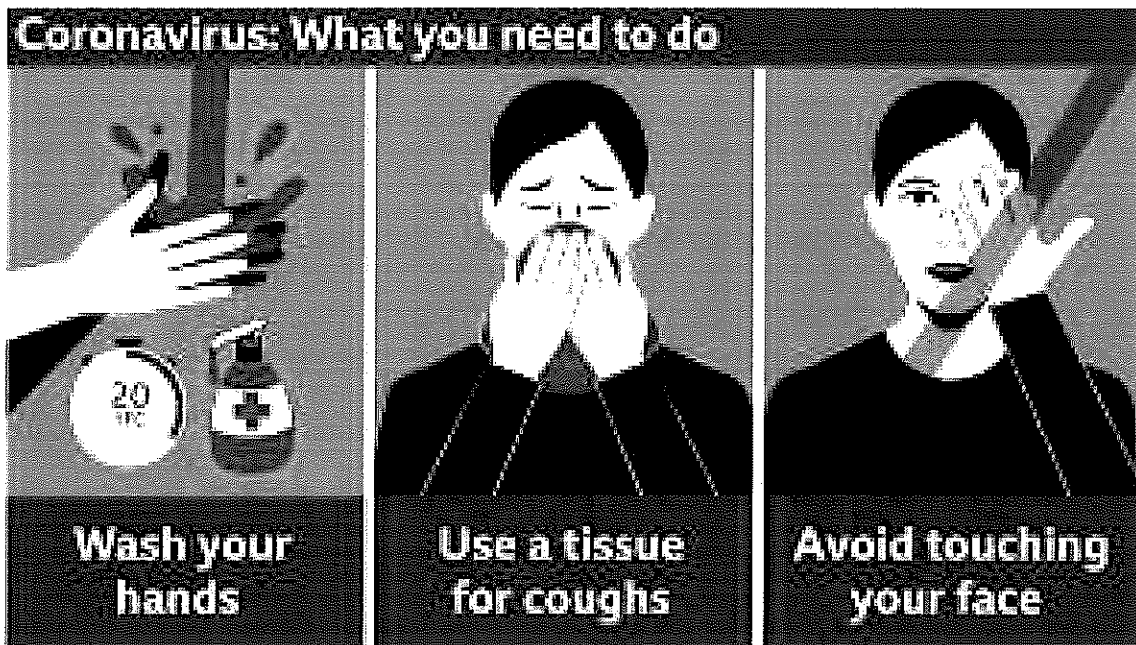
Remind is a texting application to send out announcements and updates in an effort to keep everybody well informed along with the school's regular newsletters and emails.

If you are not already receiving Remind texts from the school on your cell phone please click on the appropriate link for parents or students below.

**SACA Parents :** <https://www.remind.com/join/sacapar>

**SACA Students:** <https://www.remind.com/join/sacastu>

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As a reminder, it is critical that all of us continue to practice general viral infection prevention measures including:

- Cover your cough or sneeze with a tissue or sleeve.
- Wash your hands regularly.
- Avoid touching your face .
- Avoid close contact with people who are sick.
- Get your flu shot, it is never too late.
- Stay home if you're feeling sick. Call your doctor and let them know your symptoms.

More information regarding the CoronaVirus can be found on;

- **Coronavirus Guidelines for America:** [https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)
- **Arizona Department of Education:** <https://www.azed.gov/>
- **Center for Disease Control & Prevention:** <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- **PCHD's Facebook page** at [www.facebook.com/pimacountyhealthdepartment](http://www.facebook.com/pimacountyhealthdepartment), or **Twitter** at [www.Twitter.com/pchd](http://www.Twitter.com/pchd), and the **PCHD website** at [www.pima.gov/CoV](http://www.pima.gov/CoV).

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**[Test] Return To School Survey**

1 message

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**Southern Arizona Community Academy** <sacacubillas@gmail.com>  
Reply-To: us18-0f83b564cb-26a90da5a7@inbound.mailchimp.com  
To: lspeta@sacaeagles.com

Tue, Jul 21, 2020 at 3:18 PM



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COMMUNITY ACADEMY  
SACAEAGLES.COM | 319.6113

*Soar with us!*

**Important Message From SACA's Registrars Office**

The 2020-2021 school year is almost here and we would like to hear from you, our students and their families. Please take a moment to click the link below and complete the Return To School Survey.

(Disregard if you have already completed this survey)

**Return To School Survey**

Please feel free to contact us in the office if you have any questions.  
520-319-6113

We look forward to hearing from you!

Sincerely,

Ms. Sarah Ruiz and Ms. Cyndi Cubillas

# Return to School Survey

As the SACA staff plans for the 2020-2021 school year, we would like to know your thoughts and/or concerns on your student(s) returning to school. Please take the time to fill out this brief survey to help us prepare to best serve our students.

\* Required

1. Which of the following learning options would you prefer for the 2020-2021 school year? \*

*Check all that apply.*

**OPTION 1 - ON-SITE LEARNING:** When permitted by the State, students are welcomed back to SACA. Our campus will be following preventative protocols and modifications to prioritize student and staff safety. The SACA Staff has developed creative solutions to offer events and other enrichment activities via virtual experiences. Students will begin school on August 3rd through Online Learning and begin On-Site Learning on August 17th.

**OPTION 2 - SACAonline LEARNING:** Students will start the year August 3rd Online and continue learning virtually after August 17th. Teachers will continue to deliver instruction and be available daily for scheduled student interaction. Students will complete assignments independently through SchoolsPLP and have access to other curriculum resources. Grading will be the same as On-Site learning. All special education students will continue to receive services based on their IEP.

**OPTION 3 - HYBRID LEARNING:** Students will start the year Online on August 3rd, with the option of attending pre-scheduled, small group tutoring on-site, 1 - 2 days per week. The preventative protocols for student and staff safety will be followed.

**OPTION 4 - ONLINE/ON-SITE TRANSITION:** Students will start the school year on August 3rd Online with the flexibility to then transition back to On-Site learning throughout the year. Families may also choose for students to start August 17th On-site and then transfer to Online learning at a later date. Teachers will continue to deliver instruction and be available daily for scheduled student interaction. Students will complete assignments independently through SchoolsPLP and have access to other curriculum resources. Grading will be the same as On-Site or Online learning. All special education students will continue to receive services based on their IEP.

2. Does your student(s) have internet access? \*

*Check all that apply.*

Yes

No

3. Does your student(s) have access to a computer, laptop, etc? \*

*Check all that apply.*

Yes

No

4. Do you prefer for your student(s) to work in the digital curriculum or a printed course? \*

*Check all that apply.*

Digital curriculum

Printed course

Combination of both digital and printed curriculum

5. Do you feel your student(s) is/are more successful learning Online or Onsite? \*

*Check all that apply.*

Online

On-site

Either works well with them

6. Do you feel your student(s) needs any additional emotional support services from a SACA Staff, Peer or counseling services? \*

*Check all that apply.*

Yes

No

7. If yes, which of the following options would you request?

*Check all that apply.*

- A SACA's Your Life Matters peer support club member to reach out to your student(s)?
- Contact from our support service partner with Casa De Los Ninos?
- Both
- I would like information on one or both of these first please

8. If you have not yet registered for the 2020-2021 school year, would you like for us to mail or email you the packet? \*

*Check all that apply.*

- Email the digital registration packet
- Mail the paper registration packet
- We are already registered

9. Given what you know now, how comfortable are you sending your student(s) back to school for On-site learning for the 2020-2021 school year? \*

*Check all that apply.*

- Very comfortable
- Somewhat comfortable
- Not sure
- Somewhat uncomfortable
- Very uncomfortable

10. Would you like for a SACA Staff member to contact you? \*

*Check all that apply.*

- Yes
- No

11. Questions and/or Comments

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12. Name \*

---

13. Email \*

---

14. Contact Phone \*

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Google Forms





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**Our mailing address is:**

2470 North Tucson Boulevard, Tucson, Arizona 85716

p: 520-319-6113

f: 520-319-6115

[www.sacaeagles.com](http://www.sacaeagles.com)

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**NOTICE OF PUBLIC MEETING**  
**SOUTHERN ARIZONA COMMUNITY ACADEMY**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Southern Arizona Community Academy and to the general public that the Southern Arizona Community Academy will hold a special meeting open to the public on August 13, 2020, 3:00 p.m., 2470 North Tucson Boulevard, Tucson, Arizona. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. 38-431.03.A.2 and A.3, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

DATED AND POSTED this 12<sup>th</sup> day of August, 2020  
By Abelardo Cubillas, Jr.

Abelardo Cubillas, Jr.  
Board Chair

SOUTHERN ARIZONA COMMUNITY ACADEMY

Thursday, August 13, 2020

3:00 PM

2470 North Tucson Boulevard

Tucson, Arizona 85716

All items in this agenda are open for discussion and possible action, including reports and action items.

- A. Pledge of Allegiance
- B. Roll Call
- C. Call to the Public
- D. Approval and adoption of the COVID-19 Mitigation Plan
- E. Adjournment

**SPECIAL CALLED MEETING OF THE GOVERNING BOARD  
OF  
SOUTHERN ARIZONA COMMUNITY ACADEMY, INC.**

A special Governing Board meeting was held on August 13, 2020 at Southern Arizona Community Academy, 2470 N. Tucson Boulevard, Tucson, Arizona 85716.  
The meeting was called to order by Mr. Abelardo Cubillas at 3:12 pm.

Agenda Item A. Pledge of Allegiance

Agenda Item B. Roll Call

Mr. Abelardo Cubillas, Jr., Board Chair	Present
Mr. Andrew Bernal	Present
Mrs. Terrie Cubillas	Present
Mr. Enrique Gonzales	Present
Mr. Louis Hollingsworth	Absent
Mr. Humberto Lopez	Participated by telephone

Agenda Item C. Call to the Public

There were no comments made during Call to the Public.

Agenda Item D.

Mr. Cubillas presented the board members a copy of the COVID-19 Mitigation Plan for the 2020-21 school year. Board members reviewed the plan page by page. Mr. Bernal asked if this information had been sent to the parents already. Mr. Cubillas commented that this information had been given to parents/guardians in July to guide them in selecting one of the four options of instruction available to them before August 3, 2020.

After a full and complete discussion on a motion made by Mr. Andrew Bernal and seconded by Mr. Enrique Gonzalez, The Board voted as follows:

Mr. Andrew Bernal	Yes
Mrs. Terrie Cubillas	Yes
Mr. Enrique Gonzalez	Yes
Mr, Humberto Lopez	Yes
Mr. Abelardo Cubillas Jr.	Yes

The Board unanimously

RESOLVED that Southern Arizona Community Academy Approve  
and Adopt The 2020-21 Mitigation Plan as presented.

Agenda Item E.

There being no further business to come before the Governing Board, the meeting was adjourned at 4:40 pm.

  
\_\_\_\_\_  
MINUTES APPROVED

  
\_\_\_\_\_  
Director