

Community Needs Assessment to Keep Teachers Teaching

Community Funding Needs

1. How much funding will your community need to provide laptops and internet connectivity for all teachers who will be transitioning to virtual teaching?
2. How many students within your community will be able to transition to remote learning? How many students will need to be assigned to socially-distanced classrooms?
3. How much funding will your community need to provide laptops and internet connectivity for all students who will be transitioning to virtual learning?
 - a. If it is not logistically feasible to provide internet access for all students, how many students will need to be assigned to socially-distanced classrooms?
 - b. Based on the number of students you want to host per classroom, how much funding will your community need to rent retail / office space and convert it into classrooms with adequate safety / social distancing measures?
4. How much funding will your community need to hire personnel necessary to implement the structures laid out within the Plan and adequately train teachers, administrators, staff, students, and parents?
 - a. How many people will your community need to hire to monitor / administer remote learning?
 - i. Does your community have access to the contacts necessary to appropriately train, run background checks on and certify monitors who will be administering remote and in-person learning? If not, do you need a referral from a nearby community or your state?
 - b. How much of your existing staff will you need to manage the inventory of technology and equipment necessary to enable students to participate in remote learning?
 - c. How much additional staff will you need to manage the inventory of technology and equipment necessary to enable students to participate in remote learning?
 - i. Does your community have access to the contacts necessary to manage the supply chain / inventory levels of technology and

equipment? If not, do you need a referral from a nearby community or your state?

- d. How much staff will you need to manage inventory of PPE for in-person daycare / teaching?
 - e. How much staff will you need to manage in-person daycare / teaching (including janitorial staff to periodically sanitize classrooms)?
 - f. How much staff will you need to implement an effective test-and-trace program?
 - i. Does your community have access to the contacts necessary to adequately train your test-and-trace force? If not, do you need a referral from a nearby community or your state?
 - g. How much IT / implementation staff will you need to install and train teachers and students how to use Zoom and Blackboard for remote learning?
 - i. Does your community have access to IT / Implementation contacts within your community who you can rely on to successfully implement Zoom and Blackboard without delays? If not, do you need a referral from a nearby community or your state?
 - h. How much staff will you need to maintain your existing school breakfast / lunch / dinner program or convert it into a pick up / delivery service?
5. How much funding will your community need to provide PPE for all in-person daycare / teaching employees and students?
- a. Masks
 - b. Gloves
 - c. Face shields
 - d. Coats
 - e. COVID-19 Tests
6. How much funding will your community need to maintain its school breakfast / lunch / dinner programs?
- a. If your community desires to expand its school meals program, how much additional funding will be needed to facilitate the expansion?
7. How much funding will your community need to ensure that its local businesses stay solvent through January 2021 and beyond, assuming that consumer demand will remain depressed and will recover slowly?

Stakeholder Questions

To answer these questions and successfully implement our Education Plan to Keep Teachers Teaching, communities and school districts will have to work together to answer the questions below:

Questions for Teachers

1. How can we organize and group students to ensure that they receive the educational content that is most relevant to them and maximize their educational experience (e.g. socially-distanced Pre-K-3, ESL, special needs etc.)?
2. What do you want your students' experience of online learning to look like? What resources will maximize your students' experience of online learning? For example:
 - a. High-speed internet access for students and teachers
 - b. Computers
 - c. Web-conferencing solutions
 - d. Remote learning tools
 - e. Online security solutions
 - f. IT solutions, training and staffing
3. How many students within your class don't have access to high-speed internet and will not be able to access high-speed internet at home for online learning? How much additional classroom space needs to be organized by your community in order to provide spaces for these students?
4. What resources and staff will you and your monitors/classroom coordinators need to help manage the classroom and remote learning settings? For example:
 - a. IT Support / Implementation / Training
 - b. Virtual Monitors
 - c. Pre-K-3 on-site classroom coordinators
 - d. Language interpreters
 - e. Teachers' at-home desk setup
 - i. Desk, lighting, chair, webcam
5. What resources do you need to ensure that your lesson plans can be adapted to an online learning environment?
 - a. How can you construct your lessons to minimize the effects of "Zoom/web-conferencing fatigue"?
 - b. What tools and training do your students' parents need to maximize online learning?

6. What basic resources, tools, and supplies will your students need to learn at home or in the classroom based in the modified learning environment?
7. To maximize your students' educational experience, what additional programs can the school district create within the next two months for the purposes of school continuing during the pandemic? For example:
 - a. Parent-teacher meetings
 - b. Tutoring
8. What do the monitors/classroom coordinators for your students need to know about your approach and their role in it to deliver the desired educational experience?
9. What health and safety resources do you need within the next two months to maximize the safety of on-site teaching during the pandemic? For example:
 - a. Full PPE for all students and employees
 - b. Funding for hazard pay / additional insurance coverage for on-site staff
 - c. Guidance to develop protocols in case of a localized outbreak
 - d. Guidance to develop protocols for periodic sanitation of classrooms and other public areas
 - e. Guidance for allocation of available classroom space
10. What resources can local businesses provide to support your education and lesson plans?

Questions for Administrators

Parents & Students

1. What is the most efficient way your school district can organize and allocate teachers, in-class coordinators, virtual monitors, and students with the goal of maximizing students' educational experience?
 - a. How will in-person teachers be screened for susceptibility to severe illness from COVID-19 and repositioned accordingly to virtual channels?
 - b. What will be the district's screening and hiring policy for in-class coordinators and virtual monitors?
 - c. How many in-class coordinators and virtual monitors will be needed per classroom?
 - d. What classroom space will be used by each in-person student group?
 - i. How will student groups be determined?

- e. How will the district determine which students need subsidized access to high-speed internet or access to a location where it is available?
 - i. How much funding will be required to accomplish this?
 - f. How will the district ensure that each student who is learning remotely has all the necessary tools and instructions for how to use them?
 2. What is the most effective way to prepare and communicate information about changes to school to the parents and students in the school district?
 - a. Who will be responsible for managing and operating this process?
 3. How much total staff does the district need to hire as virtual monitors and in-person classroom coordinators?
 - a. How will the district notify parents that these opportunities are available?
 - b. What training, certification, and coordination with teachers will the district need to put in place for virtual monitors and in-person classroom coordinators?
 - c. How much funding will be needed for hiring / training these new staff positions?
 4. How will the district identify students and families that are highly susceptible to severe illness from COVID-19?
 - a. Transition students to remote learning
 5. What basic resources, tools, and supplies will the district need to provide to students that are necessary to facilitate teachers' curriculum at home or in the classroom?

Teachers/Staff

1. How will the district coordinate with teachers to ensure that lesson plans are modified for remote teaching and limited class sizes? How will administrators facilitate and coordinate training for teachers to ensure that they can use Zoom and Blackboard?
 - a. How will the district track the progress and success of teachers in their new classroom environments?
 - b. How will tests be administered?
2. How can the administration appropriately inform and hire local labor to ensure that staffing needs for remote education and smaller class sizes are met?

- a. IT Support / Implementation / Training for remote tools (Zoom and Blackboard)
 - b. Virtual Monitors
 - c. On-site Classroom Coordinators
 - d. Transportation for Children
 - e. On-site IT support
 - f. Language interpreters
 - g. Contact tracers
 - h. How much funding will be required?
3. How will the district align the in-person classroom coordinators and virtual monitors with the teachers they're supporting?
 - a. What specific responsibilities will they have?
 - b. How will the district manage them?
 4. How will the district ensure that each school's health staff has information on safety guidelines and how to handle outbreaks and prevent potential outbreaks among students and staff?
 - a. How will the district differentiate among and handle COVID-19, flu, and other potential illnesses for teachers, students and staff?
 5. How will the district quarantine and staff in-person classrooms when a teacher, in-person classroom coordinator, or one of their students becomes infected with COVID-19?

District Assets

1. What health and safety resources do you need within the next two months to maximize the safety of on-site teaching during the pandemic? For example:
 - a. Full PPE for all students and employees
 - b. Funding for hazard pay / additional insurance coverage for on-site staff
 - c. Guidance to develop protocols in case of a localized outbreak
 - d. Guidance to develop protocols for periodic sanitation of classrooms and other public areas
 - e. Guidance for allocation of available classroom space
 - f. How much funding will be needed?
2. How will the district reconfigure current classroom space?
 - a. How much additional space is needed to comply with social distancing requirements and to provide high-speed internet access for students who do not have access at home?
 - b. How will the district allocate and repurpose vacant retail/office space for overflow classroom space?

- i. What resources will be needed to supply the new space with classroom materials?
 - ii. What will the district need to keep overflow classroom locations safe and secure?
 3. What additional transportation infrastructure/busses will the district need to provide socially-distanced transportation for in-person students
 - a. What safety protocols and cleaning procedures will the district put in place to keep transportation safe?
 - b. How much funding will be needed?

District Programs

1. What plans does the district need to put in place to accommodate socially-distanced bussing and new guidelines for student pick ups/drop offs?
2. What resources does your district need to continue providing school meals to existing participants and students learning offsite? For example:
 - a. PPE for chefs and cooks
 - b. Drivers and vehicles for delivery
 - c. How much funding will be required?
3. What resources does your district need if it would like to expand eligibility for its school meals program?
 - a. Breakfast, lunch, and dinner programs for students in need
4. To maximize your students' educational experience and safety, what additional programs can the school district create within the next two months for the purposes of school continuing during the pandemic? For example:
 - a. Parent-teacher meetings
 - b. Tutoring
 - c. After-school programs for students whose parents work
 - d. How much staff/funding will be needed to implement these programs?

Preparation for Virtual Education

1. What resources and funding do you need to provide your teachers and students with safe and secure computer and internet access within the next two months?
 - a. If high-speed internet access cannot be delivered to a students' home, how much space will the district need to allow these students to access the tools they need for remote learning and remain socially distanced?
 - i. Existing unused classroom space
 - ii. Leased retail/office space equipped with high-speed internet

- b. How much funding will the district need to lease underutilized retail / office space to provide spaces for children who don't have access to high-speed internet to attend socially distanced school?
 - i. Proximity to neighborhoods with highest concentration of children without access to high-speed internet
 - ii. Space to construct socially-distanced areas / cubicles
 - iii. Access to high-speed internet with enough bandwidth to support multiple streaming calls
2. What steps does the district need to take in order to provide safe and secure computer and internet access for students and teachers? How much funding will be required to provide these services where they aren't available?
 - a. Can your community take steps to provide wired or wireless internet access to students who do not otherwise have access to the internet from home?
 - b. How quickly can internet service be installed around the community where it is needed?
 - c. How quickly can computers be loaded with the relevant software and security measures?
3. How many IT / Services staff members will be required to ensure that students and teachers are able to participate with minimal technology-related interruptions?
 - a. How much ongoing support will be required to keep students and teachers up and running?
4. How will the district train, designate, and manage virtual classroom monitors?
5. What resources can local businesses provide to the school districts to support teachers' plans and school / district extracurricular activities?
 - a. What is the most effective process to request proposals, select businesses to provide services, receive federal funding and deploy it?

Questions for Parents and Guardians

1. Do your students rely on school-prepared breakfasts, lunches and dinners?
 - a. Where are your students located when meals could be delivered?
 - b. When would be the best time to pick up your students' meals if delivery isn't feasible?
2. Do you have access to high-speed internet at home that would allow your students to run a video conference and other software programs used for remote learning?

- a. How much would it cost to purchase or upgrade your internet service if necessary?
3. How can the school contact you and your student during the day in the event that it needs to?
4. How would you manage a situation where your child had to be quarantined at home for weeks if they or someone they have been in contact with tests positive for COVID-19?
 - a. If you are at work or otherwise unavailable to take care of your child, who is normally responsible for overseeing them?
 - i. Childcare
 - ii. Family/friend
5. Would you be interested in working as an in-person classroom coordinator for students in grades Pre-K-3 or a virtual classroom monitor for students in grades 4-12?
6. How do your students normally get to school and return home?
7. Do your students participate in an afterschool program before other family members or childcare providers can monitor them?
8. Do your students require any special accommodations that they need to receive or normally receive at school?
9. What basic resources, tools, and supplies will your student need to participate effectively in course material and remote learning?

Questions for All Community Leaders and Members

1. What are the needs of your community's schools over the next 4 months?
2. Safety from COVID-19
 - a. What are your community's current testing rates, test positivity rates, case count, transmission rate, inpatient cases, and mortality rates?
 - b. What are your community's guidelines for re-opening public areas (including public transit), and how do they compare with best practices promoted by doctors and epidemiologists?
 - c. Does your community's test-and-trace program meet your expectations for compliance with the best science? If not, in what ways does it fall short?
 - d. What can be done to ensure your community has adequate protocols, space, and medical equipment/supplies to quarantine and treat those who have been infected with COVID-19?
 - e. How does your local governments and leadership communicate critical safety guidance to constituents?

- f. How have your local governments and leadership communicated what's actually going on within the community with respect to COVID-19?
 - i. Infections dashboard
 - ii. Testing limitations
3. What provisions will the community need to make for after-school care for its students?
4. How much and what form of assistance is necessary to ensure businesses survive to January 2021 and can begin to bring workers back?
5. As parents return to work, what can local governments and businesses do to ensure the safety of workers and protect businesses from frivolous lawsuits?
6. What percentage of the local workforce is unemployed or underemployed?
 - a. How will the community notify the potential workforce of opportunities to help support schools in various capacities:
 - i. IT Support / Implementation / Training for remote tools (Zoom and Blackboard)
 - ii. Virtual Monitors
 - iii. On-site Classroom Coordinators
 - iv. Transportation for Children
 - v. On-site IT support
 - vi. Language interpreters
 - vii. Contact tracers
7. What vacant retail / office space with access to high-speed internet is available to support in-person learning for schools implementing social-distancing practices?
8. What resources can local small, midsize, or large businesses provide to support students' in-school or extracurricular activities?