



## Superintendent

Christopher Downing, Ed.D.

## Board of Education

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March 27, 2020

Dear AESD Staff,

"Take rest; a field that has rested gives a bountiful crop." –Ovid

As of today, here is the latest information regarding AESD's operation and response:

### **Continued Support and Resources:**

- There were 5,484 meals served yesterday to Anaheim students.
- Ed Services—
  - Continued supporting professional learning for teachers and administrators to implement Distance Learning Plan which will launch April 1, 2020.
  - Preparing paper packets for TK-6 for pick up at "grab and go" meal locations.
  - Continued to respond to parent emails and voicemails for support.
  - Continued to distribute Chromebooks and WiFi Hotspots.

### **Reporting to Work:**

- Any staff being asked to report to work either in-person or remotely will be contacted directly by their supervisor via email and phone, and will continue to follow health officials' social distancing recommendations.

**All other certificated and classified staff are not to report to work until further notice but should continue to check their email daily for updates on work assignments. Long-term substitutes currently in an assignment or scheduled for an upcoming assignment will be contacted by HR and will continue to be compensated during this dismissal period.**

We continue to work with the Associations to identify the essential functions that must remain in place in order to serve our students, families, and staff.

**Please change your email out-of-office message to reflect that schools are dismissed until April 17 or further notice. If you are working remotely, indicate that you are still checking emails daily and will respond as soon as possible. Note that the term "dismissed" is now being used instead of school "closures" because distance learning and other essential services are being provided.**

For your reference, these daily staff letters are archived in the staff portal. Please check your email in the morning and in the afternoon to ensure you receive information in a timely fashion.

Working in the field of education makes us more likely to focus on meeting the needs of others, perhaps at the cost of meeting our own needs. This weekend I encourage you to find some space to rest- both physically and mentally- because getting proper rest is vital to our well-being. Whether it be 20 minutes of quiet time or relaxing while listening to your favorite record or getting an extra hour of sleep, carve out some time to disconnect and embrace the concept that by taking good care of yourself your efforts to care for others will be more bountiful.

Kind regards,

Dr. Christopher Downing  
Superintendent

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