**Template Letter to School Board**

Month XX, 2020

To: [School/District] School Board  
Re: Operational Blueprint for Reentry for School Year 2020-21

I hope this letter finds you and your loved ones safe and healthy.

In the past weeks and months, the [school/district name] has faced extraordinary challenges to build on our strengths and meet the needs of our state’s children during a global pandemic. Oregon’s education professionals have pulled off heroic efforts to provide care, connection, and continuity of learning for all students. The [school/district name] community has responded in a crisis together.

Now, it is imperative that we work through the challenges and prepare steadily to go back to school. All children need access to an equitable, high quality education and all the nutrition, health, and social supports that come with it. We have received guidance and now must plan for **how school is being organized and delivered in 2020-21**.

On June 10, 2020, the Oregon Department of Education released [*Ready Schools, Safe Learners Guidance*](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf) designed for school leaders that puts forward the requirements and recommendations we will use to plan for the fall. Oregon Health Authority epidemiologists helped create and vet this guidance so that we could have clear health and safety protocols to follow for a variety of scenarios. The guidance will be updated throughout the summer, and input is continually being collected through [this survey](https://www.surveymonkey.com/r/readyschools).

Together, we are responsible for preparing a first draft of an **Operational Blueprint for Reentry** so we can anticipate how [school/district name] is preparing for students to come back to school this fall. We must also anticipate changes along the way, and we will all need to navigate the state’s evolving efforts to mitigate COVID-19. Every school, under the direction of the district, must determine whether we teach all students on-site, teach all students through new comprehensive distance learning, or utilize a hybrid model, based on the distinct strengths and needs of [school/district name].

In order to tailor our plan to our local context and needs, we will be undertaking the following process:

* List your process steps, any meetings to attend, etc.

School board members are asked to participate by [insert instructions].

I am honored to work beside you to meet the challenges and opportunities of this moment. The immense effort we must all contribute, and the patience that will be necessary as health circumstances shift over time, is well worth it for the sake of [school/district name] students to receive learning in a safe, ready school environment.

[signoff]