

Karin Holmes  
Principal School

Tori Polly  
Principal's Secretary

Edna Swartz  
Office Assistant



Casey Donohue  
Psychologist

Ester Kulecho-King  
Site Nurse

Wendy Copple  
Librarian

## SIERRA HOUSE ELEMENTARY

1709 Remington Trail  
South Lake Tahoe, CA 96150  
Phone: 530-543-2327  
Fax: 530-543-2330

Bulletin #1

### Sierra House Recovery Process

This is the first of the daily updates we will be sending out regarding the fire restoration process. We understand that everyone is anxious to see the results of the cleaning and testing efforts. As of 1pm today (11/29) Premier (Industrial Hygienist) is in the final stages of refining their cleaning protocol, which we hope to send out in tomorrow's update. Belfor (Fire Restoration) has contained all directly affected areas and are running air scrubbers (carbon filters) around the clock in these spaces, as well as the upper pod core space. All remaining spaces in the school will receive proactive air scrubber treatment by Sunday night. Air Quality sample canisters have been ordered for detailed Volatile Organic Compound (VOC) testing tomorrow (Friday 11/30). The results from these tests should be available Sunday night (barring any shipping delays to LA). If the results arrive on time, they will be provided to school staff and parents by 7am Monday morning.

The testing being performed will use EPA Air Method: Toxic Organics -15 (TO-15) which is designed to look for 74 different VOCs (Target Compounds List or TCL) using analysis by Gas Chromatography/Mass Spectrometry (GCMS). If a spike is detected in the GCMS study that does not match with one of the 74 VOCs in the TCL (unknown compound), the lab will work to identify the air component regardless. The testing is expected to identify any VOC, not just those on the TCL. A full report of all detected VOCs, their levels and acceptable limits (if applicable) will be provided to the district.

Steve Brennan has been in contact with the DSA and will have an inspector up next week to walk the site and look at the progress and process and give feedback. Any questions or concerns should be directed to Steve Brennan Recovery Project Manager who is coordinating with Belfor and Premier.

Respectfully,  
Karin Holmes  
Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
543-2219 EXT 1965  
sbrennan@lltusd.org

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### Bulletin #2

#### Sierra House Recovery Process,

This is the second of the daily updates regarding the Sierra House fire restoration process. Today, air scrubbing has continued throughout the building and Air Quality sample canisters that test for detailed Volatile Organic Compound (VOC) were used to collect test samples beginning at 12:00. The results from these tests should be available Sunday night (barring any shipping delays to LA). If the results arrive on time, they will be provided to school staff and parents by 7am Monday morning.

The air quality testing being performed today used the EPA Air Method: Toxic Organics -15 (TO-15) which is designed to look for 74 different VOCs (Target Compounds List or TCL) using analysis by Gas Chromatography/Mass Spectrometry (GCMS). If a spike is detected in the GCMS study that does not match with one of the 74 VOCs in the TCL (unknown compound), the lab will work to identify the air component regardless. The testing is expected to identify any VOC, not just those on the TCL. A full report of all detected VOCs, their levels and acceptable limits (if applicable) will be provided to the district.

Additionally, the following protocols have occurred today (11/30):

1. The preliminary lead testing (XRF gun) show no lead in paint or tile in any of the affected areas. Final report due later today
2. Soot testing is delayed due to recent wildfires in CA. The sample has been sent to the lab. Hopefully we will see results late next week (best case scenario)
3. Additional asbestos tests are in the lab and being analyzed as of 11am this morning.
4. DSA field personnel will be on site this afternoon to survey building
5. The industrial hygienist cleaning protocol draft report has been delivered and is attached to the bulletin.

As far as classrooms, all grade level classrooms are in full use; only our reading intervention classes have been displaced. All reading intervention classes are running on full schedule and meeting in staff work areas. All alarm systems are in good working condition and were serviced and cleared by SIMPLEX on Tuesday, November 13th prior to any students returning to school.

Any questions or concerns should be directed to Steve Brennan Recovery Project Manager who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
543-2219 EXT 1965  
[sbrennan@ltusd.org](mailto:sbrennan@ltusd.org)

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Bulletin #3

Sierra House Recovery Process,

This is to inform you that at 3:12 PM today we received notification that a door in the contained burn area tested positive for asbestos. This door was damaged by the fire department when entering the building. As a precautionary measure, air testing is currently under way to ensure continued air quality throughout the school building, with results expected by Sunday.

These results will include both the asbestos and VOC air sample testing.

Asbestos notification posters will be visible on the zippered doorways into the containment area to keep students and staff away from the possibly affected area. These posters must remain in place until the contained area has the subject door removed and the air in all spaces have been cleared. The contained area, which has been completely enclosed since the incident, is under negative air pressure and is being filtered through a HEPA filter. These are standardized procedures required by the EPA and OSHA who have been notified and who will be visiting for inspection and clearance next week.

Any questions or concern should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

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Recovery Project Manager  
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Bulletin #4

Sierra House Recovery Process,

Results from the air quality test came back negative for asbestos. Please visit [www.ltusd.org](http://www.ltusd.org) under District-Public Notices for detailed test result information.

Any questions or concern should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
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Bulletin #5

Sierra House Recovery,

Results from the air quality test came back negative for harmful substances in the air. School will be open tomorrow (Monday, December 3). Please visit [www.ltusd.org](http://www.ltusd.org) under District-Public Notices for detailed test result information. The following is an email from Nate Seward, Industrial Hygienist:

*"VOC sample results came in. As expected, the presence of various Volatile Organic Compounds were detected in each sample, however all concentrations were compared to regulatory OSHA Permissible Exposure Limits (PELs) and/or Time Weighted Averages (TWAs) and found to be well below these regulatory levels. All lab results are provided in PPB (Parts per billion by volume).*

*Note: Many of the VOCs found are also found in over the counter house hold cleaning products and personal items (i.e. acetone, isopropyl alcohol, etc). These can also be in every day items used in schools, dry erase markers, sharpies, etc. A few of the VOCs found in the samples are also found in citrus odor masking agents and perfumes.....likely those used by Servpro during the deodorization process.*

*Nevertheless, I have no concerns related to these air sample results which were collected from Upper Pod (all classrooms), Portables 1-7, MPR, hallway and Staff offices and lower pod (all classrooms). Thanks*

*Respectfully submitted,*

**Nate Seward, PE, CIH**

*EPA & IICRC Instructor (WRT & AMRT)  
Professional Mechanical Engineer (M31978)  
Certified Industrial Hygienist (9582 CP)  
Certified Radon Tester #108180RT  
Licensed Asbestos Abatement Consultant (I-1923)*

**Premier Environmental Consulting (PEC)**  
[www.pectahoe.com](http://www.pectahoe.com)

775.298.2679 Office  
805.432.4888 Cell

*Providing Environmental Inspections for PEC of Mind!*

*Mold \* Radon \* Asbestos \* Lead Paint\* IAQ \* Industrial Hygiene"*

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

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Bulletin #6

### Sierra House Recovery Process

At least four hours of air scrubbing in all rooms in the school was completed by opening of school this morning (Monday, 12/3)

Belfor has flown out a new project manager so that he can be dedicated full time to this recovery process. Belfor is following all stringent safety protocols in order to keep our students safe as they attend school. Please see the industrial protocol they are following (It is posted on the district website along with all bulletins and testing results).

Steve Brennan is working with the industrial hygienist to draft an explanation of posted test results. Steve Brennan is in contact with the LPA (district architect) to look at egress, electrical and available adult restroom facilities per capita.

Lake Valley Fire is drafting an egress analysis.

Additional air quality testing (TO-15) will be repeated periodically until all cleaning efforts are complete.

Respectfully,  
Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
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Sierra House Recovery

Bulletin #7

Sierra House had a Site Safety Team meeting this morning and we discussed the fire at length with Tim Alameda, Fire Chief with Lake Valley Fire. We discussed protocols for teachers moving forward with electrical outlets and power cord safety. Tomorrow we are continuing this discussion during our staff meeting with all staff.

Belfor's new project manager, Jim Aguiar did a building walk through to familiarize himself with the school and the prescribed protocols. He will be here every day going forward.

Four surface lift samples (settled dust and debris on flat surfaces), including a worst case from within the affected fire area, came back negative for asbestos. One remaining test is being analyzed, which is a soot sample. We expect results from this sample later this week.

We are holding an "After Action" process meeting on Monday afternoon at 4:00 at the Education Center Board room. If you are interested in participating in this process, please contact Karin Holmes at Sierra House by this Friday.

Respectfully,

Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
543-2219 ext. 1965  
[sbrennan@ltusd.org](mailto:sbrennan@ltusd.org)

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Bulletin #8

Sierra House Recovery

At this time Belfor continues with remediation protocol per the report dated November 28, 2018. Additionally they are preparing specific deep-cleaning and reconstruction plans for the next phase. This includes scheduling, man power allocation, and material acquisition. Work will begin on Wednesday December 12th and will include the replacement of ceiling tiles and other porous materials; deep cleaning within the attic space; and restoration of the HVAC system and duct work in the source area, hallways, and restrooms. The goal is to complete the remediation and odor abatement prior to January 7th, when students return to school after the winter break.

In order to facilitate this plan in an expeditious manner, we will be moving all students from the upper pod (2nd and 3rd grade) to the Al Tahoe site beginning Wednesday, December 12th. **Pick-up and drop-off will remain at Sierra House so as to maintain consistency. As well, buses will continue as regularly scheduled.** Breakfast and morning recess will be conducted at Sierra House. Lunch will be served at the Al Tahoe school site. Please see the following daily schedule for grades 2 and 3:

Wednesday December 12th, Thursday, December 13th, and Friday, December 14th:  
3rd grade bussed to Al Tahoe from Sierra House after breakfast and morning recess.

2nd grade bussed to Heavenly for skiing.

All students bussed back to Sierra House by 3:00 for 3:10 pick up/ bus ride home.

Monday December 17th and Tuesday December 18th:

2nd and 3rd grade students bussed to Al Tahoe from Sierra House after breakfast and morning recess. All students bussed back to Sierra House at 3:00 for 3:10 pick up/ bus ride home.

Wednesday December 19th and Thursday December 20th: 2nd and 3rd grade students bussed to Al Tahoe from Sierra House after breakfast and morning recess. All students bussed back to Sierra House by 2:00 for dress rehearsal/ Holiday performance. All students at Sierra House for 3:10 pick up/ bus ride home.

Friday, December 21st: 2nd and 3rd grade students bussed to Al Tahoe from Sierra House after breakfast and morning recess. All students bussed back to Sierra house by 1:05 for 1:15 for pick up/ bus ride home.

Parents will receive room assignments for this temporary relocation as soon as possible.

Please note that the restoration area will be fully contained as cleaning, resurfacing and replacing of the porous materials is conducted. Air filtering will continue throughout the school to continue to maintain the highest level of air quality.

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP

Recovery Project Manager

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Bulletin #9

### Sierra House Recovery Process

Today Premier Environmental Consulting was on campus to do another round of VOC air quality testing. We will post those results as soon as they are available.

The plan for our upper pod classes to move to the AI Tahoe campus is coming together. The acting principal at the site will be Mr. Bob Grant. A secretary will be on site along with a school nurse, reading intervention and RSP staff. Additional staff will be present to cover library and PE time as well as assist with classes. Lunches will be served on site. At the end of the day, parents will be able to pick up students at AI Tahoe, if they wish, or students can ride the bus back to Sierra House and complete their regular bus route. All bus stops will remain the same. Boys and Girls Club students will remain at the AI Tahoe Site at the end of the day.

At this time Belfor and Premier are putting together a proposal and timeline for remediation plans. As their plan is completed and approved by insurance, we will share the specifics.

The LTUSD Board meeting this evening approximately twenty-five people were in attendance; ten parents spoke and presented many well articulated points. The school board appreciated the input and listened to everything that was said.

Respectfully,  
Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
543-2219 ext. 1965  
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Bulletin #10

### Sierra House Recovery

Belfor continues to develop their plan for school restoration and cleaning. In order to get in and do the job as needed, they require access to our entire school beginning Monday, December 17<sup>th</sup>. This access with no students or staff present will facilitate clean up and reconstruction so that the job can be completed thoroughly and with integrity.

In order to allow this access and continue with school for our students, we are going to move all of our students and staff to Al Tahoe Elementary School (Boys and Girls Club Site). In order to fit in that facility, we will be running split days for the week of December 17<sup>th</sup>-21<sup>st</sup>. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> graders will be in class from 9:00-1:00 p.m. Our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade classes will attend school from 12:00-4:00 p.m.. All students on site will be served breakfast and lunch. Details regarding drop off, pick up, and bussing will be sent on Monday. In partnership with the District and our local Boys and Girls Club we will be able to accommodate free childcare for the families that need it due to the split schedule. Please contact Tori in the front office (543-2327) if you believe you will need help with childcare, given the aforementioned schedule.

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

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Bulletin #11

Sierra House Recovery

As we prepare for moving classes to the Al Tahoe campus, we want to assure all families that the campus is safe for all of our students and staff. There have been questions about lead in the water and the presence of asbestos in the school. The drinking fountain that tested positive for lead was removed from use in August of 2017. We will be providing 4 water bottle filling stations for all students. The other two locations that tested above the reportable limit are in the kitchen, which we will not be using to prepare food for our students.

The Al Tahoe school is regularly tested for friable asbestos on a three-year cycle to determine that all sources of asbestos are stable and contained. The AHERA three year testing was performed within the last 18 months. All sites, including Al Tahoe, tested safe.

Information regarding schedules and times for next week will be sent out as soon as they are available.

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
Recovery Project Manager  
543-2219 ext. 1065  
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Bulletin #12

Sierra House Recovery

Today Belfor started bringing their Conex trailers to the upper pod playground. At this time they have 5 containers and trailer in place. They will continue to add to this storage configuration throughout the week.

Tomorrow, December 12<sup>th</sup>, our third grade classes will begin to be bussed over to Al Tahoe from the Sierra House site. They will come to Sierra House as they do every day and they will get on the bus at the start of school (9:00). They will follow their regular class schedule and eat lunch at the Al Tahoe Site. You may pick your 3<sup>rd</sup> grader up from Al Tahoe at 3:10 or you can pick them up at Sierra house at 3:25. Bussers will continue on to their correct bus once at Sierra House and all students who attend Boys and Girls Club will simply remain at the Al Tahoe Site.

Monday, December 17<sup>th</sup>, the entire Sierra House campus will move over to the Al Tahoe site and we will begin our split schedule days. Please remember that free childcare will be provided by the Boys and Girls Club between 9 and 3:25 if this split schedule does not work with your schedule. **The Sierra House campus will be closed beginning Monday, December 17<sup>th</sup> and no students are to be dropped off or picked up at Sierra House. All transportation will be to and from The Al Tahoe site.** Our transportation department is working on final adjustments to the bus schedules and we will forward those to you as soon as they are complete.

The schedule for students is as follows:

- Kid zone drop off 7:30 main entrance
- Student drop off begins at 8:30
- **Kindergarten first and second grades:**
  - o School begins for at 9:00 and classes run until 1:00. Lunch will be served from 12:30-1:00.
- **Third, Fourth and Fifth grades:**
  - o School begins at 12:00 with lunch being served. Classes run until 4:00.

We will have a secretary at the front desk at all times.

The phone number for Sierra House School on the Al Tahoe site is: 530-318-1517.



To call us at the Sierra House campus until Friday 12/14, our number is still 530-543-2327

If you want to call the Boys and Girls Club, their number is 530-542-0838.

Bob Grant is the acting principal on the AI Tahoe site this week.

Esther King, our school nurse will be working at the AI Tahoe site.

Any Questions regarding the logistics of student schedules should be directed to Tori Polly at 543-2327.

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
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**Bulletin** #13

Sierra House Recovery

Today Belfor continued to drop Connex containers on the upper pod blacktop. Tomorrow they will begin cleaning classroom contents in the upper pod.

All third grade classes attended class at the AI Tahoe site today.

The schedules for December 17th-January 11th are attached to this **bulletin**. There are schedules for both grades K-2 and 3-5.

Please note that Friday, December 21st is a minimum day. All K-5 students will attend class from 9:00-1:25. Our Holiday concert is set for 9:30-10:30. All families are invited to attend.

In addition, bus schedules are attached for mid-day K-2 take home and 3-5 pick up. Morning stops will remain the same. Afternoon take homes will have the same stops, but times will be adjusted. The transportation department has been notified that we will need bussing for students who live in the Fair Meadow and High Meadow neighborhoods. I will forward updated schedules as soon as they are completed.

Any Questions regarding the logistics of student schedules should be directed to Tori Polly at 543-2327.

Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

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This announcement included a file attachment. Click the link below to view.

[Bulletin%20%2313%20bus%20schedule.xlsx](#)

[Bulletin%20%2313%20K-2.docx](#)

[Bulletin%20%2313%203-5.docx](#)

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**Bulletin** #14

Sierra House Recovery

Today at Sierra House Belfor continued to mobilize Connex containers and workers to begin the clean up process. Premier Environmental performed another round of air quality tests this afternoon.

The district has been in close conversations with Belfor regarding the scope of the work needed to get Sierra House cleaned and operating at 100% capacity. Belfor cannot commit to the scope of work until the crews get into their job, so the plan is to prepare for the worst and hope for the best.

As of today, the plan is to hold all classes at the Al Tahoe campus on the split schedule from December 17 through February 15. Paperwork was sent home with all students today to help clarify schedules and bussing. We are asking families to send back the second page of the packet with all students tomorrow. This two sided page addresses the plan for your child regarding pick up and take home routines. Thank you in advance for filling that out tonight and returning it tomorrow. If your student was not at school today, please check our website at <http://sierrahouse.ltusd.org/> for the information.

If you have any questions regarding schedules, please do not hesitate to contact Tori Polly at the Sierra House front office at 543-2327.

Any questions or concerns regarding the recovery process should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes

Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP  
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**Bulletin #15**

Sierra House Recovery

We moved out of Sierra House today and are ready for classes to resume on Monday with the split schedules on the AI Tahoe Campus. Please review the schedule and call 318-1517 if you have any questions. Schedules are attached to this **bulletin**.

In quick summary:

Monday December, 17 - Thursday, December 20th  
Kindergarten, 1st and 2nd grade attend class from 9:00-1:00  
2nd, 3rd and 4th grade attend class from 12:00-4:00

FRIDAY DECEMBER 21st **ALL students (K-5)** are to arrive at AI Tahoe for class at 9:00. Our annual Holiday Concert will be from 9:30-10:30 and all families are invited! From 10:30-12:00 we will be doing holiday stations with our students. Lunch will go from 12:00-1:00 and students will be released at 1:15.

Many parents are concerned with academic integrity of class time with the shortened day. Please know that our teachers are very aware of the state standards and what they need to cover.. We will be focusing on essential standards across the curriculum and it is important that students attend every day of class. We have a specific number of instructional minutes and instructional days that are required by the state for the school year. The district has applied for a waiver of the day missed after the fire and we will adjust minutes when we return to Sierra House to meet the requirement for number of minutes.

Any questions about the schedule can be directed to Tori Polly at 318-1517  
Any questions or concerns should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes  
Sierra House Principal

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## Bulletin #16

January 5, 2019

### Sierra House Recovery

Hello Sierra House Families,

I hope this Winter Break has given you a chance to relax a little bit. It was a much needed break for all of us! Below is an update of the work that has been going on at Sierra House. At this time, we will follow the same schedule as we did before break Kindergarten thru second grade will attend school from 9-1 and third through fifth grade will attend from 12-4. Our special Day classes will continue to run as follows: Mr. Cromwell's class is from 8-noon and Ms. Lafferty's class from noon to 4. All classes will be at the AI Tahoe campus. Please know how much we appreciate your patience and flexibility as we work hard to provide a quality education for your children every day.

The plan is to send weekly updates to keep you apprised of the work that has been completed and the next steps.

Work that Belfor has completed over the Winter Break: All corridors have been abated. Lower pod is being cleaned again, including duct cleaning in each room and is sealed off from other areas of the school so there is no cross contamination as abatement and construction continue. HVAC units for portables have been cleaned. The admin office is being prepped for ceiling demo. Work that Belfor has slated for next week: MPR demolition and reconstruction Admin ceiling demo and replacement Upper pod abatement began today (January 4th) and will go 7 days a week until complete.

Any questions about the schedule can be directed to Shandi Ashmore at (530) 318-1517. A sincere thank you to Tori Polly who was covering for Shandi for the past three months. She did an amazing job as our school secretary! Thank you Tori and welcome back Shandi:)

Any questions or concerns regarding the progress of cleaning and reconstruction should be directed to Steve Brennan, Recovery Project Manager, who is coordinating with Belfor and Premier.

Respectfully,

Karin Holmes Sierra House Principal

Steve Brennan, PE, CEM, LEED AP, CBCP Recovery Project Manager 543-2219 ext. 1065 [sbrennan@ltusd.org](mailto:sbrennan@ltusd.org)



## Bulletin #17

Sierra House Recovery Bulletin January 8, 2019

Hello Sierra House Families,

This is the latest update regarding the Sierra House recovery plan. Yesterday the district was notified by Belfor that we need to look at a longer term plan before Sierra House can be re-opened. The scope of work has expanded now to include the removal of insulation inside the walls in the multi-purpose room and replacement of the ceiling in the administrative office. At this point, there are no specific dates tied to reopening Sierra House. This was not the news we were hoping to hear, but it is the reality of our situation.

In consideration of the indeterminate amount of time for the reopening of Sierra House, it will be most beneficial to the students and families to return to full instructional days. Therefore, the district will establish a "school within a school" model at South Tahoe Middle School for 4th and 5th graders in their own wing near the library. All 4th and 5th graders will be relocated to this wing in order to provide full-day classrooms and instruction, between the two campuses, for all grade levels. We are working on the logistics and will send a detailed letter home tomorrow.

All Sierra House students will return to the 9:00-3:10 school day starting on Monday, January, 14th. Kindergarten through third grade will continue to be on the Al Tahoe campus, and 4th/5th grade at STMS. I will continue to provide leadership and support at both campuses. More information will be provided on Wednesday, January 9, 2018.

While we do not have all the answers right now, please feel free to contact me with concerns or questions regarding the upcoming changes.

Respectfully, Karin Holmes Sierra House Principal

## Bulletin #18

### Sierra House Recovery Process

January 9, 2019

While Sierra House Elementary School is under repair from the fire and subsequent smoke damage, we are working diligently to maximize learning and continue the integrity of our high quality academic programs. As repair work progressed over the winter break, it became clear the timeline is longer than anticipated. We are looking to utilize many of our district resources to accommodate a full day schedule for all of our students until all work is completed. We are excited to be able to run Sierra House classes from 9:00 AM until 3:10 PM for all students beginning Monday, January 14th. Kindergarten, first, second, third grades and our SDC classes will all be held at the AI Tahoe campus. Fourth and fifth grade classes will be held on the campus of South Tahoe Middle School (STMS). STMS principal John Simons has worked closely with the district and Sierra House to ensure a smooth transition for our students and staff. The district has set up a "school within a school"; meaning we are able to maintain the separation of the elementary school from the middle school. Our Sierra House 4th and 5th grade classes will be held in six classrooms in the STMS library/science wing. As the former assistant principal at STMS and a teacher of 25 years at the site, I am very confident that our Sierra House students will have a quality learning environment on this campus.

**Each paragraph below will address a different logistical area for the transition of our 4th and 5th grade students.**

#### 4th/5th Schedule:

Sierra House students who are bussed to school will be dropped off at the AI Tahoe site in time for breakfast and morning recess with all the other Sierra House students. They will then be escorted to STMS in order to start class at 9:00 AM. All students will be in self-contained classrooms. Recess will be held outside (weather permitting) while STMS students are in class. If the weather is inclement, they will have indoor recess in their classroom with their teacher. There will be a separate lunch for our 4th and 5th graders.

STMS begins at 7:45 AM and ends at 1:55 PM (except for Wednesdays when they dismiss at 12:55 for staff collaboration days). Our students will not be on campus when STMS students arrive and they will be in class when STMS students depart. Sierra House students will not be allowed in the halls during passing periods.

#### Kindergarten-3rd schedules

All kindergarten, first, second and third graders and all SDC students will attend school on the AI Tahoe site from 9:00 until 3:10.

\*\*\*Sierra House and STMS schedules are attached to this document.

#### Transportation:

All Sierra House students will be dropped off at the AI Tahoe campus for breakfast and morning recess. They will then be transported to STMS to arrive at class by 9:00. If you are dropping off your 4th or 5th grade student, you may drop them off past the entrance to the track between 8:50 and 9:00. We will have STMS security meet the students at the gate and students will go directly to their classroom. After 9:10, the gate will be locked and students will need to be dropped off at the front entrance and check in with the office staff to be escorted to their classroom.

After school, busses will pick up Kindergarten - 3rd grade students at AI Tahoe at 3:05 and proceed to STMS to pick up 4th and 5th graders at 3:10. The busses will line up parallel to the STMS wing where our classes are located. All busses will depart from STMS by 3:20.

Parent pick ups for kindergarten through third grade will remain at the AI Tahoe site. Parent pick ups of fourth and fifth graders will be at the front of STMS from 3:10-3:20.

#### Nursing:

Karen Tucker is the wonderful full time nurse at STMS. She will be available for any student on the STMS campus. She is also there to deliver any medications required by 4th and 5th grade students. She and Esther King communicate closely and will continue to do so as we run this "school within a school" model. Esther King will be full time on the AI Tahoe campus.

#### Early Pickup:

If your student has a doctor appointment or other reason to leave campus during the school day, they will be paged and brought to the front office for pick-up.

#### Discipline and Administrative Support:

I will continue to work as principal for the 4th and 5th graders located on the STMS campus. All questions and concerns should be directed to me via the Sierra House phone (530) 318-1517. I was the assistant principal at STMS for 4 years and spent the majority of my teaching career there as well. I understand the school and can answer any questions you may have.

#### Security:

STMS campus security monitor, Ryan Wallace, will be stationed in the 4th/5th grade hall of STMS while we are on campus. He will have a desk located directly across from the bathrooms located in this hallway. He will be located here to ease student and parent concerns. His job is to make sure there are no negative interactions between any students in the hallways or bathrooms. All Sierra House students will be in class during STMS passing periods. Miguel Tapia is a second campus security assistant at STMS who will monitor arrival and departure of busses and lunch time.

#### Kid Zone:

Kid Zone will continue to operate from the AI Tahoe campus for all students K-5. Kid Zone runs from 7:30-8:30 every morning.

#### Parent Open House and Meeting:

All parents are invited to come to class with their student and check out the classrooms at STMS at 9:00 on Monday, January 14th. We will have a parent orientation meeting at 9:20 in the STMS library in order to answer any questions. If you cannot make that meeting, we will hold a second meeting Monday evening at 5:30 p.m. in the STMS library.

As always, I thank you for your flexibility, patience, and understanding as we have worked through this recovery process. Every one of us looks forward to returning to our Sierra House campus. The beauty of Sierra House is that WE are all Sierra House. We are not defined by a building, we are defined by our excellent teachers, our strong support staff, our families and our students. Together we will make the most

of each day, advance our children's academic, physical, and social well being as we bring Caring, Organization, Responsibility, and Empowerment to the forefront of our educational process.

Thank you for your support and we look forward to getting settled into our schedules and routines.

Respectfully,  
Karin Holmes  
Principal, Sierra House Elementary School

Bulletin 19  
Sierra House Recovery  
January 11, 2019

This is an important information update regarding school on Monday. In consideration of traffic congestion issues, we have made some minor adjustments to the school schedule, so please read this bulletin carefully:

To help facilitate a smoother parent pick-up and drop off, and bus transportation system, school hours will be reverted back to last year's schedule of 9:10-3:20. This will not affect bus stop pick-up/drop-off times.

**Parent Drop-off:**

All students who eat breakfast at school should be dropped off at Al Tahoe at 8:30 for breakfast and recess. Students in grades K-3 who do not eat breakfast should be dropped off at Al Tahoe between 8:50 - 9:10. Students in grades 4-5 who do not eat breakfast should be dropped off at STMS between 8:50 and 9:10 AM at the library wing entrance to the school, adjacent to the bus garage. Enter the parking lot roadway entrance near the track & field, on the east side of the school, off Al Tahoe Blvd., **or** drop off in front of the school on the south side of the school. Utilizing these two entrances will reduce traffic congestion.

If you are parking and walking in to visit your child's classroom at STMS, please park near the tennis courts on the north side of the campus and walk through the main entrance, check-in, and follow the signs to the library wing. We will have several people out to greet students and parents and show them to their classrooms.

**Bus Drop-off:**

All bus riders will arrive at Al Tahoe at 8:35 AM for breakfast and/or recess. Grades 4-5 will be transported by bus to STMS at 9:00 AM.

**Parent Pick-up:**

After school pick ups for grades K-3 will begin at Al Tahoe at 3:10. If you have a 4-5 sibling, continue on to STMS for a 3:20 pickup.

After school pick ups for grades 4-5 at STMS will begin at 3:20 in the front of the school. You may line up in the traffic circle or you may park near the tennis courts to walk up and pick up your child. Dr. Tarwater will be there to help direct you through the traffic circle. Students will be escorted to the front of the school by campus security and teachers.

**Bus Pick-up:**

4th - 5th bussers will be picked up at STMS outside of the library at 3:20. Teachers and campus security will be present to assist with loading.

K-3 Students will be picked up at Al Tahoe at 3:28.

4-5 Boys & Girls Club students will get off the bus at 3:28 at Al Tahoe.

Special Needs bussing: Drop off at Al Tahoe: #32 will arrive and drop off at 9:05 (including 2 wheelchair students) Take Home Bus #34 will load at 3:00 from the bus circle and depart by 3:10. (including 2 wheelchair students)

**Summary:**

Before School:

*Al Tahoe drop off 8:30-9:10AM*

STMS drop off 8:50-9:10AM

*All bussers dropped off at Al Tahoe regular time (8:35AM) will eat breakfast and/or recess.*

4th and 5th grade bussed to STMS at 9:00AM

After school:

K-3rd Parent Pickups: *begin at 3:10 at Al Tahoe*

4th and 5th Parent pickups begin at 3:20 in the front of STMS in traffic circle

4th and 5th bussers and Boys and Girls Club members picked up at 3:20 and driven to Al Tahoe

*3:28 drop off 4th and 5th Boys and Girls Club members and pick up K-3rd bussers*

**All bus routes and times remain the same as they have been all year.**

**Kid Zone will be operating from 7:30-8:30 every day. See Shandi for more information on Kid Zone registration.**

Please be aware that Morning Wake and Skate has been cancelled until further notice. We apologize if this is an inconvenience, but we are working through logistics on this end as well.

Thank you in advance for being so flexible and cooperative. It's only through your caring and support that we can make this work for our kids!

Respectfully,

Karin Holmes

Sierra House Principal