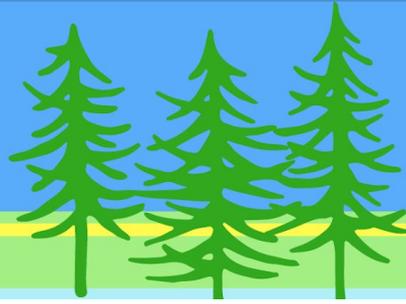


# MARIN COMMUNITY LEARNING HUBS

SAFE SPACES WITH ADULT SUPERVISION AND SUPPORT FOR DISTANCE LEARNING.



## FREQUENTLY ASKED QUESTIONS (FAQs)

MIDDLE AND HIGH MARIN COMMUNITY LEARNING HUBS *Last updated: 1.29.2021*

### What is a Learning Hub?

There are many different kinds of learning pods and learning hubs open around the country, all with different target students, structures, and objectives.

Based on the needs of the students served through the Marin Community Learning Hubs, the Marin County Office of Education has established the following working definition for the learning hubs that we support:

*Marin Community Learning Hubs are a safe space with in-person adult supervision where students can go during school hours to connect to their distance learning. Marin Community Learning Hubs provide students who qualify for free and reduced-price lunch services adequate access to WiFi, support for distance learning, and in-person interaction with peers. Hubs are not a replacement for school. Our ultimate goal has always been, and continues to be, getting students back into school in person. Learning Hubs are a temporary bridge until that happens.*

### Who can operate a Marin Community Learning Hub?

Any organization, school, or school district with staff or space available for in-person student supervision during school hours are eligible to operate a Marin Community Learning Hub.

### Who can attend a Marin Community Learning Hub?

Students who attend a Marin Community Learning Hub first qualify for Free or Reduced-Price Lunch services (FRL). In addition, other criteria may be used to identify students most in need. It is a collaborative effort between operators, the MCOE team, and school districts. Some districts prioritize students with no access or inadequate WiFi. Other districts look at their attendance and participation data, while some districts prioritize students who are newcomers or English Learners, Homeless or Foster Youth, Families working with the Department of Child & Family Services, students receiving Ds or Fs (grades), or with other special circumstances.

Does my organization need to identify the students who will attend?

No, Marin Community Learning Hub operators collaborate with MCOE and school districts to identify eligible students.

Is there a target number of students per hub?

The maximum number of students per cohort is 14, but depends on the square footage of the Learning Hub spaces. For more information about small cohorts, visit: [Guidance for Small Cohorts/Groups of Children and Youth](#).

The goal of Learning Hubs is to connect students to distance learning. As districts' reopening schedules change, operators coordinate closely with community liaisons at schools to keep cohorts full at their maximum size, to ensure we are efficiently serving as many students in need as possible.

Can organizations still apply to serve middle school students, instead of high school students?

Yes, operators can apply for funding to serve middle school students and/or high school students.

How do I know if my organization is eligible to apply?

If an organization has staff or space available for in-person Learning Hubs during school hours, they are eligible to apply. We encourage all interested organizations to apply. If you have specific questions about your organization, please email us at [learninghubs@marinschools.org](mailto:learninghubs@marinschools.org) or call 415.499.5868.

What is the process to open a Marin Community Learning Hub?

1. Submit a [Marin Community Learning Hubs Funding Application](#) (if funds are needed)
2. Establish safety protocols/Essential Protective Equipment
3. Verify eligible students
4. Identify Learning Hub location/School Hours
5. Secure staffing
6. Receive Funding Award Letter (if funds are needed)
7. Complete any needed WiFi enhancement or physical space set up
8. Establish student registration & family communication
9. Coordinate school meals (provided by others)
10. Coordinate date opening date with school district and MCOE

What if you have the space but not the staff?

No problem. MCOE will work to pair your organization with another organization or school

that has available staffing, if available. Complete a funding application and indicate that you have space available.

#### Who funds the Marin Community Learning Hubs?

MCOE was able to start this initiative because of a \$200,000 donation from Bank of Marin in the summer of 2020.

MCOE has redirected almost \$600,000 of MCOE internal funding, including \$470,000 dollars in P3 (Preschool through 3rd Grade) grant funding from Marin Community Foundation towards the MCLHs.

On December 3rd, MCOE received a grant award of \$500,000 in new funding from Marin Community Foundation, allowing the expansion of MCLHs in middle school and bridge into high school.

Ed Equity Now, a group of Marin residents, has partnered with Marin Promise Partnership and the Marin Community Library Foundation to raise almost \$24,000 to date to contribute towards Learning Hub operating costs.

Some organizations and/or school districts contribute CARES or other funding to support Learning Hubs.

#### What expenses will be covered?

Funding can be applied for in four categories:

- Staffing - providing supervision and supporting students in connecting to their online instruction and work
- Enhanced WiFi (Estimated time needed to enhance and reasonable cost)
- Custodial Support costs
- Essential Protective Equipment costs

#### How does my organization apply for funding?

Organizations must complete a [Marin Community Learning Hubs Funding Application](#) to request funds. Once the MCOE team has reviewed the application, we may follow up with the organization to ask clarifying questions or ask for additional information. Organizations can expect to receive an email notification indicating whether or not they will receive a funding award for cost reimbursements. We are always available to answer questions at any time throughout the process (submitting the application, invoices, payment, etc.)

#### How much does it cost to run a Marin Community Learning Hub?

While operating costs vary depending on a variety of factors, it can cost on average \$300-\$400 per student, per week.

Is there a formula for reimbursement rates regarding staffing? Or any of the funding categories, to help an org discern whether it makes sense to create a learning hub?

No, there is not a formula for reimbursement rates in any of the funding categories. Organizations apply for the amount of funding reimbursement it will take for them to operate a learning hub, based on their unique operating costs.

What is the process to receive reimbursement each month?

Funds are distributed on a cost reimbursement system. The reporting requirements are minimal. The measure of success is that students are attending the hub and are connected to their school distance learning. Each month, operators will email

[learninghubs@marinschools.org](mailto:learninghubs@marinschools.org):

- An invoice for reimbursement for operating costs incurred that month, whether it's for staffing, Essential Protective Equipment, custodial support or WiFi enhancement. MCOE has created an [Invoice Template](#) to support operators with this process.
- A signed [Attestation Form](#) that affirms that no other funds are being received from other sources for the same Learning Hubs needs.
- If applicable, a staffing ledger and receipts that show verification of costs
- Attendance verification. MCOE does not require operators to use a specific process, but verifies students' names and dates of attendance prior to processing the monthly reimbursement.

Please see the Marin Community Learning Hubs [Payment Process Flowchart](#) for more information.

How long will our Marin Community Learning Hub receive funding?

MCOE's ability to support Marin Community Learning Hubs depends on the ongoing availability of funds. MCOE will provide operators a monthly update regarding the availability of funds for the following month. MCOE's ability to project ongoing funding available depends on receiving timely invoices from operators. Please submit invoices ASAP at the end of the month. Marin Community Learning Hubs are just intended to be a bridge until schools fully reopen in person.

Might funding apply to summer school hours moving forward?

The primary purpose of the funds is to operate Marin Community Learning Hubs during the school year. Should there be money left over, this might be a consideration.

What safety protocols are in place?

Providing services in this pandemic is a huge responsibility. Through developing the Site-Specific Safety Plan, operators train their staff on how to implement that plan. MCOE can support operators in doing this, including serving as their connection to public health.

If a Marin Community Learning Hub cohort has an assumed positive or confirmed COVID positive case, notify MCOE along with Public Health as soon as the information is received. MCOE will support operators in reinforcing that the correct protocols have been followed.

A member of the MCOE team will conduct a [Site Safety Protocol](#) visit approximately once per month. This is intended to be a supportive visit and to assist operators in ensuring safety protocols are being followed.

Are Learning Hub staff included in the “school” vaccination priority groups since they are working with students?

Yes, Learning Hub staff are included in both the Childcare and Education Priority I or II groups. We recommend checking the [Marin Health and Human Services COVID-19 Vaccine page](#) for updated information.

For schools who have had no students attending in-person learning, 7th-8th grades cannot return to school in person until two weeks after Marin moves to the Red Tier. Can hubs, operating through CBOs, serving those grades on school campuses before return to school?

Yes, learning hubs can open regardless of the current tier. Learning hubs follow the [Guidance for Small Cohorts/Groups of Children and Youth](#).

How does this work with an organization that is licensed?

Licensing is not required to operate a learning hub. If you still have questions, we recommend you contact Community Care Licensing directly to make sure you’re completing any necessary licensing documentation or requirements.

What is the Marin County Office of Education’s role in Learning Hubs?

MCOE does not operate any Learning Hubs. We have three roles:

- Connect and coordinate resources. We connect and coordinate organizations with staff available (either employed or furloughed), with organizations who have empty space, with students in need, and coordinate funding to reimburse eligible operating costs.
- Support operators and make sure they have what they need to get things done. The stars of this show are organizations who are operating the hubs.
- Be good stewards of funds.

Is there any way MCOE can support the Learning Hubs to get subs if/when a staff member must quarantine?

No, the Learning Hubs operators must provide their own subs.

What if I have questions or need support?

Please contact MCOE as questions arise, big or small:

- [learninghubs@marinschools.org](mailto:learninghubs@marinschools.org)
- 415.499.5868