



# MEMORANDUM OF UNDERSTANDING BETWEEN THE SPOKANE SCHOOL DISTRICT AND THE SPOKANE EDUCATION ASSOCIATION REPRESENTING CERTIFICATED EMPLOYEES AND EDUCATIONAL SUPPORT SPECIALISTS

# Health and Safety for SPED Programs

The following health and safety protocols have been mutually agreed to by the Association and the District for each Special Education program. The protocols should be followed when students are being provided education services in person, regardless of model. In the event your program is missing PPE or needs additional training, reach out to your principal or program coordinator.

#### <u>Preschool</u>

- 1. Personal Protective Equipment (PPE): All preschool staff will be issued the following PPE
  - Cloth Face Masks
  - Face Shield (1 per staff member)
  - Disposable Surgical Gowns
  - Disposable surgical face masks
  - Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate.
- 4. Cleaning Toys and Manipulatives: Process to follow during daily cleaning of toys and manipulatives:

- If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can. If classrooms need bins/buckets to sanitize toys this receptacle will be provided.
- Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
- Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Social Distancing Protocols: Preschool aged children need close contact with peers and adults. Staff who come into physical contact with students should have the necessary PPE on when doing so. The following measures will be taken to limit the amount of possible exposure.
  - Each student will be encouraged to wear a face mask when appropriate.
  - Each student will have a personal space marker that will be used to encourage social distancing by creating a "space bubble". Students will use the markers when playing in centers or sitting for group time.
  - Classrooms will be set up to include additional centers that allow for smaller groupings of students.
  - Students will be assigned to the same group or pair for a two-week period limiting the amount of close contact between multiple students.
- 6. Meal-Time: With the extended day, students will eat both breakfast and lunch. Per guidelines meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.

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- 1. Personal Protective Equipment (PPE): All MHOH staff will be issued the following PPE
  - Cloth Face Masks
  - Face Shield (1 per staff member)
  - Disposable Surgical Gowns
  - Disposable surgical masks
  - Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.

- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. Staff will need to continuously wear gloves when working with students and change gloves as they move between working with different students.
- 4. Cleaning Toys and Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - a. If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can. If classrooms need bins/buckets to sanitize toys this receptacle will be provided.
  - b. Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - c. Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Meal-Time: Per guidelines meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.
- 6. Social Distancing Protocols: Medically fragile students have complex needs that require close contact with adults. Staff who come into physical contact with students should have the necessary PPE on when doing so. Student face masks or face shields may not be safe or feasible due to a student's disability. The following measures will be taken to limit the amount of possible exposure.
  - a. Each student will be encouraged to wear a face mask unless exempt. Students who are not able to wear a face mask or face shield will have an area in the classroom where they are more than 6 feet away from other students for both theirs and the other students' safety.
  - b. Staff need to wear a disposable surgical mask and a face shield when working with a student who is unable to wear a mask.
  - c. Classrooms will be set up to include additional centers that allow for smaller groupings of students.
  - d. Students will be assigned to the same pair for a two-week period limiting the amount of close contact between multiple students.

#### ABLE

- 1. Personal Protective Equipment (PPE): All ABLE staff will be issued the following PPE
  - a. Cloth Face Masks
  - b. Face Shield (1 per staff member)
  - c. Disposable Surgical Gowns

- d. Disposable Surgical face mask
- e. Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. Staff will need to continuously wear gloves when working with students if they need to provide hand over hand prompting and change gloves as they move between working with different students.
- 4. Cleaning Toys and Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - a. If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can. If classrooms need bins/buckets to sanitize toys this receptacle will be provided.
  - b. Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - c. Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Meal-Time: Per guidelines, meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.
- 6. Social Distancing Protocols: Students in the ABLE program have complex needs that require close contact with adults. Staff who come into physical contact with students should have the necessary PPE on when doing so. Face masks or face shields may not be safe or feasible due to a student's disability. The following measures will be taken to limit the amount of possible exposure.

- a. Each student will wear a face mask unless exempt. Students who are not able to wear a face mask or face shield will have an area in the classroom where they are more than 6 feet away from other students for both their and the other students' safety.
- b. Staff need to wear both a disposable surgical face mask and a face shield when working with a student who is unable to wear a mask.
- c. Classrooms will be set up to include additional centers that allow for smaller groupings of students.
- d. Students will be assigned to the same pair for a two-week period limiting the amount of close contact between multiple students.

## **Elementary Designed Instruction**

- Personal Protective Equipment (PPE): All ABLE staff will be issued the following PPE
  - a. Cloth Face Masks
  - b. Face Shield (1 per staff member)
  - c. Disposable Surgical Gowns
  - d. Disposable Surgical face mask
  - e. Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. Staff will need to continuously wear gloves when working with students if they need to provide hand over hand prompting and change gloves as they move between working with different students.
- 4. Cleaning Toys and Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - a. If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can. If classrooms need bins/buckets to sanitize toys this receptacle will be provided.

- b. Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
- c. Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Meal-Time: Per guidelines, meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.
- 6. Social Distancing Protocols: Young developmentally disabled children need close contact with peers and adults. Staff who come into physical contact with students should have the necessary PPE on when doing so. The following measures will be taken to limit the amount of possible exposure.
  - a. Each student will wear a face mask unless exempt.
  - b. Each student will have a personal space marker that will be used to encourage social distancing by creating a "space bubble". Students will use the space marker when playing in centers or sitting for group time.
  - c. Classrooms will be set up to include additional centers that allow for smaller groupings of students.
  - d. Students will be assigned to the same group or pair for a two-week period limiting the amount of close contact between multiple students.

### Elementary BI

- 1. Personal Protective Equipment (PPE): All Elementary BI staff will be issued the following PPE
  - Cloth Face Masks
  - Face Shield (1 per staff member)
  - Disposable Surgical Gowns
  - Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate.

- 4. Cleaning Toys and Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Social Distancing Protocols: Elementary aged students with behavioral disabilities need close contact with adults to safely de-escalate when upset. Staff who come into physical contact with students should have the necessary PPE on when doing so. The following measures will be taken to limit the amount of possible exposure.
  - Each student will wear a face mask unless exempt.
  - Classroom seating will be arranged to allow students to maintain at physical distance of at least 6 feet apart.
  - Two designated de-escalation areas (separate of a time out room) will be established in each classroom for students to go to when needing to de-escalate. Each student will have their own personal break items they can use when de-escalating.
  - PBIS and Positive Reinforcement will be emphasized to encourage social distancing, mask/face shield wearing, and handwashing.
- 6. Meal-Time: Breakfast and lunch will be eaten in the classroom. Lunch would be in the classroom they would normally have lunch in. Per guidelines meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.

### **Elementary Resource**

- Personal Protective Equipment (PPE): All Elementary resource room staff will be issued the following PPE
  - Cloth Face Mask (2 per staff member)
  - Face Shield (1 per staff member)
  - Gloves
  - Should a paraeducator have to assist a student with toileting, a disposable surgical gown will also be supplied, and the toileting protocol from Preschool will be followed.
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or

paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.

- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. For resource room staff who change classrooms hands should be washed or hand sanitizer applied when move from classroom to classroom.
- 4. Cleaning Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 5. Social Distancing Protocols: Students will be seated in the classroom in accordance with district social distancing guidelines with the room arranged in the same configuration as a K-6 classroom.

## **Elementary Deaf Ed and Vision**

- Personal Protective Equipment (PPE): All Elementary deaf education staff will be issued the following PPE
  - Cloth Face Masks
  - Face Shield (1 per staff member)
  - Gloves
  - Disposable Gown
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.

- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. Staff who move from classroom to classroom need to wash their hand or use sanitizer when moving classrooms.
- 6. Cleaning Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.
- 7. Social Distancing Protocols: Students will be seated in the classroom in accordance with district social distancing guidelines with the room arranged in the same configuration as a K-6 classroom.
- 8. Paraeducators/Interpreters/teachers working with students in the Elementary Deaf Ed programs will be provided with five adult transparent face masks. Additionally, an anti-fog spray will be provided for use of these staff members.

## **Homebound/Home Hospital**

- 1. Personal Protective Equipment (PPE): All Homebound/HHT staff will be issued the following PPE
- Disposable Face Masks, if requested
- Face Shield
- Disposable Surgical Gowns
- Gloves
- Hand sanitizer and sanitizing spray, if requested
- 2. Daily Wellness Checks: Since staff will be going into student homes to provide instruction, the following daily wellness checks will occur:
  - Daily temperature check using district provided thermometer. Everyone in the home must take their temperature. Each staff member is responsible for taking their own temperature at home before they come to work. If someone in the home has a fever services will immediately be delivered remotely until all parties are cleared by the health department or their doctor.
  - Parents and staff will be required to complete the district COVID screening questionnaire each day. (More details to come as the district process is created)
- 3. Cleaning and Sanitizing: All persons in attendance will wash their hands upon staff arrival. Staff will clean designated learning space with district provided cleaner before and after the session.

- 4. Social Distancing Protocols: All persons in attendance will wear a facemask or face shield. Students who are unable to, due to their disability, will not be required to. All persons in the home should maintain a 6-foot social distancing space. Parents may support their students if they need physical prompting or assistance. Staff who need to come in close contact with a student will wear a disposable surgical gown, face mask, face shield and gloves.
- 9. Cleaning Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.

## Secondary BI/DI

- 1. Personal Protective Equipment (PPE): All Secondary DI and BI staff will be issued the following PPF
- Cloth Face Masks
- Face Shield (1 per staff member)
- Disposable Surgical Gowns- Only as needed
- Disposable Surgical Masks- Only if needed
- Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate.
- 4. Social Distancing Protocols:

- Each student will wear a face mask unless exempt.
- Classroom desks will be space 6 feet apart.
- Students will be assigned to the same group or pair for a two-week period limiting the amount of close contact between multiple students.
- 5. Meal-Time: Breakfast and lunch will be eaten in the classroom. Per guidelines meals are to be served individually and not family style. Students should be sitting at least 6 feet apart during mealtimes and wash their hands both before and after they eat.
- 6. Cleaning Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.

## Secondary Resource Room

- Personal Protective Equipment (PPE): All Elementary resource room staff will be issued the following PPE
  - Cloth Face Mask (2 per staff member)
  - Face Shield (1 per staff member)
  - Gloves
- 2. Parents of students served in-building will complete the Health Attestation (Health Check) form prior to entering the building. Any students who arrive at school without completing the Health Attestation (Health Check) form will be screened on site including having their temperature taken. If students are displaying any symptoms of COVID-19 the building process for screening suspected cases of illness will be followed. All screenings will be conducted using a district provided thermometer. Screenings will be done within the student's program by a teacher or paraeducator who works with the student. Each building will develop a plan for where students will enter the building. This entrance will be the closest accessible entrance to the student's classroom. This is where the student screening will take place.
- 3. Teachers should follow all the same health, safety, and social distancing guidelines of general education including having classroom desks spaced 6 feet apart.
- 4. Cleaning and Sanitizing: Students and staff will wash their hands upon arrival to the classroom. Students will either use hand sanitizer or wash their hands in-between activity centers. Each classroom will be stocked with sanitizing spray and wipes. Wipeable surfaces such as tabletops should be wiped down and sanitized as students rotate. For resource room staff who change

classrooms hands should be washed or hand sanitizer applied when move from classroom to classroom.

- 5. Cleaning Manipulatives: Process to follow during daily cleaning of toys and manipulatives:
  - If there is any unclean surface, rinse the toy/ manipulative with a district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian. Use paper towel if drying is needed and discard paper towel in trash can.
  - Spray the district approved disinfectant (Alpha HP) on the item. You can get the Alpha HP from your custodian.
  - Leave damp with the disinfectant (Alpha HP) for a 10-minute dwell time, rinse clean with water and let air dry.

**Face Mask Exemption**: Per the Spokane Regional Health District students who have a developmental disability or medical condition exempting them from wearing a face mask must provide a doctor note to the school nurse prior to attending school. The site COVID supervisor will communicate which students have an exemption to all building staff.

## **Toileting Protocol**

This protocol will be followed for all students who need to be toileting in any special education program.

- 1. Toileting/Diaper Changing: Staff should be wearing the following PPE when assisting a student with either toileting or diapering
  - Cloth Mask
  - Disposable Masks, if requested
  - Face Shield
  - Surgical Gown
  - Gloves
- 2. Staff should follow the usual protocol for toileting/diapering with additional protective measures in place as outlined below:
  - Change student's diaper or soiled/wet clothing on mat or changing table surface (for lay down changes) using wipes and gloves.
  - After change or cleaning of diaper/clothing, use a paper towel, clean the surface with the district approved Multi-Purpose Cleaner (Stride). You can get Stride from your custodian.
  - Discard the paper towel in the trash can
  - Using a clean paper towel, disinfectant the surface cleaned surface with a district approved disinfectant (Alpha HP). You can get the Alpha HP from your custodian.
  - Discard the paper towel in the trash can.
  - Change into a new pair of gloves and a new gown before assisting the next student.
  - If child used the toilet, spray the toilet seat and handle with disinfectant and wipe down in between student use.

# FOR THE ASSOCIATION:

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Jeremy Shay

President, Spokane Education Association

Michelle Jenner

Michelle Jenner

October 6, 2020

UniServ Director, SEA

\_ Date

FOR THE DISTRICT:

Jodi Harmon

Executive Director, Human Resources

Adam Swinyard, Ed.D.

Superintendent, Spokane Public Schools

October 6, 2020

Date