Schuyler Community Schools
SAA Weekly Meeting: COVID-19 (2)
Wednesday, March 18, 2020 9:00 AM
Admin Building
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items

Communication
Effort Respect Responsibility Belief

One Good Thing!
New Book: The Coffee Bean (Jon Gordon)

MEETING AGENDA AND DISCUSSION TOPICS: This meeting included all district administrators and Tech. Director.

1. **How COVID-19 Spreads**

Person-to-person spread
The virus is thought to spread mainly from person-to-person.
a. Between people who are in close contact with one another (within about 6 feet).
b. Through respiratory droplets produced when an infected person coughs or sneezes.
These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
Can someone spread the virus without being sick?
a. People are thought to be most contagious when they are most symptomatic (the sickest).
b. Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects
It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
How easily the virus spreads
How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.
*The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas.

Our Response to reduce exposure: We need to make sure that we use our staff to create a safe environment to work. Therefore, top priority for Thursday and Friday is to make sure we use all staff to work with custodial staff to disinfect all classrooms, offices, meeting rooms, locker rooms, etc... Once the building is disinfected, we will work on a consistent basis to keep the work areas clean and safe.

2. **Support Staff Employee Pay, Benefits, Hours, and Leave**
Area schools are all over the place with work expectations, course delivery, educational programs, etc... I stepped out on a limb by guaranteeing our staff payroll and benefits. As of now, there are limited ways to legally carry out this commitment.
a. **Work regular hours:** We can continue to employ staff on a regular work schedule and find meaningful work.
b. **Deferred Payment:** Teachers are currently on a deferred payment schedule. They work 9 months but their pay is deferred over 12 months. If we elect to send people home with pay, they will have to make up those hours at a later time or reimburse the district.
c. **Combination of Full Pay or Partial Pay for partial work:** If we have some support staff that elect to voluntarily reduce their work schedule, they will get paid for hours worked without jeopardy of losing their future job.
d. **Adjust hourly wage to compensate for reduced hours:** Increase hourly wage for reduced hours. *This requires board action.
e. **Unemployment Benefits:** In order for staff to receive unemployment benefits we have to deny them an opportunity to work. Unemployment benefits are paid by the employer, therefore, if we are going to pay the benefit, we just as well get some benefit to the taxpayers.

3. **Certificated Staff Pay, Benefits and Leave**
Nebraska Statute 79-8,106 states "In case of epidemic sickness prevailing to such an extent that school or schools in any school district shall be closed, teachers shall be paid their usual salaries in full for such time as the school or schools shall be closed.
With this guaranteed salary, we may require teachers to fulfill their contractual agreement for the number of contract days specified (185). However, in our zoom meeting last night with the Perry Law Firm, we discussed the option of "administrative leave".
Due to the required 14 day mandatory quarantine and possible isolation for sick individuals associated with COVID-19, the superintendent is granted authority to institute an administrative leave period of 80 hours (10 Days). This makes sense as the 14 day required leave equates to 10 working days and two weekends. In order to be fair with all employees, I plan to recommend to the board of education 80 hours of administrative leave to ALL EMPLOYEES. All employees not working today will have 9 additional days of leave they can use before they have to access their remaining PTO and Sick Leave.

*All staff needs to be aware that reduced hours could affect their eligibility for benefits and retirement and hours toward full-year

credit. **Health Insurance:** Minimum of 30 Hours **Retirement:** Minimum of 20 Hours

3. **Thursday and Friday Teachers and Support Staff Assignments:**
a. **All staff zoom meeting with Superintendent:** Tech staff will work to make sure your staff will be divided into small work groups 10 or less while practicing "social distance".
b. **Disinfect Building:** Work with custodial staff to disinfect the building to create a safe and positive work environment
c. **Complete COOP Requisitions:** Work on completing Coop Requisitions for 2020-21 school year. Deadline is April 1st, but if we can move that deadline up, it gives administration and business office time to work with staff requests.
d. **4th Quarter Curriculum Review:** Teachers need to prioritize course requirements and focus on skills, vocabulary, course expectations needed to prepare students to be more successful at the next level.
e. **Week of March 23-27:** Administrators will meet on Friday afternoon to discuss work for the week of March 23-27. Requirements change by the hour. We will hopefully know by Friday afternoon if there are further restrictions or allowances for meeting the complexity of payroll, benefits, and requirements.
f. **Enrichment vs. Education:** During the closure, K-8 programs will be "enrichment". 9-12 courses will be education. Enrichment programs cannot be graded, provided to build skills and engage parents in their child's education. 9-12 courses will be graded and full credit (5 credits) given for satisfactorily completed work. If students choose not to complete work, they will receive 2.5 credits for 3rd quarter passing grades. This is extremely important for Seniors needing credits for graduation.
g. **Special Education:** Darli Vrba is working with ESU 7 to make sure we are in compliance with required special education services and timelines. Where "enrichment" is done (K-8), special education service requirements are at a lesser level of compliance than if the programs were provided as "education" requirements.
h. **Paid Breaks throughout the workday:** We will increase the lunch break from 30 minutes to 1 hour. We are required to deduct 30 minutes from the support staff hours, but will allow up to 60 minutes due to limited restaurant capacity. In addition, we will also support a one hour per day mental health/physical health break. This can be taken as coffee breaks, walking, reading, etc... for a total of one hour per day.
i. **Disaster Relief:** The Colfax County officials contacted me to file for disaster relief for the county and school district. I don't know if we will be a recipient or the amount of relief funds that may be awarded.
* Please remind your staff that our meeting minutes are posted for their review.