

HSD Extended Spring Break Updates for Staff

March 13, 2020

Dear HSD Staff,

As you know, we will be following the guidance of Governor Brown to close schools, effective Monday, March 16, for an extended Spring Break in response to COVID-19 concerns. All staff will return from the closure on Monday, March 30, and all students will return from the closure on Wednesday, April 1, unless further guidance is provided.

Below is additional guidance for the closure.

Reporting

We are treating the closure as we would a “schools only” emergency closure. This means that “essential staff” will report to the building each day:

- Administrator(s)
- Custodian(s)
- 12-month Office Manager (optional)
- High School Registrar (optional)
- Facilities staff
- Transportation routers, dispatcher, trainers, mechanics, mechanic foremen
- Nutrition Services staff* (*available staff will be assigned a location based on meal distribution plan)
- Administration Center staff (administrators, supervisory-technical staff, 12-month classified staff)
- If there are any special circumstances that need to be worked out, please discuss these with your supervisor

Make-Up Time

It is unclear at this time whether or not any of the extended closure days (currently 7 total days for students, 5 total days for staff) will be made up at the end of the year. We will communicate about that as soon as we are able to, with a goal of providing additional information by Wednesday, March 25.

Classified Staff

In the event of an Emergency School Closure where all schools are closed, per Article 25 of the Classified Collective Bargaining Agreement, less than 12-month employees are not required to report to work with the exception of [Essential Employees](#).

Make up days/time guidance are as follows:

- Classified staff will be paid during the closure
- Less than 12-month employees not required to report on the school closure day(s) shall work their regularly scheduled shift on days identified as student make-up days without additional pay.

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- If no make-up days are scheduled, or make-up days are scheduled as non-student make-up days, less than 12-month employees can attend any available training, or use accrued personal leave, leave without pay or work with their Supervisor to make up the time by June 30th of that year.
- Twelve-month employees not defined as essential and who do not report to work can use accrued personal leave, vacation leave, leave without pay or work with their Supervisor to make up the time by June 30th of that year.

Pre-arranged extended absences, such as OFLA/FMLA protected parental leaves and medical leaves will be deducted.

Licensed Staff

- When school is closed due to an emergency, licensed staff are not to report to work.*
- Previously scheduled leave days will not be deducted except in the case of a unit member who is on a long-term leave at the time of the closure. Long-term leave is defined as any leave lasting four (4) weeks or more.**

*If Board approved make-up days are scheduled for students, members will work these days without additional pay so long as the total days do not exceed the number stipulated in the contract.

**If a unit member on a long-term leave is asked to return for scheduled make-up days, that time will be restored to the unit member's sick or personal leave bank, or the make-up time will be paid at the unit member's per diem rate.

Administrative and Supervisory Technical Staff

- If schools are closed but the District services are open, the expectation is that staff will report to their work site.
- Previously scheduled leaves will be deducted during this time such as prearranged vacation, sick, LWOP, family illness, OFLA/FMLA, bereavement, or personal leave.
- Work with your supervisor if you have questions.

What to do with Staff on March 30 and 31

If the closure will be extended for students beyond March 31, we will likely have staff working on distance learning plans. If students will return on April 1 as planned, we will likely have staff engage in professional development and planning. We will communicate about that as soon as we are able to, with a goal of providing additional information by Wednesday, March 25.

Meal Distribution

Nutrition Services staff will prepare and distribute meals every day the week of March 16, as well as on Monday and Tuesday, March 30 and 31. We typically do not provide meals over Spring Break, but will be working with the faith community and other partners to provide this service where we can. Lunch only will be provided Monday the 16th, but thereafter breakfast and lunch will be handed out together.

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Simple and convenient preparation items will be provided, such as sandwiches, bowl-packs for cereal, and whole or individual serving fruits/vegetables, including liquid milk and yogurt (milk and yogurt will be the non-meat/non-peanut option on the first and second days of service. A simple menu will be on paper once there is a complete inventory of stock on hand later today). More details can be found in this [document](#).

Nutrition Services staff will be operating out of seven main meal preparation “hubs” (*locations are ones that will also have meals delivered):

- **R.A. Brown Middle School**
 - Site for students at Imlay, Indian Hills, Ladd Acres, and Brown
- **Century High School**
 - Site for students at Reedville*, Tobias, Century, and Hilhi
- **South Meadows Middle School**
 - Site for students at Butternut Creek, Groner, Minter Bridge, Rosedale, Witch Hazel, and South Meadows
- **Lincoln Street Elementary School**
 - Site for students at Free Orchards*, McKinney*, Mooberry*, Miller Education, Farmington View, and Lincoln Street
- **Evergreen Middle School**
 - Site for students at Jackson, Glencoe, North Plains, Patterson, and Evergreen
- **Poynter Middle School**
 - Site for students at Brookwood, W.L. Henry*, Eastwood, and Poynter
- **Liberty High School**
 - Site for students at Lenox, Orenco, Quatama, West Union, and Liberty

These are the kitchens that have adequate refrigeration and freezer capacity to store food before and after it is prepared.

Distribution will take place on site at these hubs, as well as via delivery to other high-need areas (principals, site staff, AC staff volunteers, and/or delivery drivers will assist with distribution):

- **Reedville Elementary School**
- **Free Orchards Elementary School**
- **McKinney Elementary School**
- **Mooberry Elementary School**
- **W.L. Henry Elementary School**

Meals will be offered to any child at any location, ages 1-18. Distribution times at the individual school sites are 10 a.m. for elementary, 11 a.m. for middle, and 12 p.m. for high school.

Principals - if you have volunteers that can help with traffic management, that would be great!

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Things Licensed Staff Should be Encouraged to Take With Them Today

- Laptop
- Charger
- Lesson plan books
- Teacher resource books
- Phone tree numbers, if needed
- Personal items (please remind classified staff to take personal items with them as well)

Things Students Should be Encouraged to Take With Them Today

- Medication - must be picked up by parent/guardian, if needed during closure
- Textbooks
- Interactive notebooks, if used
- Reading books (strongly suggest HM books at elementary because those will be discarded at the end of the school year)
- Supplies or tools
- Any other personal items

Communicated Earlier to Special Education Teachers

We recognize that you may have multiple concerns about next week's IEP and eligibility meetings. At this point, our guidance is to cancel all meetings. Upon your return (not needed today), you will need to reschedule and send a PWN ([template](#)). We recognize and understand that due dates may be missed. While missing deadlines isn't normally something we support, we are in unique times!

If you have any parents who are extremely dysregulated regarding rescheduling, please contact your sped admin. We will work with you to make a plan for these families. Please do not hesitate to reach out to your support specialist or sped admin with questions or specific situations.

Community Resources

Here is a list of [community resources](#) that may be useful during our extended closure.

Miscellaneous

- All OSAA athletic practices are suspended through March 31, effective **today**.
- We will not be implementing a distance learning plan during the current extended closure.
 - We will be working on a plan for distance learning if the closure extends beyond March 31.
 - Teachers should avoid assigning new work to students to do over the closure; rather, students could be encouraged to use the time to study (especially for AP and IB students), research, journal, read, or work on existing homework.

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- The City of Hillsboro has declared a state of emergency to ensure they can access resources, if needed.
- Custodians are being advised to clean and complete projects around your building during the break. Reminder - other staff are not allowed in the building.
- School-based interviews can continue, but should be contained to the front office. We need the rest of the building free and open for cleaning.
 - You are welcome to interview at the AC, too, if that works for you.
- Food pantries - administrators can decide whether or not (and when) to open and distribute next week.
- Our school-based health center on Century's campus will remain open. They will continue to see students and honor all currently scheduled appointments. Students with COVID-19 symptoms are asked to not come to the clinic, but rather to call and request to speak with a provider about next steps for care.

If you have additional questions, please let us know. We know there are a lot of things to think about and we want to make sure you have everything you need.

Thank you so much for your partnership and support!

Mike

Communication timeline:

- Beth to send this communication to the Admin Team by 10:45 a.m.
- Beth to send communication to All Staff by 11:45 a.m.
- Tech Services to add message about closure to your main phone line by the end of the day
- Communications to send text, e-mail, and auto-dialer to all families by mid-afternoon
- Feel free to share other information with your staff as needed