



March 18, 2020

Dear Hillsboro School District Staff,

As you have likely heard, Governor Kate Brown issued [Executive Order 20-08](#) on Tuesday, March 17, 2020, extending the statewide school closure for students through Tuesday, April 28, 2020.

Below is information on several of the topics you may be wondering about.

### **Pay and benefits**

Pay and health benefits are being maintained for all HSD staff during this closure, unless they were already on an unpaid leave. If you have questions regarding your work expectations during this time, please contact your supervisor.

### **Return to work**

***As of today, and as we await further guidance from ODE, the plan is as follows:***

***Licensed:*** Licensed staff will return to work (virtually) on Monday, March 30. Classroom teachers will be working on lesson planning and determining how best to deliver lessons remotely. Some platforms may include Google Classroom, Google Meet, videos, etc. We will do our best to supply every student who needs one with a device and internet access, but will also need to be ready to support our students who do not have the ability to go online.

***Classified:*** Classified staff will also be returning to work (virtually, unless otherwise indicated by their supervisor) on Monday, March 30. Below is a list of work from home options for classified staff to select from:

- **Google Classroom and other educational apps:**  
Support teachers in the delivery of online supplemental educational and learning for students. Please work with the classroom teacher for guidance
- **School-based projects:**  
Please work with your building principal or department supervisor on school/department-based projects and work related opportunities
- **Professional development opportunities:**  
Classified staff have opportunities for professional growth at this link: [bit.ly/38ZVyce](https://bit.ly/38ZVyce)

Please work with your building or department administrator for additional guidance regarding these options as they pertain to your current position and role.

***Additional details on expectations for all employee types will be provided prior to March 30.***

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***Engage and challenge all learners to ensure academic excellence***

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### **Access to schools**

We know that some of you may need to retrieve items from your schools prior to the start of Spring Break. To accommodate that, while also abiding by the restrictions of the Governor's current order, we have devised the following access plan for Thursday and Friday, March 19 and 20, and after Spring Break on Monday and Tuesday, March 30 and 31:

- Elementary and middle school staff
  - Last names beginning with A-L between 8 a.m. and 10 a.m.
  - Last names beginning with M-Z between 10:30 a.m. and 12:30 p.m.
- High school staff
  - Last names beginning with A-G between 8 a.m. and 10 a.m.
  - Last names beginning with H-O between 10:30 a.m. and 12:30 p.m.
  - Last names beginning with P-Z between 1:00 p.m. and 3 p.m.

Please note that this opportunity is meant for staff to go in, collect what they need, and leave. You may not remain in the building throughout the block of time indicated.

Plans for access to buildings on and after April 1 will be announced as soon as possible.

### **District buildings closed to public**

All district buildings are now closed to the public.

Staff are asked not to bring in doctor's notes or other medication paperwork to the Administration Center until further notice. Staff can e-mail or fax information directly to the Benefits department; please contact them if you need instructions on how to do so.

In addition, consultations regarding leave or benefits should be done over the phone or by e-mail. Staff should not come by in person. Benefits e-mail: [hsdbenefits@hsd.k12.or.us](mailto:hsdbenefits@hsd.k12.or.us) ; Benefits phone: 503-844-1518; Benefits fax: 503-844-1710

### **End of the school year**

It is still unclear whether or not the school year will be extended. We are awaiting statewide guidance for schools on this issue so each district is not having to determine its own approach.

### **Letter to families**

Included with this communication is the letter that is being shared with all families today, for your reference.

Additional information will be coming as soon as it is available. Thank you all for your patience and professionalism throughout this difficult time. We deeply appreciate each of you!

Respectfully,



Mike Scott, Superintendent