Minutes

USD #112 Board of Education met Monday evening, Aug. 3, 2020, for a special meeting, beginning at 6:00 p.m. at Central Plains Elementary School Cafeteria in Holyrood, KS with the following attending:

Board Members:

Jacob Charvat (via ZOOM)
Chad Rogers
Tony Zink
Brad Schiermeyer (via phone)
Tami Schepmann
Tamara Dody
Joshua Hurley

Also attending were Greg Clark, Superintendent, Diane Ney, Board Clerk, Toby Holmes, Central Plains Jr-Sr High School Principal, Jane Oeser, Central Plains Elementary School Principal, Adam Niedens, Wilson Schools Principal, Scott Mitchum for livestreaming, and Melissa Miller and John Sherman, from *Sherman Hoffman and Hoffman, LC.*

Vice President Tamara Dody called the meeting to order

On motion by Chad Rogers and seconded by Josh Hurley, the board voted 3-4 to table items #7 - Purchase Two Ford Transit Vans and #8 – Bushton Building Discussion on the agenda. Tami Schepmann, Brad Schiermeyer, Jacob Charvat and Tony Zink voted no. Motion failed.

On motion by Tami Schepmann and seconded by Brad Schiermeyer, the board voted 4-3 to approve the agenda as presented. Tamara Dody, Josh Hurley and Chad Rogers voted no.

Mr. Clark reviewed the USD 112 Learning Plan for the 2020-2021 school year. Several COVID-19 scenarios were discussed and reviewed regarding student attendance, exposure, and student activities.

On motion by Tony Zink and seconded by Chad Rogers, the board voted 7-0 to approve the USD 112 Learning Plan as presented, with a starting date for students of Aug. 27, 2020.

On motion by Tony Zink and seconded by Chad Rogers, the board voted 7-0 to approve the technology purchase of I-Pads, as presented, in the amount of $35,750, to be paid with SPARK money.

Item #7 – Purchase of two Ford Transit Vans, was tabled until the Aug. 10th board meeting.

Mr. Clark discussed the estimated costs to install a mini-split air conditioning system at Holyrood. He also reviewed estimated costs to install a new HVAC unit in Holyrood and the costs to move the HVAC unit from Bushton to Holyrood.

The board requested that the DCS representative, along with the engineer, to be present at the August board meeting to answer further questions regarding the HVAC system and proposed costs on various options that were presented.

On motion by Tony Zink and seconded by Tami Schepmann, the board voted 7-0 to adjourn the meeting at 7:35 p.m.

Clerk

President

WAIVER OF NOTICE OF SPECIAL BOARD MEETING

USD #112

We the undersigned Board members hereby waive the written, required under the provisions of K.S.A. 72-8205, of this special board meeting, as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 112, Ellsworth County, Kansas, held on the **3rd** day of **August, 2020** beginning at **6:00 p.m.** in **Holyrood, KS** and Consent to the transaction of the following Board business at said meeting:

Discussion and possible action on the following:

- 2020-2021 School Year Plan
- Personnel
- Spark Money – expenditures
- Transportation – expenditures
- Bushton Building and capital outlay costs

Dated: 8/3/2020

USD 112
Central Plains/Wilson
2020-2021
Learning Plan

Every Student Every Chance Every Day

GOAL: USD 112 will do our best to keep the students and staff safe while keeping students in the building to maximize their educational experience.

The COVID-19 pandemic has changed many facets of daily life in ways that have challenged us as educators to evolve, grow and learn in order to support our students and community. As we step up to face the challenges that the 2020-2021 school year may bring, we will work together to support our students' learning in various formats created by the amazing educators in our schools.

Administration will request the BOE to delay the start of the school year from August 20th to August 27th to facilitate training for USD 112 Staff.

Student Learning:

- **District Plan**
    1. *In-building learning with safety precautions in place. Students participate in school in person daily, unless conditions present that won't allow students to participate in person. If in-person traditional instruction is not able to occur, we will convert to alternative hybrid or online schedules.*

    2. *Hybrid model with students at school and learning from home. These could be staggered days or some students always coming to school and others staying home. (extension of in-person, only if required)) Hybrid instructional schedules will offer 1-2 days a week of in-person instruction and daily online live instruction and assignments for students. In order to participate in a hybrid instructional schedule, the student MUST also be assigned to an in-person traditional schedule. Hybrid schedules will be provided to families during the first week of school to minimize the disruption to instruction. Coursework and teachers will remain the same during hybrid coursework schedules.*

    3. *Distance Learning*
    Remote (online only) instruction will also be offered to all enrolled students at times when school is not able to be in session due to extenuating circumstances (i.e. COVID-19 outbreaks,etc.).

Traditional learners being taught in an online environment will have coursework consisting of a regular school day worth of graded lessons and assignments delivered in an electronic format.

4. *Remote (online only) instruction will be offered as a learning option to families **who elect** to learn from home throughout the 2020-2021 school year. Those students will be monitored by Lakeside Learning personnel. Students that choose to learn in an online environment will make a commitment to this learning environment for a full semester.*

5. *If students work from home, they will be required to meet state hour requirements and submit all work assigned by teachers. Failure to do so will result in the student failing the class/grade level and the possibility of repeating grade level or subject.*

6. *Exact plans for Hybrid and Distance Learning are being developed and will be released to students and parents when completed*

Key Areas:

Health
District Plan

1. Masks will be required for all staff members if unable to social distance
2. All staff members will take temperatures daily - don't have to log
3. Masks required PK-12 if unable to social distance. If a student cannot wear a mask due to health reasons, they will be given a face shield (teachers will be given latitude to adjust as needed for instruction)
4. Remind parents to not send students to school if they have a temperature(100.4). Temperatures CANNOT be controlled by medication
5. Teach and reinforce handwashing and use of hand sanitizer or hand washing at least once an hour
6. Stagger use of lockers in Elementary and Jr.Sr High School
7. Care Room in each building.
8. Clear signage in all buildings on Covid related issues
9. If a student or staff member tests positive for Covid 19, district will notify parents via Swift Alert, posts on Facebook and district web page. Paper copy of a press release sent to parents of a Covid case confirmed in the district
10. In conjunction with the county health nurse, and KDHE, USD 112 will determine the need to shut down schools or classrooms
11. If a student or staff member is tested for Covid, they are not allowed to return until they receive their test results

12. Visitors will be limited and will be required to wear a face mask and do a temperature check
13. Libraries will follow CKLS guidelines:
    - Hand sanitizer available for student use before they select a book.
    - Consider checking out classroom sets of books to limit traffic in the library and handling of books.
    - Have a collection-return box for all items being returned. Leave items in the box for 72 hours before replacing them on the shelves. This will require a three-day rotation of collection-return boxes.
    - Classroom libraries - hand sanitize prior to touching books. Put in container in the classroom for 72 hours prior to reshelving.
14. All staff will be trained on Covid 19 precautions and recognition provided by the Ellsworth County Nurse
15. Nurses will be provided with PPE to protect them when dealing with possible Covid cases
16. Nurses and office staff will receive documents and guidance from the county health nurse on dealing with potential Covid positive students and staff
17. Training for office staff provided by the county nurse on proper use of PPE
18. USD 112 will follow all state travel guidelines for quarantines; subject to change per KDHE guidelines.

Social Emotional:

1. Staff will be given guidance on possible social and emotional needs of both students and families as we enter a new school year.
2. School counselors and staff will focus on anxiety management skills, team building, and building a positive atmosphere for both students, family, and staff.
3. School counselors and staff will be available to help students and families with social and emotional needs during our transition back to school.

Building Plans

CP Jr/Sr High

1. Masks will be required for all staff members if unable to social distance or strenuous activity is involved.
2. Lockers will be used as needed. Disinfected as often as possible.
3. CARE Room will be the little conference room.
4. Holding room will be the old ITV room.

CPES - HOLYROOD

1. Masks will be required for all staff members and students if unable to social distance. If a student cannot wear a mask due to health reasons they will be given a face shield.
    a. **Masks may come off when in small groups and behind plexiglass.**

2. All staff members and students will take temperatures daily - don't have to log unless 100.4 or higher.
3. Remind parents to not send students to school if they have a temperature(100.4).
4. Temperatures CANNOT be controlled by medication
5. Teach and reinforce handwashing and use of hand sanitizer or hand washing at least once an hour
6. Lockers will be used as needed. Stagger usage. Disinfected as often as possible.
7. **CARE Room will be the conference room.**
8. Clear signage in all buildings on Covid related issues
9. If a student or staff member tests positive for Covid 19, the district will notify parents via Swift Alert, posts on Facebook and district web page, and paper copy of a press release sent to parents of a Covid case confirmed in the district
10. In conjunction with the county health nurse and KDHE, USD 112 will determine the need to shut down schools or classrooms
11. If a student or staff member is tested for Covid for suspected exposure, they are not allowed to return until they receive their test results.
12. Visitors will be limited and will be required to wear a face mask and do a temperature check . **Ask that they call in advance or make an appointment.**
13. Libraries will follow CKLS guidelines:
    a. Hand sanitizer available for student use before they select a book.
    b. Consider checking out classroom sets of books to limit traffic in the library and handling of books.
    c. Have a collection-return box for all items being returned. Leave items in the box for 72 hours before replacing them on the shelves. This will require a three-day rotation of collection-return boxes.
    d. Classroom libraries - hand sanitizer prior to touching books. Put in a container in the classroom for 72 hours prior to reshelving.
14. All staff will be trained on Covid 19 precautions and recognition provided by the Ellsworth County Nurse
15. Nurses will be provided with PPE to protect them when dealing with possible Covid cases
16. Nurses and office staff will receive documents and guidance from the county health nurse on dealing with potential Covid positive students and staff
17. Training for office staff provided by County Nurse on proper use of PPE
18. USD 112 will follow all state travel guidelines for quarantines subject to change per KDHE guidelines.

Wilson Schools

1. Masks will be required for all staff members and students when unable to social distance or when strenuous activity is involved.
2. Care room is located in the room north of the office next to Mr. Long's room.

3. The Secondary Care room, if needed, will be in the elementary lounge in one of the back rooms.
4. All staff and students will take temperature upon entry to the building.
5. Parents, please do not send students to school if they have a temperature of 100.4 or higher.
6. Hand washing and sanitizing will be enforced and practiced hourly.
7. Students will have one locker and will stagger every other one.
8. The district/school will notify via Swift Alert, Facebook, district web page, and a paper copy if there is a positive Covid case confirmed.
9. Visitors will be limited and will be required to wear a face mask and do a temperature check. If possible, please call ahead of time.
10. Library will follow CKLS guidelines
11. Signage will be posted for safety and health reminders as well as social distance markers on the floors.
12. If your child is going home sick, they will be walked outside to you.
13. We will refer to the district guidelines above as well.

Facilities:

District Plan

1. Hand sanitizer stations located in each classroom, hallway, and common areas
2. Social distancing markers
3. HVAC maintenance to ensure air quality
4. Log sheets for daily cleaning placed in each classroom, common area and bathroom
5. Will hire an extra custodian to float between buildings.
6. If Covid case occurs: Classroom or common area will be cleaned immediately after positive Covid case is confirmed.
7. Clorox 360 Machines used Tuesdays and Thursdays and logged on sheets.
8. Little if any use of common areas other than for class, due to size needing to social distance
9. Reduce clutter in all classrooms to maximize space and remove any unnecessary/extra furniture.
10. One way traffic - walk to the right
11. Adhere to social distancing
12. Lockers will be used with staggered times
13. Recommended that students use bathrooms during class time; not transitions
14. Clear barrier guards installed where needed
15. Monitor trash receptacles and empty often
16. Stagger recess
17. Classroom doors remain open
18. Clean the locker rooms daily. Use a cleaning machine on showers daily.

19. Cleaning supplies in each classroom for teachers to use as needed.
20. Custodial staff will stagger start and end times to ensure all cleaning is completed.

Building Plans

CP Jr/Sr High

1. Hand sanitizer stations located in each classroom, hallway, and common areas. Sanitize in/Sanitize out.
2. Social distancing markers as needed .
3. Rooms will be cleaned daily with a disinfectant cleaner. Trash emptied daily.
4. Teachers will be given supplies to wipe down surfaces as needed.
5. Adhere to social distancing as much as possible.
6. Lockers will be used as needed. Disinfected as often as possible.
7. Bathroom use will be as in the previous years.
8. Limit students leaving the classroom.
9. All doors remain open, ceiling fans on.
10. Clean/Disinfect the locker room daily. Use a cleaning machine on showers daily.
11. Cleaning supplies in each classroom for teachers to use as needed.
12. Custodial staff will stagger start and end times to ensure all cleaning is completed.

CPES - Holyrood

1. Hand sanitizer stations located in each classroom, hallway, and common areas
2. Social distancing markers - **Dots placed 6 feet apart in hallways.**
    a. **Line up students by rows to the hallways utilizing the dots.**
3. HVAC maintenance to ensure air quality
4. Log Sheets for daily cleaning placed in each classroom, common area and bathroom
5. Will hire an extra custodian to float between buildings.
6. If Covid case occurs: Classroom or common area will be cleaned immediately after positive Covid case is confirmed.
7. Clorox 360 Machines used Tuesdays and Thursdays and logged on sheets.
    a. **Clorox 360 Machine between band classes on MW.**
    b. **Possibly purchase coverings for some instruments.**

    All grades will eat in their classrooms.
8. **PK & Kdg classes will have their snacks in their rooms.**
9. Reduce clutter in all classrooms to maximize space and remove any unnecessary/extra furniture.
10. One way traffic - walk to the right
11. Adhere to social distancing
12. Lockers will be used with staggered times
13. Recommended that students use bathrooms during class time; not transitions
14. Clear barrier guards installed where needed - **Plexiglass dividers for small groups**
15. Monitor trash receptacles and empty often

16. Stagger recess - **Classes will stay separated on the playground and will be**
    i. **assigned an area to stay in. (this will rotate)**
17. Classroom doors remain open
18. Cleaning supplies in each classroom for teachers to use as needed.
19. Custodial staff will stagger start and end times to ensure all cleaning is completed.

Wilson Schools

1. Social distance dots/markers/signs will be in the building and expected to follow.
2. Hand sanitizer will be located in each classroom, hallway, and common areas. Sanitize in and out every time.
3. Log sheets will be in each room for cleaning records
4. Clorox 360 machines will be used Tuesdays and Thursdays
5. If a suspected Covid case occurs, or is confirmed, the classroom/area will be cleaned immediately after notified.
6. Common areas won't be utilized at maximum capacity
7. Staggered recess times
8. Classroom doors remain open and keep air moving to best of our ability
9. Barrier guards will be used when/where needed
10. Restrooms should be utilized during class time on an individual basis if at all possible
11. Stay on the right side of the hallway
12. Reduced clutter in classrooms and no fabric type furniture
13. Classrooms will be cleaned daily
14. We will adhere to district guidelines as well

Transportation

- **District Plan**

1. Mask required on buses for both students and drivers (unless for medical reasons)
2. 360 machines will be used to clean buses and vehicles used on a daily basis, twice a week and drivers will touch up after each trip.
3. Hand sanitizers located on all buses, vans, cars
4. Social Distance Markers at bus stops
5. Sit as a family unit if at all possible
6. Assigned seating
7. Minimize loading and unloading times if at all possible
8. Load back to front
9. Organized unloading and loading of buses
10. Special education routes will be equipped with thermometers.

11. If bus drivers contract Covid 19 or are in quarantine, bus routes will be temporarily suspended (if substitute drivers cannot be located)and we will ask parents to bring students to school.
12. Additional bus routes (If district can locate bus drivers)

- **School Plan**
    - **CP Jr/Sr High / CPES/Wilson Schools**
    - **Same as District Plan**

Food Service

- **District Plan**

1. Food shields for serving areas
2. All food service workers will temperature check daily.
3. Food service workers will wear masks
4. Plan and prepare for serving lunches in disposable containers if necessary
5. For the 2020-2021 school year, USD 112 will not serve a hot breakfast and instead offer Grab-n-Go to all students.
6. For the 2020-2021 school year USD 112 will not offer a salad bar at our high school locations.
7. Require students to wash their hands or use hand sanitizer before eating
8. Serve single use condiments
9. Some classes will be eating lunch in classrooms. Food will be delivered to classrooms and people making deliveries will be asked to wear masks and gloves.
10. Carts for disposal containers in hallway along with trash cans
11. Plan and be ready to take food service to homes if distance learning occurs.
12. If a cook is asked to quarantine and or tests positive for Covid 19, meal prep will occur at other school locations throughout the district and be transported to affected school, if needed.

- **Building Plans**

CP Jr/Sr High

1. Lunch will be in conjunction with Reading time and will be held in the classroom.
2. For the 2020-2021 school year, USD 112 will not serve a hot breakfast and instead offer Grab n Go to all students.
3. Grab n Go will be the same as in previous years.
4. Carts for the return of lunch trays will be placed in the hallway. Trash cans will be placed by the carts for student use.
5. Students will not be allowed to go home for lunch to limit the number of trips out of the building.

CPES

1. Food shields for serving areas
2. All food service workers will temperature check daily.
3. Food service workers will wear masks
4. For the 2020-2021 school year USD 112 will not serve a hot breakfast and instead offer Grab-n-Go to all students. All meals (breakfast and lunch) will be delivered to classrooms. Gloves will be worn.
5. Require students to to wash their hands or use hand sanitizer before eating
6. Students will eat their meals/snacks in their classrooms with meals brought to them.
7. Serve single use condiments .
8. Plan and be ready to take food service to homes if distance learning occurs.
9. If a cook is asked to quarantine and or tests positive for Covid 19 meal prep will occur at other school locations throughout the district and be transported to affected school, if needed.

Wilson Schools

1. Safety measures will be taken in the kitchen while food is prepared.
2. Some classes will eat in their classrooms and some will eat in the cafeteria, depending on the day so as to adhere to social distancing guidelines
3. Grab n Go breakfast will be the only option/**no hot breakfast**
4. Students will not be allowed to go home for lunch and return to limit the trips out of the building/extra exposure
5. Lunch will be the hot lunch on the menu, or for 7-12 graders, a chef salad will be an option, or sack lunch from home
6. Food services will continue if remote learning occurs
7. If a food service cook is asked to quarantine, meals will be made at a separate location and delivered

Extra Curricular

- **District Plan**

1. Provide Covid training to coaches and sponsors
2. Post signage on Covid 19 prevention
3. Building principal and athletic director defer to county nurse for guidance on any and all activities and refer to the State Plan for details for each activity
4. Maintain social distancing whenever possible
5. Hand sanitizer in locker rooms, music rooms, and other areas used by activities
6. Students who choose to do online learning will not be permitted to participate in extracurricular activities unless the State provides us different guidance
7. Follow guidance from KSHSAA on fall sports provided on 7/23/20

- **Building Plan**

CP Jr/Sr High/Wilson Schools

1. Students/Athletes will take home any clothing that can be washed daily.
2. Football equipment and shoes would be able to stay in the locker room.
3. The locker room will be sanitized on a daily basis when in use.
4. We will follow all KSHSAA and district guidelines

Common Spaces

- **District Plan**

1. Use of common spaces (lunchrooms, gyms, etc) will be limited in use
2. Designate single entrance and exit points
3. All common areas will be cleaned after each use
4. Social distancing whenever possible
5. Students will not congregate in common areas (example; gym in the morning and or lunchrooms)
6. Students should not arrive at building before 7:20 AM

- **Building Plan**
    a. **CP Jr/Sr High**
    b. **Same as District Plan**

Wilson Schools

1. Use of common spaces will be limited
2. School doors will not open until 7:30am
3. Elementary students may social distance in commons until 7:45, then will report to their individual classrooms. Secondary students will social distance in the hallway until 7:45, then will report to their first hour class
4. Elementary students will enter on the Grade School entrance, Middle school and High school students will enter on that entrance so we are staying distanced as much as possible
5. All common areas will be cleaned after each use

Classrooms

- **District Plan**

1. Staff will practice and model hand washing with students
2. Classroom will need to be free of as many items as possible to increase area for social distancing
3. Stable groups if all possible/assigned seating
4. Clear barriers for instruction
5. Encourage use of hand signals or gestures instead of handshake and high fives
6. No sharing of items and if there are shared items (example I-Pads) they should be wiped down

7. Understanding that the school calendar might change during the year either lengthening or shortening due to Covid exposure
8. Desks will be facing the same direction
9. Teachers will use desks instead of tables for social distancing with exceptions due to class size and or subject being taught.

- **Building Plan**

CP Jr/Sr High

1. No sharing of items and if there are shared items (example Calculators, Library Keyboards) they should be wiped down.

CPES - Same as District

Wilson Schools-same as district

Transitions

- **District Plan**

1. One way traffic/right side of the hallway
2. Adhere to social distancing
3. Keep doors open
4. It is recommended that students not use the restroom during transitions
5. Stagger locker usage
6. Building plans will be developed for school dismissal

- **Building Plan:**

- **CP Jr/Sr High**

1. One way traffic/right side of the hallway
2. Adhere to social distancing as much as possible
3. Keep doors open and ceiling fans running
4. Lockers will be used as needed and disinfected as often as possible.
5. Dismissal will be as done in previous years.

- **CPES - Same as District**

Wilson Schools

1. Middle school and high school students will enter and exit out of the same end of the building, and elementary school students will enter and exit out of their end of the building.
2. The rest will remain the same as the district.

Disclaimer: This plan is a working document and can be changed at any time.