

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF BOARD OF EDUCATION MEETING
Germantown High School Performing Arts Center
W180 N11501 River Lane
Germantown, WI 53022**

**March 18, 2020
7:00 p.m.**

AGENDA

The Germantown School District Board of Education will hold an emergency meeting on Wednesday, March 18, 2020 at the high school PAC. Due to the Governor's Emergency Order #5 on Public Gatherings, this meeting will be limited in the number of allowable attendants and require a mandatory seating requirement of six feet apart.

- I. Meeting Called to Order and Pledge of Allegiance
 - A. Official Meeting Notification
 - B. Roll Call
- II. Approval of Agenda
- III. Citizen Comments: Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made; generally three (3) minutes. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board may answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. Comments that may be injurious to school district personnel or other individuals will not be allowed.
- IV. Approval of Minutes
 - A. February 24, 2020 Board of Education
 - B. March 4, 2020 Closed Session Minutes
- V. Building Committee
 - A. Discussion and possible action to approve application of Community Oriented Policing Services (COPS) safety grant.
 - B. Update on additional items discussed at March 18, 2020 committee meeting.
- VI. New Business
 - A. Discussion and action to approve teacher contracts.
 - B. Discussion and action to approve contract for Director of Business.
 - C. Discussion and action to approve Early College Credit Program applications.
 - D. Discussion and action to approve Infectious Disease and Pandemic Response Plan.
 - E. Discussion and possible action regarding COVID-19 Economic Relief Plan.
 - F. Discussion and possible action to approve DPI instructional waiver.
- VII. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Sections 19.85(1)(e)(f) and (g) to discuss employee matters and GEA negotiations. The Board may take action in closed session, if necessary or appropriate or entertain a motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
February 24, 2020**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:01 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes.
2. Motion by Larson, second by Barney, to approve the agenda. Motion carried.
3. Motion by Larson, second by Spies, to approve the February 10, 2020 Board of Education meeting minutes. Motion carried.
4. Superintendent Holmes provided an Amy Belle Air Quality meeting update. The State is not requiring it, but the District will be proactive and repeat testing in the spring.
5. Performing Arts Center Coordinator, Heather Pulkowski and Drama Advisor Rachel Proite provided a PAC activities update on performances and summer youth programs that they would like to see happen at the PAC.
6. Positive recommendation from Building Committee to approve the upgrade of the Rockfield elevator, and to invoice CD Smith in the amount of \$32,989 and fund the remaining cost of \$36,993 from the Fund 41 Capital Projects Fund. Motion carried.
7. Building Committee Chair Brian Medved provided updates on additional discussion at the Committee meeting including the request from Crossway Church for a connecting drive from Crossway Church property to County Line School property, temperature control discussions that will be coming back to the Committee at a later date, and a Community Oriented Policing Services (COPS) grant that the District will be pursuing.
8. Finance Committee Chair Michael Loth provided updates from the February 24, 2020 Committee meeting including approval of the February vouchers and indicated the process has begun for 2020-2021 student fees.
9. Motion by Larson, second by Spies, to accept the anonymous \$500 donation to the high school Girls Basketball program and thank the donor for their generosity. Motion carried.
10. Motion by Spies, second by Barney, to allow for the creation of fifty complimentary 30 day trial membership cards for the fitness center, pool, and field house to be dispersed by the Activities Director's Office under the criteria developed by that office. Motion carried.

11. Motion by Spies, second by Barney, to approve requests for retirement at the conclusion of the 2019-2020 school year for Kara Brandl and Linda Gould, and thank them for their many years of service to our District. Motion carried.
12. Motion by Spies, second by Barney, to accept the Board of Education Goals for 2019-2020 with a change to the minimum fund balance goal to 13%. Motion carried.
13. Motion by Larson, second by Spies, to approve the overnight travel request for 56 FBLA students and four advisors to attend the FBLA State Leadership Conference March 29-31, 2020 in Madison, WI, with a maximum of \$2,316 of the total cost funded by the Board. Motion carried.
14. Motion by Larson, second by Spies to adjourn the meeting. Motion carried.
15. Board President Soderberg declared the meeting adjourned at 7:50 p.m.

Billie Jo Mohn
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Community Oriented Policing
Services Grant (COPS) Safety
Grant

FROM: Ric Ericksen

BOARD MEETING: March 16, 2020

DATE: March 12, 2020

AGENDA ITEM:

BC Date: March 16, 2020

BC Agenda Item(s): VI. D.

Recommendation to the Board of Education and Building Committee:

Bring forward to the Board of Education with a positive recommendation to approve the grant application effort as presented and commit to 25% of project expenditures to come from local district budget(s).

The purpose of placing this item on the regular school board agenda for formal action is two-fold: 1) provide full transparency on the cost component; and 2) provide full transparency on continued school safety efforts especially classroom safety.

Background:

A detailed description of the COPS grant program was presented at the February 24, 2020 Building Committee meeting. Please see that packet for more information.

Update/Summary from Mr. Don Erickson, Director of Building & Grounds:

The application process for the COPS grant has started. The process includes getting registered with grants.gov and the COPS grant. Once the registration is complete the application can be started. The application deadline is April 8, 2020 with the grant awards going out in fall 2020. After the grant is awarded the purchase and installation of the "NightLock" devices would begin. Final costs will be brought forward after all schools have been walked through to determine how many doors will need to have the device installed. NightLock does offer installation, but prevailing wages will need to be determined and paid per Davis Beacon rules since this is a Federal grant.

Attachment(s): Pictures of installed Night Lock mechanisms. Fact sheet from U.S. Department of Justice.







Fact Sheet

www.cops.usdoj.gov

2020 COPS Office School Violence Prevention Program

The Office of Community Oriented Policing Services (COPS Office) has long demonstrated a commitment to school safety and to ensuring students' success in supportive, safe environments. The **COPS Office School Violence Prevention Program (SVPP)** is a competitive award program designed to provide funding to improve security at schools and on school grounds in the grantees' jurisdictions through evidence-based school safety programs. For FY 2019, the COPS Office awarded \$33 million in SVPP funds to 103 agencies benefiting more than 6,000 schools and four million students.

WHEN: Deadline for grant application is April 8, 2020 at 7:59 p.m. EDT.

Start EARLY. This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application at www.cops.usdoj.gov. Click the "Account Access" tab.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

Funding provisions

The SVPP provides funding directly to states, units of local government, Indian tribes, and public agencies (school districts, public boards of education, police departments, sheriffs' departments, etc.) to be used to improve security at schools and on school grounds in the grantees' jurisdictions through evidence-based school safety programs that may include one or more of the following:

- Coordination with local law enforcement
- Training for local law enforcement officers to prevent school violence against others and self
- Placement and use of metal detectors, locks, lighting, and other deterrent measures
- Acquisition and installation of technology for expedited notification of local law enforcement during an emergency
- Any other measure that, in the determination of the director of the COPS Office, may provide a significant improvement in security

A state, unit of local government, or Indian tribe may use the award to contract with or make one or more subawards to

- local educational agencies;
- nonprofit organizations (excluding schools);
- units of local government;
- tribal organizations.

Each award is three years (36 months) in duration. Each award recipient may receive a maximum federal share of \$500,000. Agencies are required to contribute a local cash match of at least 25 percent toward the total cost of the approved project during the award period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

How to apply

Step 1. Obtain a DUNS (Data Universal Numbering System) number or confirm your existing DUNS number.

Step 2. Register with the SAM database or confirm or renew your existing SAM registration.

Step 3. Obtain an ORI number or confirm your existing ORI number.

Step 4. Register with Grants.gov or confirm your existing registration.

Step 5. Obtain or confirm authorized organization representative (AOR) role for rights to submit an application (SF-424).

Step 6. Register or update your agency's current contact and user information in the COPS Office Agency Portal.

Step 7. Set up e-Signatures via Agency Portal.

Step 8. Complete the Standard Form (SF-) 424 at Grants.gov.

Step 9. Complete the COPS Office Application Attachment to SF-424.

Further instructions and explanations of the application process can be found in the SVPP Application Guide and the quick start guide, both at <https://cops.usdoj.gov/svpp>.

Complete application packages for the FY 2020 SVPP solicitation are due by April 8, 2020 at 7:59 p.m. EDT. Applications in hard or electronic format sent via email or U.S. Mail will not be accepted.

Contact the COPS Office

For more information about COPS Office programs and resources, please call COPS Office Customer Care at 800-421-6770 or visit the COPS Office website at www.cops.usdoj.gov.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Teacher Contracts

FROM: Michael Nowak

BOARD MEETING: March 16, 2020

DATE: March 11, 2020

AGENDA ITEM:

The administration is recommending the approval of the following limited-term contract for the 2019-20 school year.

Employee Assignment/Location	Rationale	FTE	Contract Type	Salary
Amy Erickson Second Grade Teacher County Line Elementary School Germantown School District	Amy is the recommended candidate to fill the vacancy created by an FMLA leave	1.0	Limited- Term	\$12,600 (56 days)

RECOMMENDATION: Approve the 1.0 FTE limited-term contract for Amy Erickson at \$12,600.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Director of Business

FROM: Michael Nowak

BOARD MEETING: March 16, 2020

DATE: March 11, 2020

AGENDA ITEM:

After interviews and a search process that included 19 candidates, we are pleased to bring forward a recommendation to hire a new Director of Business and Auxiliary Services for the Germantown School District. Brittany Altendorf brings many years of experience in the role of business director and possesses the numerous skill sets, attributes and qualities that are a desired match for our district. The interview committee was especially influenced by Ms. Altendorf's proactive approach and accomplishments in previous leadership roles. Additionally, reference checks provided significant insight into the candidate's experiences that support the belief that success will follow in the Germantown School District

RECOMMENDATION: Approve the hire of Brittany Altendorf as the new Director of Business and Auxiliary Services for the Germantown School District with a two-year contract and employment to commence on July 1, 2020.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Start College Now/ECCP Requests

FROM: Brenda O'Brien

BOARD MEETING: March 16, 2020

DATE: March 12, 2020

AGENDA ITEM:

The 2017 Wisconsin Act 59 eliminated the Course and Youth Options programs. The former Youth Options statute (118.5) is now called the Early College Credit Program (ECCP). This program allows high school students to take courses at institutions of higher education for high school and/or college credit. Students choosing to enroll in technical colleges will enroll through the Start College Now program.

There will be an update of applications of Start College Now and Early College Credit Program (ECCP) at the Board meeting.

RECOMMENDATION: Approve the requests as presented during the meeting.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Infectious Disease & Pandemic
Response Plan

FROM: Jeff Holmes **BOARD MEETING:** March 16, 2020

DATE: March 13, 2020 **AGENDA ITEM:** _____

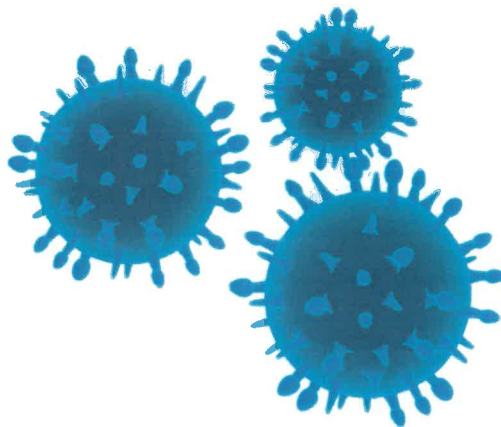
With the President of the U.S. having declared a National Emergency, the attached plan is being recommended to our Board for inclusion in the Board's District-wide Emergency Management Plan. Extensive work over the past several weeks has led to the current draft being presented at the Boards March 16 meeting. Many aspects of it were appropriately utilized and led to our District being relatively well-prepared for addressing major aspects of those things that public schools are faced with during dire times. Please understand that we believe this document will need to be revisited each time something occurs where infectious disease and pandemic episodes occur. Every scenario tends to be unique with common factors; however, the current draft allows for it to be altered in a fashion that should appropriately address practically any given situation where controls may be applied.

RECOMMENDATION: Adopt the Infectious Disease and Pandemic Response Plan as presented.

Germantown School District

INFECTIOUS DISEASE & PANDEMIC RESPONSE PLAN

Taking On the Microbes



BOARD CONSIDERED: MARCH 16, 2020

Germantown School District Infectious Disease & Pandemic Response Plan

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1. **BACKGROUND****A. Purpose**

This plan provides guidance to the school district to prepare and respond to pandemic outbreaks. The plan includes guidance for outbreaks ranging from endemics, to outbreaks of greater severity including a pandemic. Information in this plan supplements the school district's existing emergency plans.

B. Goals

- Minimize the spread of the pandemic organism.
- Maintain essential school services.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.
- Coordinate efforts with partners.

C. Authority

Germantown School District will implement this plan under the authority of the School Board and is subject to WI State and Federal laws.

D. Assumptions

- Susceptibility to the pandemic organism will be universal.
- Most likely a pandemic will be caused by a novel (new) virus.
- In an affected community, a pandemic outbreak may last several weeks. Depending on the organism multiple pandemic disease waves may occur. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to disease.
- The clinical disease attack rate may be 30% or higher in the overall population during a pandemic. Depending on the organism illness rates may be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- During an outbreak of increased severity, absenteeism attributable to illness, the need to care for ill family members and fear of infection may increase during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- Rates of absenteeism will depend on the severity of the pandemic.
- There may likely be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications, food supply, health care, and fuel supplies.
- Risk Communication will be critical during all phases of planning and implementation of a pandemic response. The general public, health care system, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps being taken to address the incident, and steps the public can take to protect themselves.

2. PLAN MANAGEMENT

Existing emergency plans and lines of authority should be applied during a pandemic outbreak. This plan outlines operational priorities and responsibilities for making decisions necessary to manage an outbreak. This includes responsibility for preparing and maintaining the plan, making policy decisions, coordinating tasks, and mobilizing additional resources.

A. Infectious Disease & Pandemic Working Group

This steering committee has primary responsibility for developing and managing the plan. Coordinate with external partners and manage public information. Serve as liaison with local public health departments and key response partners. Coordinate the distribution and/or communication of public information with the local public health departments – media inquiries should be directed to the chairperson of this committee. Recommended committee members:

- District Administrator (chair)
- Board President
- District Safety Committee Chairperson
- District Nurse
- District Medical Advisor
- Pupil Services Director
- Business Manager
- Human Resources Director
- County Health Department Representative

B. Operations & Assessment

Responsible for the core operations necessary to support the Germantown School District's management of a pandemic outbreak. Coordinate surveillance activity with the local public health department. Implement infection control practices to prevent spread of disease; i.e., visitor management, social distancing, personal protective equipment (PPE), self-quarantine, isolation, et al pandemic considerations. Recommended committee members:

- School Nurse (chair)
- Principals
- Activities Director
- Technology Director
- Food Service Director
- Teachers/Classroom Aides
- Office Support Staff/Health Room Aides
- Public Health Department(s)
- Village of Germantown Park & Rec Officials

C. Instructional Planning

Develop and maintain district instructional plan. Update plan during outbreak as guidance changes and as situation requires. Coordinate training of staff on plan. Prepare alternative plans for providing instruction during periods of increased severity. Prepare staffing and curriculum options based on conditions; i.e., student and staff absenteeism monitoring. Recommended committee members:

- Teaching & Learning Director (chair)
- Personalized Learning Coordinator/Tech Department
- Nine Teachers (Two HS w/ one AP rep, two MS, one from each elementary with two of the nine teachers being SPED and one English Language Learner (ELL) instructor)
- Human Resources Director
- Principal(s)
- Pupil Services Director

D. Logistics

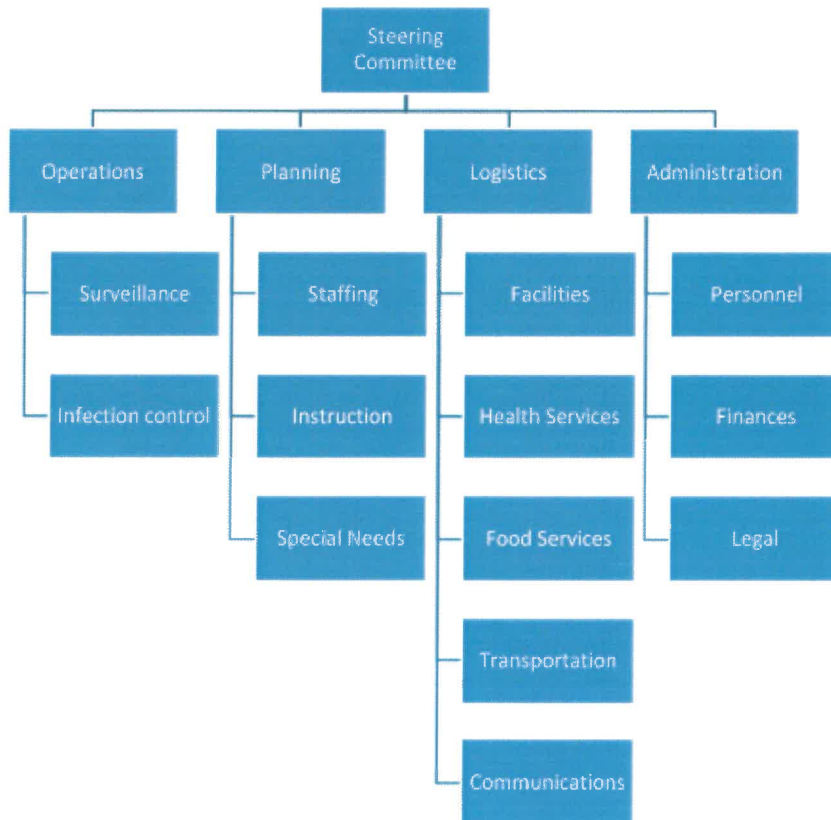
Manage delivery of services to support operations and goals during an outbreak. Includes services necessary to maintain school facilities, food services, transportation (student and staff), and communication. Recommended committee members:

- Facilities Director
- Business Manager/Transportation Liaison
- Activities Director
- Food Service Director
- Technology Director
- Director of Pupil Services
- Village of Germantown Parks & Rec

E. Administration

Assure continuity of operations continue by managing personnel related issues, and review and manage school policies that directly support response to outbreaks; i.e., first responders, housekeeping, maintenance, staff absenteeism. Also manage school finances. Recommended control officers:

- District Administrator
- Business Manager
- Human Resources Director
- Director of Teaching & Learning
- Director of Pupil Services
- Facilities Director

Committee Structure

3. STRATEGIES

The Germantown School District's efforts to manage a pandemic outbreak requires the close coordination of a variety of strategies. Each strategy is described below. The level and degree to which these strategies are implemented will vary by the unique circumstances and conditions of each outbreak.

A. **Surveillance/Monitoring**

Surveillance and monitoring systems should be enhanced prior to the start of a pandemic to assure that demand for timely information can be met. Key surveillance and monitoring priorities during a pandemic will fall in two main categories: 1) detection of the novel strain, and 2) disease monitoring.

B. **Communication**

Key activities include the preparation of materials and distribution of information. Information will be available from several sources including the CDC, DPH (State and County), and DPI. This will likely include basic communication materials (such as question and answer sheets and fact sheets) on pandemic and general preventive measures. This material should be used whenever available. Specific needs and questions should be anticipated and addressed.

C. **Infection Control**

Vaccine has served as the primary preventive strategy during traditional influenza seasons. This strategy will be limited during a pandemic due to the number of people affected, time required to develop a vaccine and the limited supply capabilities. Vaccines will need to be manufactured and distributed throughout the country.

D. **Continuity of Learning**

School districts will determine whether and to what extent they will provide continuing education for all students during a prolonged closure.

E. **Continuity of Operations**

Unlike a typical natural disaster during which critical components of the physical infrastructure may be threatened or destroyed, a pandemic may also pose significant threats to the human infrastructure responsible for critical community services due to widespread absenteeism. This may impact distribution of supplies and resources, food, home meal deliveries, day care, garbage collection and other critical services. Planners will develop strategies to maintain essential school district operations during an outbreak.

4. SCENARIOS

The severity of a pandemic outbreak may vary depending on a number of factors. As an outbreak develops, planners may update their response based on the local severity. The level and degree to which a strategy is implemented will vary as the severity and type of an outbreak varies, which causes the plan to be adjusted on an as-needed basis and in accordance with county, state, and federal regulations and/or mandates.

5. PLANS

<u>Committee</u>	<u>Function</u>	<u>Tasks</u>
<u>Infectious Disease & Pandemic Working Group</u>	Management and Oversight	<ul style="list-style-type: none"> ● Provide direction on the plan. ● Execute and oversee the plan. ● Communicate with neighboring school districts to plan how to work together and share information. ● Participate in updates and coordinate information with the Department of Public Instruction, public health departments, et al governmental bodies. ● Review and recommend implementation of new guidelines as released. ● School nurse to receive latest updates from public health department(s) and DPI nursing consultant, and relay to the necessary groups and/or individuals <p>Recovery</p> <ul style="list-style-type: none"> ● Evaluate the effectiveness of the District's infectious disease and pandemic response plan and modify as needed based upon lessons learned.
	Community Relations	<ul style="list-style-type: none"> ● Identify the lead person for two-way communication with community stakeholders. ● Implement plan to suspend co-curricular and other building use activities in the event of a school closure - see "mass gatherings." <p>Recovery</p> <ul style="list-style-type: none"> ● Refer students and families as well as staff to community resources to support long-term physical and mental health support.
	Public Information	<ul style="list-style-type: none"> ● Contact State and County Health Department officials to set up public communication procedures during a pandemic. ● Provide education to families about pandemic and the school's pandemic plan ● Develop media releases and family communications. ● Coordinate media updates with local health departments. <p>Recovery</p> <ul style="list-style-type: none"> ● Provide education to families about pandemic recovery and return to school.

<u>OPERATIONS</u>	Surveillance	<ul style="list-style-type: none"> ● Monitor student and staff absences in conjunction with the Health Department. <ul style="list-style-type: none"> ○ Reminder that temperatures over 100 F., diarrhea, and vomiting require 24 hrs symptom free before students can be readmitted to school. ● Attendance secretary to notify school nurse of multiple illness with the same symptoms within the building-similar to those of pandemic symptoms ● The school nurse should be updated in regards to staff absences with the same symptoms-similar to those of pandemic symptoms. ● District Nurse will be in communication with the health department in regards to illness in the community with the same symptoms or similar to pandemic symptoms. ● Monitor and make recommendations regarding mass gathering events. ● Make travel recommendations and monitor student and staff travel to the greatest extent possible - https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html <p>Recovery</p> <ul style="list-style-type: none"> ● Continue surveillance of student and staff illnesses.
	Infection Control and Health Room Procedures	<ul style="list-style-type: none"> ● Education: <ul style="list-style-type: none"> ○ Educate students, parents, and staff on prevention strategies – including hand washing, cough etiquette, staying home when sick. ○ Educate families, students, and staff on when to go home ill. ● Health aide(s): <ul style="list-style-type: none"> ○ Required to wash hands or use hand sanitizer between examining students. ○ Check the temperature of each student/staff member that presents with pandemic symptoms. ○ Students/staff who present with pandemic symptoms will be given a mask and kept away from other students in the health room as much as possible. Masks are to be worn until the student/staff member leaves the building. In the absence of a face mask, tissues are given to cover cough or sneezes. The inside of the elbow may be used to

		<p>cover coughs and sneezes when tissues are not available.</p> <ul style="list-style-type: none"> ○ Disinfect all surfaces the student/staff member came in contact with in the health room. ○ Students/staff members presenting with pandemic symptoms will be sent home and remain in the health room until they are picked up. Students will not be dismissed on the bus. <ul style="list-style-type: none"> ● Scheduled hand washing for classrooms may need to be initiated; including, upon entering the building ● Have students use hand sanitizer in the classroom after each time they cough or sneeze in the absence of soap and water in the classroom to prevent loss of instruction time ● Health room staff, pregnant staff members, immunocompromised and those with chronic health conditions may choose to wear a N95 respirator mask while in the building if available ● Food Service Procedures: <ul style="list-style-type: none"> ○ Providing condiment packets on lunch trays and dismissing common condiment areas ○ Disinfecting trays between each use
	Mass Gatherings	<ul style="list-style-type: none"> ● At this juncture, Germantown School District will utilize the CDC's Interim Guidance in this regard: https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html ● District Nurse and local public health officials discuss and develop the criteria the District will utilize to make recommendations to the District Administrator regarding postponement or cancelation of mass gathering event(s).

<u>INSTRUCTIONAL PLANNING</u>	Staffing	<ul style="list-style-type: none"> ● Provide cross training to staff in preparation for a potential change in roles. ● Assure staffing levels are available to provide instruction in a safe learning environment. <p>Recovery</p> <ul style="list-style-type: none"> ● Evaluate staffing needs.
	Instruction	<ul style="list-style-type: none"> ● Develop a plan for continuity of learning during a prolonged school closure in alignment with the District's capacity to provide appropriate services. ● Create a plan to assess student learning following a prolonged closure. ● Update plans for continuity of learning during a prolonged school closure. ● Implement continuity of learning plan in the event of a prolonged school closure. ● Update plan to assess student learning following a prolonged closure. ● Review and update existing school district plans to assure they can be implemented during a more severe outbreak. ● Identify staff members to assist with translating information and serving as an interpreter for non-English speaking students/families. ● Implement plans to address the special needs of students in the district. <p>Recovery</p> <ul style="list-style-type: none"> ● Assess current learning level of students. ● Assess the need to adjust the length of school-days and school-year in cooperation with County and State officials. ● Dialogue with post-secondary education representatives to determine any changes in admission standards, etc. ● Accept students and staff back in accordance with Health Department(s) recommendations.

<u>LOGISTICS</u>	Facilities	<ul style="list-style-type: none"> ● Supply rooms with soap and water for hand washing or alcohol-based hand washing products. ● Develop and implement facility disinfection procedures. <ul style="list-style-type: none"> ○ Specific areas of cleaning include door knobs, handrails, bathrooms, keyboards, counter tops, light switches, other shared equipment ○ Work with bus company to disinfect buses ● Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks. ● Utilize building(s) to assist with community pandemic efforts such as a vaccination site. ● Make necessary adjustments to cleaning processes and protocol to meet the enhanced needs associated with a pandemic response <ul style="list-style-type: none"> ○ Provisions for cleaning staff to clean following their shifts will be established. <p><i>Recovery</i></p> <ul style="list-style-type: none"> ● Develop and implement facility disinfection procedures. ● Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks.
	Health Services	<ul style="list-style-type: none"> ● Encourage students and staff to receive their pandemic vaccination when made available ● Review and update existing school district plans to provide mental health services using available school and community resources. ● Consider offering any available school-based pandemic vaccination clinics. Germantown School District is a closed Point of Dispensing (POD) and will make medication/vaccines available to staff, students and their families; however, not the general public. ● Utilize school and community resources to provide mental health counseling services for students, families and staff; i.e., School nurse, school social workers, school counselors <p><i>Recovery</i></p> <ul style="list-style-type: none"> ● Establish “safe room” for counseling services to be provided as needed. ● Provide counseling support services to students and staff.

	Food Services	<ul style="list-style-type: none"> ● Encourage food services staff to get their vaccination. ● Maintain food and nutrition services. Consider unique circumstances and commitments in community beyond school operations. ● Connect with community agencies to assist families through community resources if school food services are not available. ● Make modifications in menus if vendors cannot provide or deliver food.
	Transportation	<ul style="list-style-type: none"> ● Encourage transportation services staff to get their vaccination. ● Meet with transportation providers to assure continued operations during an outbreak. ● Assure transportation services are following appropriate infection control practices.
	Communications	<ul style="list-style-type: none"> ● Develop a plan for communicating with families, staff, and community stakeholders in the event of a pandemic including a possible school closure. ● Share pandemic information on the District's website. ● Prepare scripted messages for front line staff to share with families and others. <p>Recovery</p> <ul style="list-style-type: none"> ● Communicate with students, families, and staff regarding the return to regular school routine, actions taken to make the environment safe, and any changes in District procedures. ● Provide students, families, and staff with health and grief service provider information. ● Provide educational materials to students and families, including recovery from pandemic and common symptoms of loss and grief and constructive ways to cope with stress. ● Provide information to students, families, and staff on possible reoccurring waves of illness.

<u>ADMINISTRATION</u>	Personnel	<ul style="list-style-type: none">● Review student and staff absence policies and guidelines.● Meet with staff representatives to discuss issues that might be involved in a school closure such as sick leave options, alternative work schedules, alternative assignments.● Review policies on sick leave options, alternative work schedules, and alternative assignments. <p><i>Recovery</i></p> <ul style="list-style-type: none">● Provide training for school staff regarding grief and possible mental health problems.
	Finances	<ul style="list-style-type: none">● Evaluate whether or not additional financial resources may be necessary to support response to an outbreak.
	Legal	<ul style="list-style-type: none">● Address requirements for days and hours of instruction, staff attendance/work hours, and meeting IEP/Section 504 provisions.

Distance Learning Plan Update

Brenda O'Brien & Todd Lamb

Status of Technology Update:

K-2: Students do not have school-issued devices.

3-5: All students should have a school-issued device (5th grade is 1:1; 3-4 grade students were given a Chromebook from the class sets)

6-12: All students should have a school issued device (1:1)

Teachers were asked to communicate with families/students by today - just to touch base with them, make initial contact, and gather information from students/families regarding the distance learning plan. Teachers were encouraged to send out resources and learning opportunities if they had them ready prior to Spring Break. The distance learning plans would not be made official until March 30.

Schoology, our district's learning management system, will be the primary vehicle for the communication between teachers and families/students, delivery of resources, and learning opportunities in grades 6-12. Teachers in grades 3-5 are encouraged to use Google Classroom. Other communication vehicles include a variety of different applications (SeeSaw, Remind) as well as Skyward, phone calls, and email.

Staff should utilize the Helpdesk ticketing system for any technology support needs. They should be creating a ticket as normal or can email the helpdesk@gsdwi.org with questions.

For student Chromebook support, tech support will be available at Germantown High School between the hours of 8:00 AM and 2:00 PM. This is based on the building's hours. Students are welcome to bring a Chromebook in need of attention to the high school during those hours. They should enter through the main entrance and check in with the office staff. One of our staff will be stationed in the office area to look at devices. We will have a limited number of loaner devices for students if the repair is not one that can be done while they wait. Students and families can also call 262-502-7279 with any questions regarding their Chromebooks.

Teachers are encouraged to prioritize review of previously-learned concepts and skills. Review and "overlearning" are best practices used to deepen students' understanding and sustain learning over time. I have received a few phone calls and emails from parents with students of all age ranges (Kindergartners through Juniors) indicating that the work sent home already has been overwhelming. I have sent out communication to all staff reminding them of the expectations for this week, the close of Quarter 3 and the beginning of distance learning on March 30. I have encouraged all teachers to continue checking in with students to gauge the workload throughout the closure.

The Continuity of Learning Committee met on Monday, March 16 from 2:30 - 3:15pm after district administrators met with each of the school's staff. One of the most pressing issues needing resolution was the clarity around ending Quarter 3 and beginning Quarter 4. Below is the summary of what the committee agreed upon.

Quarter 3 will end Friday, March 20. This will provide the week of March 16-20 for make up work/assessments for Quarter 3. This will be at the discretion of teachers - whether to have students make up exams/work or determine "as is." Please communicate directly with students/families for make-up work and assessments as they relate to Quarter 3.

Grades for Quarter 3 will be due on April 1.

Quarter 4 will begin on Monday, March 30 in the "distance learning" format.

Communication to Families:

Mr. Holmes sent the latest communication to families on March 17, 2020. This communication reminded families of technology support and instructions for pick of materials and medications. The letter also explained the process for closing out Quarter 3 and beginning Quarter 4.

Special Education Implications:

During this time of national emergency, the District will not be providing any face-to-face instruction or services to students. While it is very well intended for the District and staff to do as much as possible for the continuity of our student learning, school districts need to be cautious regarding virtual learning for general education and students with disabilities during school closures. It is also appropriate to be skeptical that the Department of Public Instruction (the Department) is going to be reasonable in their assessment of how each school district complied with the Individuals with Disabilities Education Act (IDEA) during the school closure. There is no perfect answer because none of us know precisely what the various agencies will do next. It is also important for us to consider that the role of our teachers and services providers has consistently to this point been to provide instruction within proximity to our students. None of our teachers and service providers have been hired to provide distance learning. Therefore, no one will be an expert at it, especially under this emergency, impulsive implementation situation. Some of our regular education students who are already given limited access to online curriculum for their own unique circumstances have demonstrated enough work avoidance that allows us to reasonably predict that not all students will participate in the opportunities provided, even if nondisabled.

Given the US Department of Education guidance received, there is currently no relaxation of IDEA requirements despite the national emergency situation. Therefore, the District has three options during the closure: shutdown completely without educational services for any students; provide optional "enrichment" type educational services that allow for continual learning without

mandating participation; or mandate virtual educational services. Each of these options has positives and negatives. Further, the District is not required to take a one size fits all approach to any one of these options. The District could consider different options for elementary, middle school, and high school grades.

Option 1

As the US Department of Education and other agency guidance states, the District is not required to provide special education and related services during the mandatory closure if it does not provide educational services to general education students. Therefore, the District would not be required to provide special education or related services if virtual education is not provided to general education students. DPI has indicated it will waive the minutes requirements due to the mandatory closure. However, there is no certainty that DPI will follow through on that claim, particularly if the mandatory closure extends beyond April 6th, and if the lost minutes of instruction are more significant. The District may have to hold school well into the summer if the shutdown extends beyond April 6th and/or the Department does not waive the instructional minutes requirement.

Option 2

As for optional enrichment type educational services, the District would not be required to provide special education and related services for these services. However, the District must ensure that students have an equal opportunity to participate in the program. Thus, the District would need to consider accommodations and modifications to provide students with disabilities access to the services similar to summer school, non-curricular field trips, and other non-academic programs. The District will only need to consider accommodations or modifications if a student's parents request that their child participates in the optional educational services.

Option 3

The District must provide special education and related services to students with disabilities if the District provides mandatory online educational services. How the District meets those requirements will be a case by case analysis. For some students, an individualized education program (IEP) meeting may not be necessary. The student's receipt of the services in an online environment rather than a brick and mortar school is not necessarily a "change of placement" that would require an IEP meeting. Students whose IEP indicates the District will provide special education or related services in the general education environment can still receive those services online with support from appropriate personnel. Similarly, the District can implement pull-out services by scheduling the specific online sessions with special education staff. In either of those scenarios, the District is properly implementing the student's IEP even though the service location changed from a brick and mortar school to online. The critical factor is whether the District can provide the services identified in the IEP as many special education services are too interactive to provide remotely.

Additionally, the Department of Education's guidance indicates that the District can provide compensatory services once the school's operations resume if some IEP services cannot be provided effectively in a distance setting. The District should consider what services it may or may not be able to provide in the online environment, such as specially designed academic and social / emotional instruction, speech therapy, occupational therapy, physical therapy, deaf and hard of hearing services, specially designed physical education, etc. IEP case managers can identify the IEPs that include those services in order to plan for compensatory services when regular school operations restart. Compensatory services are still an individualized decision for the IEP team. Students who miss services but make appropriate progress may not require compensatory services. The District should avoid thinking of these situations as requiring a one-to-one replacement for every minute of services missed during the closure. Nevertheless, after an extended closure, all special education staff will be responsible for coordinating the review with student IEP teams, including regular education teachers and principals, for how the closure impacted the delivery of special education and related services to students eligible for special education services. Legal guidance language such as "every effort, equal access, same opportunities, greatest extent possible" will be challenged when virtual learning is perceived as not accessible or not successful for our students with disabilities. Given that our most recent count of students with IEPs was approximately 560 being serviced by approximately 80 staff members, these meetings and any determinations of compensatory services, which will require staff time to conduct, could reasonably continue through the summer months.

Questions Without Immediate Answers:

How will teachers keep students progressing at a similar rate through the content when their participation will vary greatly? How do we prevent increasing gaps in our student progress for those who don't adequately participate?

How are grades/grade point averages/credits determined should the closure extend beyond the four weeks? How will grades be appropriately determined if student participation is not mandatory?

DPI's guidance at this time: This closure order currently only extends through April 6; however, the current public health emergency is a rapidly evolving situation, and we will be reassessing our recommendations and requirements for schools on an ongoing basis in order to protect the health of students, educators, staff, and the public. Districts may also make independent determinations about their planned events. Please look for updates from both the DHS and local schools and districts.

Will students be taking the Wisconsin Forward Exam, Dynamic Learning Maps (DLM) and/or ACT Aspire test this year?

Technology Update 3/17/20

Marc Gabrysiak

The Tech Department is continuing to work during the school closure that started on Monday. The entire staff is working normal hours as of Tuesday, March 17, 2020. The workload has been down somewhat with not having students in the buildings. All network functionality is working normally for staff within the buildings. Skyward is operational for staff both within and outside of the buildings. G-Mail is operational along with all Google functionality such as Drive, Docs, etc. We are supporting all functions as we normally do. The workload is going to go up exponentially with the late afternoon decision to move education towards a distance learning model starting March 30th. Staff are now having to prepare for that move from remote locations as they will no longer be allowed into the buildings as of Thursday the 18th.

Students grades 3 through 12 have their Chromebooks and those can be used for educational activities once those proceed through virtual learning. Buildings will be open for students who weren't in school to retrieve their Chromebooks to take home if they don't currently have them.

We've set up support hours for student Chromebooks at Germantown HS from 8:00 AM to 2:00 PM during the week. That is based on the hours the building is open as of this writing. That is for all levels of students.

Staff are able to request support through the Helpdesk as normal, and we are able to provide support remotely through our Zenworks application. Our Helpdesk email (helpdesk@gsdwi.org) is available to staff who have tech related questions.

We are working with the Department of Pupil Services to assist in getting student devices to the students who need to use them at home. Those activities will be conducted by DPS staff and we'll assist as needed. Those devices will be supported by us at Germantown HS similarly to how the Chromebooks will be.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** COVID-19 Economic Relief Plan
FROM: Ric Ericksen/Mike Nowak **BOARD MEETING:** March 18, 2020
DATE: March 17, 2020 **AGENDA ITEM:** VI. F.

Federal government is considering numerous options to the tune of nearly \$1 trillion dollars of economic relief for US citizens impacted by the COVID-19 pandemic outbreak. With that in mind, the Board of Education will need to formally consider the impact on its local situation in that regard. Business Manager Ric Ericksen and Human Resources Director Mike Nowak have provided the Board with attached background information regarding those local considerations to contemplate in relation to the Federal initiative for addressing the economic hardships ahead as a result of the pandemic effect on a multitude of subjects.

RECOMMENDATION: Will of the Board.

COVID 19 - Labor Issues

Compensation for Aides (Hourly)

In surveying 10 school districts from the surrounding area, (Brown Deer, Cedarberg, Grafton, Germantown, Mequon-Thiensville, Nicolet, Northern Ozaukee, Port Washington, Shorewood, and Whitefish Bay) the vast majority of school districts have committed to providing regular pay to employees during the time of closure. Many of these districts expressed concern about what this practice would mean in the event that school closures were prolonged. Two of the districts have created working opportunities for aides which include cleaning and learning experiences in the form of online modules. Additionally, most districts reported that they would be working with their boards on the issue moving forward.

The practice of offering support staff the ability to utilize PTO during school closure may be considered as it was when we experienced an unusually high number of inclement weather days last year (6).

School Closure

The same districts reported that they significantly limited the number of employees in active on-site attendance beginning Monday, March 16th. Teachers haven't been onsite during the week. Instead, they have worked from home in an online capacity. In most cases this involved preparing for and engaging in virtual instruction with students. A major concern raised by all districts is the possibility that the current closure lengths for all districts may need to be extended.

DPI Waiver - Minutes of Instruction

Yesterday (3/16), the Department of Public Instruction announced that school districts would have the opportunity to waive the required number of instructional minutes for the year if they submitted a waiver. A major factor in considering the submission of a waiver is the fact that absent virtual instruction, this would potentially lead to a school year that ends in late June or July depending on the length of closure. This could significantly impact summer school. Additionally, the number of contracted days for teachers (191) could be a topic for discussion.

Year-End Activities

The volunteer goal, wellness benefit incentive, and professional goals for teachers are all submitted towards the end of the school year. The current school closure and any extension could hinder the completion and of the activities. Minimally, it may impact the quality of work demonstrated in each of these areas.

Employee Susceptibility

A major factor in regard to employee attendance during the week of March 16-20 has been the physical health of employees and relatives and any susceptibility factors such as age and immune system considerations. Similarly, many employees have noted the travel status of family members as being of significant concern.

Germantown School District
Germantown, WI.

To: Mr. Jeffrey Holmes, Superintendent

From: Richard A. Ericksen, Business Manager

Date: March 17, 2020

Subject: COVID-19 Impact: Budget & School Finance, Business Office Operations,
Buildings & Grounds, Risk Management, Food Service

Below is a snap shot commentary on this subject based on the best information available as of the memorandum date received from a variety of sources.

Budget

- Final interest income will likely be less.
- Spring sports student fee income will likely be less.
- Booster Club, PTA income & concession income will likely be less, therefore donations will likely be less.
- Facility rental income will likely be less.
- Utility may occur, however the first ever pool drain will be done over spring break and will result in the uncertain utility impact relative to sewer-water-reheating the water.
- Cleaning and sanitizing supplies will likely be greater.
- There have been multiple inquiries by hourly staff relative to work. While the Board of Education may not choose to pay individuals for time not worked in will not be a “gross savings” as a result, there will be a “net savings” after unemployment compensation is factored in.
- A new accounting transaction code has been set up to track non-payroll costs relative to COVID-19. Tracking of payroll costs are being dealt with differently.

School Finance

- The second installments of property tax payments paid to the village by the property owner is due July 31, 2020. There will likely be defaults and delays causing the August payment by the municipalities to the district to be in question. Thereby creating cash flow shortages and additional borrowing expenses.
- Should the district final net shared cost be impacted (increased) by “cause and effect” the amount of general equalized aid received in 2020/2021 could be negatively impacted.
- Categorical aid, such as transportation and special education aids, could be adversely effected.
- Meaningful and specific promulgation of rules/process should be released as part of the Economic Relief Bill being legislated by Congress.

Business Operations

- Logistics relative to payroll and paid time-off and unpaid time-off impacts timing of payroll and the processing of deductions and withholdings.
- Greater latitude has been given to teachers & the Director of Teaching & Learning for purchasing decisions relative to distance learning objectives. Greater latitude has been given to the principals and the Director of Teaching & Learning relative to exceeding budget for the same purpose.
- The accounts payable clerk has been directed to continue to pay bills for items received and services rendered without interruption. The authority to the release of these payments should be unilaterally given to the Director of Business Services for the months of March and April.

Buildings & Grounds

- The department is experiencing backorder issues in the areas of toilet paper, paper towel, floor cleaner, hand soap, gloves, etc.
- The department is working through logistical issue for delivery of goods purchased via purchase order. All necessary purchase will redirect the delivery site to be the district's warehouse. Non-essential ordering has been placed on hold until further notice.
- As of today, contracted vendors will be allowed to come in over spring break as previously scheduled while new considerations are being explored for the closure period that is not part of spring break. The Building Committee will be deliberating Wednesday evening, March 18, on this matter.
- The Director of Teaching & Learning, in conjunction with Buildings & Grounds, have requested that teachers remove all personal items, open up flooring space, and clear counter tops in their classrooms so that a thorough cleaning can take place during the closure period.
- Deliver logistics: We are hearing that some companies are requiring customer warehouse recipients of products to sign a waiver prior to the unloading of products.

Risk Management

The Director of Business & Auxiliary is monitoring all sources from the district's risk management consulting firm on this subject. This includes but is not limited to any commercial insurance changes and employee benefit considerations as highlighted in the attached communication.

Food Services

The Food & Nutrition web link has important information on available lunch boxes and directions to families on how to receive. Superintendent Holmes has also directly communicated with families.



March 13, 2020

Dear GO Riteway School District,

As we move together into unprecedented territory with prolonged school closures due the global Coronavirus pandemic, I want communicate our recommendations for addressing the safety and stability of your student transportation services going forward. Of course, we have a variety of contractual agreements, but in the current state of emergency we want to perform optimally for all of our districts with partnership agreements that supersede contractual obligations.

As you know, our industry was in the midst of a historical driver shortage crisis before the Coronavirus pandemic started. Our concern with a prolonged school closure is that it will significantly impair our ability to serve you when you decide to resume classes. As we learned last year with unprecedented school closures due to weather, our company cannot financially sustain the loss of unlimited transportation billing days.

Roughly 70% of our company cost structure to serve you is fixed (Buildings, Vehicles, etc.) and 30% is variable (Driver expense). If our drivers go without pay and our company does not have the revenue over an extended period, it will damage our ability to serve you when you are ready to resume classes. Our recommendations for maintaining the safety and stability of your student transportation services through this state of emergency is the following:

- GO Riteway school districts use their transportation budget and / or access to emergency government funding to continue to pay GO Riteway at the average daily billing rate.
- GO Riteway will continue to pay district drivers for their average daily routes to ensure that we retain these drivers for when school is ready to resume.
- GO Riteway will continue maintain a local operation with terminal staff to perform limited services for the district including things like charter work, transporting special needs students, or transporting lunches at the discretion of the district.
- GO Riteway will deep clean and disinfect buses throughout the down period and ensure that buses are clean and properly maintained during the down period and ready to support the district when you are ready to resume classes.

With access to the normal revenues set aside for student transportation in your school district budget, GO Riteway will have the ability to retain drivers and safely serve your district with strong continuity through this emergency and into the future. We value the spirit of all of our school district partnerships and we are confident that we can successfully navigate this crisis together. Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to be "B Zanotti".

Bob Zanotti
President

A handwritten signature in black ink, appearing to be "Ron Bast".

Ron Bast
Chairman

A handwritten signature in black ink, appearing to be "Wendy Bast".

Wendy Bast
Vice-Chairman

A handwritten signature in black ink, appearing to be "Rochelle Bast".

Rochelle Bast
Vice-Chairman

A handwritten signature in black ink, appearing to be "RJ Bast".

RJ Bast
Vice-Chairman



Ric Ericksen <rericksen@gsdwi.org>

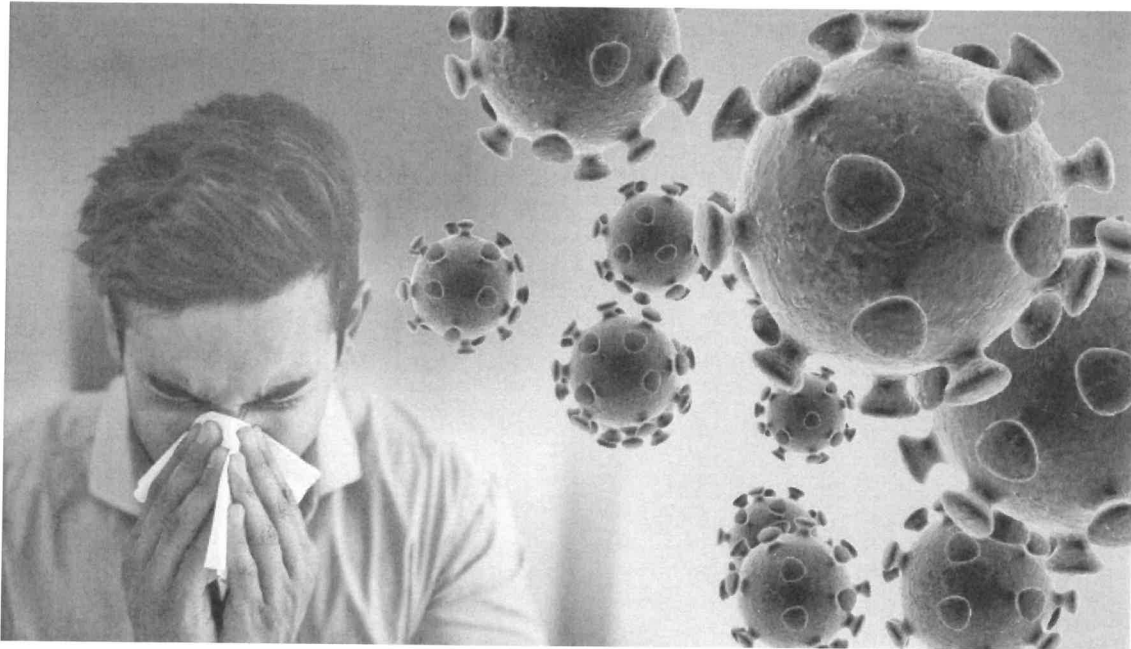
Coronavirus | R&R Insurance Update

1 message

Jack Riesch, Owner R&R Insurance <marcomm@rrins.com>
To: rericksen@gsdwi.org

Mon, Mar 16, 2020 at 4:33 PM

Click [here](#) if you are having trouble viewing this message.



While Coronavirus (COVID-19) is showing its' impact daily, R&R Insurance is keeping up-to-date with local, state and federal authorities. The safety of our employees, customers and their families is our top priority.

R&R Insurance is a trusted business partner with a history of standing strong through challenging times. Being available for our customers is part of our culture and mission.

As a pillar of consistency in the communities we serve,

- **R&R Insurance remains open for business**
- Should conditions or restrictions around COVID-19 escalate, R&R Insurance remains capable of servicing our customers through technology tools and flexible working arrangements with our service staff and professional resources.
- R&R remains ready to address any insurance need or service request you might have during this time.

Public events at R&R Insurance, like client education seminars and community gatherings have been postponed or cancelled. If you are registered to attend one of these events, you will receive a separate communication with additional details.

As a single resource for insurance questions, we have created a webpage that is updated regularly, [MyKnowledgeBroker.com/coronavirus-resources-for-businesses](https://www.myknowledgebroker.com/coronavirus-resources-for-businesses).

Jack Riesch
Executive Vice President & Owner

R&R Insurance Services, Inc.
N14 W23900 Stone Ridge Drive, Waukesha, WI 53188
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GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** DPI Instructional Time Waiver
FROM: Jeff Holmes **BOARD MEETING:** March 18, 2020
DATE: March 17, 2020 **AGENDA ITEM:** VI. G.

The Department of Public Instruction (DPI) has announced that they will waive the hour requirement "...for any school district that requests the DPI to do so due to this ongoing public health emergency. As you and your community navigate the decisions ahead and look at what continuity of learning you can provide in this unprecedented situation, the department wants to ensure the agency is eliminating barriers in your ability to do this. You will still need to request this waiver per state law, but the DPI will expedite this process to make it as easy as possible for you. Accordingly, we are asking the governor to suspend a portion of the Administrative Code, so we may provide an expedited process and simple form for you to use to request a waiver and have it granted immediately. The department will provide you with this expedited process in the upcoming days." As indicated by the announcement, we are now confident that Germantown School District will be able to attain a waiver. At this juncture the question of length of time and what that means to respective school boards in terms of making determinations about whether or not students have attained enough learning to advance is still being weighed. At both the local and State level, determinations will need to be made regarding grade-level advancement in relation to their requirements and graduation in relation to their requirements. Please note that only the Board has the authority to seek a waiver on behalf of Germantown School District and we already have justification from our North Shore Superintendents Quadrant's local health department for seeking the waiver - please see attached.

RECOMMENDATION: Grant the District Administrator the authority to complete the waiver and bring back to the Board for their consideration at the earliest opportunity.



NORTH SHORE HEALTH DEPARTMENT

BROWN DEER OFFICE
4800 W. Green Brook Dr.
Brown Deer, WI 53223-2496

SHOREWOOD OFFICE
2010 E. Shorewood Blvd.
Shorewood, WI 53211-2303

(414) 371-2980 • fax (414) 371-2988
nshealthdept.org

March 16th, 2020

Dear Wisconsin Department of Public Instruction:

The North Shore Health Department has been thoroughly evaluating the developing COVID-19 situation in Wisconsin and providing guidance to our schools on protective measures to support the health and safety of our community. Through collaboration with the schools and districts in our area, the North Shore Health Department determined that a four-week closure of schools is the best and most effective course of action. We have expressed to all the schools in our jurisdiction that we highly recommend this four-week closure period as an important public health strategy to reduce the spread of COVID-19.

We have made these closure recommendations with these factors in mind:

- The impact of a single case in any one school in a district would be significant. If one teacher or student becomes infected every close contact will need to be quarantined for 14 days. Close contacts include anyone who spends time, within six feet, of the positive case. When considering the proximity of a school environment, the contacts and exposures grow exponentially, and quickly.
- We are supporting closures before community transmission is confirmed to greatly reduce further spread of the COVID-19 in the community.
- A four-week closure allows teachers time to prepare distance and virtual learning opportunities, encompasses spring break and allows a 14-day, post spring break travel quarantine for staff and students who may have traveled to communities with COVID-19 spread. After 14 days individuals who have travelled over spring break will have passed the 14-day quarantine time frame. The four-week recommendation will be reassessed based on the impact of COVID-19 in our communities. We are continuously monitoring the growing number of COVID-19 cases in the North Shore and Wisconsin.

The North Shore Health Department supports the requests made by the school districts in the North Shore area to receive a waiver for the required instructional hours. We understand the immense challenge that this four-week closure presents to the schools in meeting the required instructional hours, yet we must prioritize the collective health of our community at this time. We continue to provide support to our area schools in the protective public health measures that they choose to take, and we ask for your consideration of their request.

Sincerely,

Ann Christiansen, MPH
Health Director/Officer