



MEMO

TO: Wes-Del Staff
FROM: Kyle Mealy, Superintendent
DATE: March 13th, 2020
RE: Work during extended elearning period

Wes-Del Community Schools administrative team has been working closely with local public health officials to plan and prepare in response to the coronavirus (COVID-19) pandemic. Based upon the information we have today, it is time to take responsible action in an effort to prevent the spread of illness. **Wes-Del Community Schools will implement “extended elearning” beginning on Monday, March 16, 2020 through Friday, April 3, 2020. Elearning days DO NOT include our spring break which is Friday, March 20th, 2020 through Monday, March 30th, 2020.**

OFFICES AND BUILDINGS

At the direction of the health department, we are able to have our buildings open for staff to work during the extended elearning period. We will not open our buildings to students, parents, or community during the extended elearning period. Our buildings will be open to staff during normal working hours. **ONLY STAFF MEMBERS WILL HAVE ACCESS. CHILDREN AND/OR FAMILY OF STAFF WILL NOT BE PERMITTED IN THE BUILDINGS.**

NON-CERTIFIED STAFF

All non-certified staff may work their normal working hours under the direct supervision of the building principals, maintenance director, food service director, or transportation director. All supervisors may assign work or tasks as they see fit during those hours. It is optional, not required, for all non-certified staff to work during this extended elearning period. Our board understands that many rely on the income from these hours of work, and I want to thank the board of trustees for their understanding and effort. There will be no latch-key or preschool services, but those non-certified staff may work during the normal school hours.

CERTIFIED STAFF

Teachers and certified staff are welcome to come into work during the extended elearning period if needed. The building will be available to staff only. At this time no children or family members are to be in the building only staff members. Whether teachers come to the buildings or not, teachers are required to be available for students during eLearning days at their normal eLearning hours.

COMMUNICATION

All staff members should be checking email daily, as well as, social media and the school corporation website for updates. If you have any questions or concerns, contact your building principal.

Currently, our plan is for school to be back in session on Monday, April 6, 2020. In the event we need to cancel additional days of school at that time, we will begin using our waiver days or continue elearning instruction. This is an unprecedented time for all, but we are a strong family at Wes-Del and we will get through this together. #WDpride

Sincerely,

Kyle Mealy
Superintendent