

**Agenda—Special Board Meeting
Hosted Digitally via Zoom
April 1, 2020 7:30 a.m.**

A. Special Meeting Called to Order

B. Action / Discussion Items

1. Resolution of the Board Regarding Wage Payments during Emergency School Closings (Appendix A)
 - ***Recommended Action***
Motion to approve the Resolution of the Board Regarding Wage Payments during Emergency School Closings

2. Waiver Application Packet (Appendix B)
As a result of COVID-19 and the closing of our school buildings, school districts must submit an application to waive 2019-20 attendance requirements in order to receive exemption from KSA 72-3115. (1,116 attendance hours for all students and 1,086 attendance hours for high school seniors)

The Waiver Application Packet includes the following items:

1. Waiver Application
2. Assurances Document
3. Continuous Learning Plan Application

- ***Recommended Action***
Motion to approve the Waiver Application Packet which includes; Waiver Application, Assurances Document, and the Continuous Learning Plan Application

C. Adjournment

New Executive Session Motions (if needed at any time in the meeting)

1. Personnel

Motion for the Board to go into executive session to **(subject)** pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session to **(subject)** pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session to **(subject)** pursuant to the exception relating to actions adversely or favorably affecting a student under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session to **(subject)** pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session to **(subject)** pursuant to the exception for preliminary discussion of the acquisition of real property under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect the district's financial interest and bargaining position.

Resolution of the Board Regarding Wage Payments during Emergency School Closings

WHEREAS, the board is authorized to expend funds of the Durham-Hillsboro-Lehigh U.S.D. 410 for purposes necessary in the conduct of the public schools as determined by the board;

WHEREAS, the board acknowledges that during an emergency closing, most district employees are instructed not to report for work;

WHEREAS, the board finds that a need exists to address wage payments for employees who are idled resulting from an order by the Kansas Governor Laura Kelly in conjunction with the Kansas Department of Health and Environment and the Kansas State Department of Education resulting from the COVID-19 Pandemic of 2020;

WHEREAS, the board determines that employees who are instructed not to report to work may suffer a loss of pay if the district or its attendance centers are closed;

WHEREAS, the Kansas Legislature has declared in House Substitute for Senate Bill 142 its intent that any school district applying for a waiver of the mandatory school term under K.S.A. 72-3117, and amendments thereto, shall continue to pay all current hourly employees during times of closure; and

WHEREAS, the board concludes that continuing wage payments to all regular employees, both salaried and hourly, who suffer a loss in pay due to an emergency closing serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of district staffing when schools reopen;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Durham-Hillsboro-Lehigh Unified School District 410 authorizes continued wage payments to all regular employees, including regular salaried and hourly employees and employees under current contract with the board who are instructed not to report to work on days they would otherwise be required to be working during an emergency closing.

The authority granted by this resolution to continue wage payments to idled employees is effective for the period of March 16, 2020 through June 30, 2020, unless the Board takes action to authorize payment during a longer duration.

Adopted this 1st day of April, 2020, by the USD 410 Board of Education.

BOARD PRESIDENT SIGNATURE

BOARD CLERK SIGNATURE

Waiver Application Packet



As a result of COVID-19 and the closing of school buildings, school districts must submit an application to waive 2019-2020 attendance requirements in order to receive exemption from KSA 72-3115. (1,116 attendance hours for all students and 1,086 attendance hours for high school seniors)

To apply for the waiver, you must complete and submit by April 8th the following items contained within this document:

1. Waiver Application
2. Assurances Document
3. Continuous Learning Plan Application

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

Please direct questions to the following:

- Waiver Application: ddennis@ksde.org
- Plan for Continuous Learning: mmiller@ksde.org

To access Continuous Learning guidance documents and resources, visit:
<https://sites.google.com/ksde.org/kansascontinuouslearning2020/home>

Application to Waive 2019-2020 Attendance Requirements



Date April 1, 2020

School District Name Durham-Hillsboro-Lehigh USD 410

Superintendent name Max Heinrichs

Board President name: Mark Rooker

1. Who closed your schools? (Check all applicable)

- County Health Department
- Secretary of Health and Environment
- Governor
- Military Base Commander

2. How many hours was your school district open during the 2019-20 school year?

897 hours

3. How many hours are you requesting be waived from school term of 1,116 hours for the 2019-20 school year?

219 hours

NOTE

The Continuous Learning Plan Application must be completed and submitted as part of the waiver request.

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

Assurances Document



Date April 1, 2020

School District Name Durham-Hillsboro-Lehigh USD 410

This assurances document needs to be returned to KSDE with your request to waive attendance requirements and your continuous learning plan no later than Wednesday April 8, 2020, to indicate that the district will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year.

USD 410 hereby assures the Kansas State Board of Education it will follow the requirements for a Continuous Learning Plan for the remainder of the 2019-2020 school year:

1. USD 410 assures the State Board that it will develop a continuous learning plan that will meet the Kansas requirement for a waiver of the minimum requirement of 1,116 hours of school.
2. USD 410 assures the State Board that it will pay all current hourly employees during the balance of the 2019-2020 school year based on the plan developed and approved by the local Board of Education.
3. USD 410 assures the State Board that it will send the Continuous Learning Plan to the Kansas State Department of Education on or before April 8, 2020.
4. USD 410 assures the State Board that it will enroll all new students according to the state statute and the school district's enrollment policies and provide an educational plan for all new students for the duration of the 2019-2020 school year.
5. USD 410 assures the State Board that it will apply a health and safety policy limiting the opportunity for students, staff and families to be exposed to potential pathogens that could lead to illness.

Superintendent Signature

Date

Board of Education President Signature

Date

Please print this document and sign.

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

Continuous Learning Plan Application



Date April 1, 2020

School District Name Durham-Hillsboro-Lehigh USD 410

Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

The USD 410 faculty and staff have been meeting for content and teacher training during the week of March 23. We are also utilizing training and support from ESSDACK and our IT Department to make sure our staff feels comfortable delivering content in a new manner.

We have trained staff in deliveries including, but not limited to, Google Classroom, Class Dojo, ZOOM, Edgenuity, and Canvas. As needs arise, staff will be given the training needed.

Please describe how you will ensure continuous learning is available for every student.

USD 410 will follow the guidelines laid out in the Continuous Learning Plan provided by the task force, which include surveying our families on technology access, planning learning activities that meet the time frame guidance at each grade level, creating office hours where students, parents, and teachers, can all interact, and making accommodations for students with needs, both academically and in regards to technology access.

Will online learning be used?

Yes, we plan to provide students with opportunities to participate in "live" lessons, as well as viewing recorded or posted content at any time during the day. Our staff are using Google Classroom, Class Dojo, ZOOM, Edgenuity, and Canvas to house their content and connect with students/parents. We plan to add new delivery modes as needed in the future.

If so, is tech support available for families and teachers?

We will provide families with an email address to send all technology questions and will also establish office hours where staff can be reached by phone, including time in the evening. We plan to create a FAQ page devoted specifically to technology questions, including helpful tips and links to how-to videos. For those families without adequate access, we will provide experiences for students that do not require any technology and will create a communication system for teachers and students to communicate and share completed work.

If so, how will you ensure that all students have adequate access to devices and internet?

We established office hours where staff could be reached by phone, including some during the evening. We will also provide experiences for students that do not require any technology and will create a communication system for teachers and students to communicate and share completed work.

Please describe additional measures you will take to support students with disabilities, and students served under Title Programs (ELL, Migrant, etc.).

We believe communication with our families of students with disabilities and Title Programs is critical, so we created a communication plan including documentation to be sure we make continual and consistent contact with these students and families. In addition, we created office hours for our special education and title staff for families for direct communication. Our special education and Title teachers will continue to collaborate with our general education teachers to ensure the needs of ALL our students are being met by having access to the materials, making accommodations, and providing support. For our ELL and migrant families, we will provide access to a variety of language specific learning tools they could use to continue their English language development, and we will provide specific time and access for these students to support sessions.

How will teachers check-in with students?

Teachers established regular office hours, provided email and phone numbers, and met with students virtually at least twice a week. Teachers documented their check-ins with students in a shared spreadsheet or Google Doc, and counselors and other staff made contact with students expressing additional needs, both academic and social emotional.

Describe your plans for continued Career and Technical Education.

Teachers will continue to focus on encouraging behaviors, workplace skills, and specific competencies as outcomes through virtual delivery. Students will concentrate on

honing their workplace skills through virtual field trips, remote conversations with mentors or job shadow partners, etc. Our teachers will continue to collaborate to share content and ideas for lessons, as well as PBL and cross-curricular projects. Our teachers have worked together for several years on cross-curricular projects using our ESSDACK and Buck Institute PBL trainings. To keep a stable environment, we do not plan to bring small groups in to do projects at this point.

Do you have a plan in place to address graduation for seniors?

Our graduates are expected to pass 26 of 32 credits to graduate. We believe our administrative team, counselors, and staff will work closely with students and parents to ensure they remain on pace for graduation. We will work individually with at-risk students to ensure our process does not negatively impact their ability to graduate. We also continue to work with parents and students to find ways to honor our graduates.

Social and Emotional Supports

How will you utilize counselors and social workers?

Our counselors, social workers, at-risk teachers, and classroom aides will lead communication efforts with our staff and families regarding resources available in our community and through the school, providing direct communication for those families most in need. They will be available to school staff and families per request to assist with stressors that arise. For general education students, counselors/social workers will determine which students are in need of virtual social work services and will provide those services following current HIPPA/FERPA guidelines. Special education social workers will be part of the IEP team developing the Individualized Continuous Learning Plan to determine if/how social work-related services will be provided.

How will you support students' social-emotional needs?

Our staff will engage students in developmentally appropriate conversations and lessons to discuss the news around COVID-19. Staff will also provide consistency in daily school routines and continue SEL and community-building practices, which help maintain a sense of emotional safety and support.

How will you engage families and caregivers in supporting the social-emotional needs of their children?

Our staff will provide families with consistent communication, as well as guidance and support in talking with their children about coronavirus. Our staff will consider the different needs of students and families when making response plans and connecting

them to the necessary resources. This includes ensuring that response plans will fully meet the needs of students and families who are homeless or in transitional living situations, may not have easy access to computers or the internet, receive free or reduced-price meals through school, or rely on support services at their schools.

Family Community Communication

How will you keep families informed?

Our staff has been meeting for content and teacher training during the week of March 23. During this process, we have been updating students, families, and community members by phone, email, social media, etc. Our IT staff will create a FAQ page and share it on our website and using other communication forms (i.e. social media, email, etc).

How will you collect feedback from families?

We have created surveys with KSDE and other resources to gather feedback from families. We will use this information to develop supports that meet the unique needs of all students by continuously checking back in with staff, students, and families after implementation to gauge the success of your plans and adjust as needed.

How will you evaluate the validity of the feedback and respond?

We continue to analyze our feedback from parents and students to develop practices. Our plan to help families will be to create a page on our district website with answers to the most frequently asked questions from the survey responses. We will also use office staff and other classified personnel to respond to emails and/or phone calls.

How will you support families and caregivers as they facilitate learning at home?

Our focus will be on enrichment and activity-based learning that families can do together with parents comfortably leading. We will provide office hours for all teachers, including special education, Title staff, and counselors/social workers to be sure families can communicate and ask questions.

Other

How will you reflect, monitor & evaluate the effectiveness of the implementation of this plan and the results?

We will continue to survey staff, students, and families and will use that survey data to continually update and improve our content, delivery, and communication.

WAIVER APPLICATION

Please describe the measures you will take in collaboration with your local county health department to protect the health and safety of students, staff and families.

We will be in regular communication with our county health officials and will make decisions based on their recommendations. Additionally, official communication we send out will be in coordination with county and state officials.

Superintendent Signature

Date

Board of Education President Signature

Date

Please print this document and sign.

Please direct questions to the following:

Plan for Continuous Learning: mmiller@ksde.org