

Dear Principals,

First, thank you for everything you are doing for your students. At this time, We think your best use of time will be to follow up with teachers on instruction, work with seniors to get grades finalized, and handle parent calls and questions as best as you can for now. With that being said, we would like to make some recommendations to you:

1. Turn over serving meals to students on Mondays and Wednesdays to someone else. My recommendation would be to allow coordinating teachers, curriculum strategists, assistant principals, and 12 month employees (such as ag teachers) take this over to relieve you of that responsibility. Some of these groups of employees will welcome the leadership opportunity. At this time, you have other priority areas that we would prefer you focus your efforts on.
2. I also suggest your technology coordinators working with technology issues experienced by your staff for those who may encounter questions or problems as they are instructing students.
3. Bookkeepers should be continuing to pay bills, make deposits, etc. as needed.
4. Nurses are continuing to monitor student records and are compiling lists for those students who will need immunizations prior to the start of school in August. Parents will be contacted and or receive letter for this notification.
5. Final SBLC meetings will need to be held virtually once the end of school is finalized. Be careful in retaining students since they have lost 25% of their face to face instruction with teachers.
6. YRC will be responsible for submitting grades to school counselors so senior grades and others will be finalized. YRC should contact students about continuing with online learning (Edgenuity) and communicate with school counselors on each student.
7. Practices for sports should not be occurring during this time of school closure. However, students may be contacted regarding exercise routines that students may perform on their own.
8. Beginning Monday, April 13, meals will only be served on Mondays and Wednesdays, but multiple days of meals will be provided on those days.

9. Be aware of and monitor which teachers need support in providing instruction and which parents have not been contacted. Create a plan to address this.
10. Make sure copies of materials are available for students/parents to pick-up for your grades for core subjects.
11. Conduct weekly or bi-weekly Zoom meetings with faculty to update them and hear how things are going. Continue to make recommendations on improving distance instruction and encouraging teachers to continue to reach out to students. Don't let “
12. Monitor IEP completion with special education teachers, and make sure you serve as ODR as needed for special education meetings.
13. Begin thinking of a plan to allow students to get their materials from the school. We are getting more and more calls requesting to get their notebooks, workbooks, etc. from schools. We will also need to think about how students will need to clean out lockers and teachers clean out rooms if we do not return to school in May.

Thanks again for all you've done, and we continue to depend on your leadership at your school site for helping make us as successful as possible in meeting the educational needs of our students.

Mike Milstead
Superintendent

Lisa Bastion
Asst. Superintendent