

**MINUTES OF THE BOARD OF EDUCATION MEETING  
AUGUST 24, 2020  
5:30 P.M.**

The Board of Education of Unified School District 234, Fort Scott, Kansas, met in special session at the Fort Scott Middle School Commons at 5:30 p.m.

PRESENT: Jamie Armstrong, Kellye Barrows, Gary Billionis, Danny Brown, Lynette Jackson, David Stewart, James Wood

ALSO PRESENT: Brandon Boyd, David Brown, Ted Hessong, Robyn Kelso, Joy McGhee, Andrea Scott, Gina Shelton, Amber Toth, Stephanie Witt

OTHERS PRESENT: Connie Billionis, Stephanie George, Dakota Hall, Roberta Lewis, Angie Kemmerer, Stephen Mitchell, Jason Silvers

**OPEN THE MEETING – 5:30 P.M.**

President Stewart opened the meeting at 5:30 p.m.

**FLAG SALUTE**

**CONSIDER REVISED 2020-21 CALENDAR**

It was moved by Mrs. Armstrong, seconded by Mr. Stewart, and carried by unanimous vote that the board approve the following 2020-21, 1116-hour district calendar:

# 2020-21 CALENDAR

## UNIFIED SCHOOL DISTRICT 234 – FORT SCOTT, KANSAS

| JULY 2020 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    | 1  | 2  | 3  |
| 6         | 7  | 8  | 9  | 10 |
| 13        | 14 | 15 | 16 | 17 |
| 20        | 21 | 22 | 23 | 24 |
| 27        | 28 | 29 | 30 | 31 |

| AUGUST 2020 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 3           | 4  | 5  | 6  | 7  |
| 10          | 11 | 12 | 13 | 14 |
| 17          | 18 | 19 | 20 | 21 |
| 24          | 25 | 26 | 27 | 28 |
| 31          |    |    |    |    |

| SEPTEMBER 2020 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                | 1  | 2  | 3  | 4  |
| (7)            | 8  | 9a | 10 | 11 |
| 14             | 15 | 16 | 17 | 18 |
| 21             | 22 | 23 | 24 | 25 |
| 28             | 29 | 30 |    |    |

| OCTOBER 2020 |     |    |     |    |
|--------------|-----|----|-----|----|
| M            | T   | W  | T   | F  |
|              |     |    | 1   | 2  |
| 5            | 6   | 7  | 8   | 9  |
| 12           | 13  | 14 | 15* | 16 |
| 19c          | 20c | 21 | 22  | 23 |
| 26           | 27  | 28 | 29  | 30 |

| NOVEMBER 2020 |     |    |    |    |
|---------------|-----|----|----|----|
| M             | T   | W  | T  | F  |
| 2             | 3   | 4  | 5  | 6  |
| 9             | 10b | 11 | 12 | 13 |
| 16            | 17  | 18 | 19 | 20 |
| 23            | 24  | 25 | 26 | 27 |
| 30            |     |    |    |    |

| DECEMBER 2020 |    |    |      |    |
|---------------|----|----|------|----|
| M             | T  | W  | T    | F  |
|               | 1  | 2  | 3    | 4  |
| 7             | 8  | 9  | 10   | 11 |
| 14            | 15 | 16 | 17*  | 18 |
| 21            | 22 | 23 | 24   | 25 |
| 28            | 29 | 30 | (31) |    |

| School Quarters End | Student Contact Days |
|---------------------|----------------------|
| Oct. 15             | 27                   |
| Dec. 17             | 40                   |
| Mar. 4              | 42                   |
| May 13              | 42                   |

| No School                     |                 |
|-------------------------------|-----------------|
| Professional Development Days | Aug. 14, 17-21, |
| 24-28, 31-Sept. 1-4           |                 |
| No School - Labor Day         | Sept. 7         |
| Work/Plan Day                 | Sept. 8         |
| Work/Plan Day                 | Oct. 16         |
| No School                     | Oct. 23         |
| Thanksgiving                  | Nov. 25-27      |
| Work/Plan Day                 | Dec. 18         |
| Christmas Vacation            | Dec. 21-Jan. 1  |
| Professional Development Day  | Jan. 18         |
| No School – Presidents’ Day   | Feb. 15         |
| Work/Plan Day                 | Mar. 5          |
| No School                     | Mar. 12         |
| Spring Break                  | Mar. 15-19      |
| No School - Good Friday       | Apr. 2          |
| Work/Plan Day                 | May 14          |

Early Release Days- Oct. 7, Nov. 4, Dec. 2,  
Feb. 3, Mar. 3, Apr. 7

- First day of school - full day-Sept. 9
- Progress reports computed
- Parent-teacher conferences in evening
- Last day – full day

- School not in session
- ( ) Administrative offices closed
- Professional Development Day – No School
- Work/Plan Day – No School
- △ Early Release (2 hours)

\* End of quarterly school period

Certified staff duty days – 174.5  
Student contact days – 151  
Early Release/Collaborative Time – 12 hours  
Professional Development Days – 17  
Work/Plan Days – 5  
Flex/Work Day - .5

| JANUARY 2021 |    |     |    |     |
|--------------|----|-----|----|-----|
| M            | T  | W   | T  | F   |
|              |    |     |    | (1) |
| 4            | 5  | 6   | 7  | 8   |
| 11           | 12 | 13  | 14 | 15  |
| 18           | 19 | 20  | 21 | 22  |
| 25           | 26 | 27b | 28 | 29  |

| FEBRUARY 2021 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 1             | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 |
| (15)          | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |

| MARCH 2021 |    |     |    |    |
|------------|----|-----|----|----|
| M          | T  | W   | T  | F  |
| 1          | 2  | 3   | 4* | 5  |
| 8c         | 9  | 10c | 11 | 12 |
| (15)       | 16 | 17  | 18 | 19 |
| 22         | 23 | 24  | 25 | 26 |
| 29         | 30 | 31  |    |    |

| APRIL 2021 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    |    | 1  | 2  |
| 5          | 6  | 7b | 8  | 9  |
| 12         | 13 | 14 | 15 | 16 |
| 19         | 20 | 21 | 22 | 23 |
| 26         | 27 | 28 | 29 | 30 |

| MAY 2021 |    |    |      |    |
|----------|----|----|------|----|
| M        | T  | W  | T    | F  |
| 3        | 4  | 5  | 6    | 7  |
| 10       | 11 | 12 | 13d* | 14 |
| 17       | 18 | 19 | 20   | 21 |
| 24       | 25 | 26 | 27   | 28 |
| (31)     |    |    |      |    |

| JUNE 2021 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           | 1  | 2  | 3  | 4  |
| 7         | 8  | 9  | 10 | 11 |
| 14        | 15 | 16 | 17 | 18 |
| 21        | 22 | 23 | 24 | 25 |
| 28        | 29 | 30 |    |    |

**CONSIDER MEMORANDUM OF UNDERSTANDING BETWEEN USD 234 BOARD OF  
EDUCATION AND FORT SCOTT KANSAS NATIONAL EDUCATION ASSOCIATION**

It was moved by Mr. Wood, seconded by Mr. Stewart, and carried by unanimous vote  
that the board approve the following memorandum of understanding:

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**Unified School District 234 Board of Education**  
**AND**  
**Fort Scott Kansas National Education Association**

The Unified School District 234 Board of Education (the "Board") and the Fort Scott Kansas National Education Association (the "Association") hereby enter into the following Memorandum of Understanding due to COVID-19:

1. The learning plans approved by the board will be put in place for the 2020-21 school year.
2. The Fort Scott KNEA negotiating committee, along with the board, will address issues related to this Memorandum of Understanding as the need arises.
3. All provisions of the collective bargaining understanding between the Board and the Association shall remain in effect except to the extent such provisions have been durationally modified by this Memorandum of Understanding.
4. This Memorandum of Understanding shall expire upon completion of 2020-21 school year.
5. This Memorandum of Understanding shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Understanding.
6. The Memorandum of Understanding will reflect the revised calendar listed as Appendix A in this agreement.
  - a. Original contract calendar days
    - i. 162 student contact days
    - ii. 14 hours early release/collaborative time
    - iii. 5 professional development days
    - iv. 5.50 teacher workdays
    - v. 2 parent/teacher conferences

- b. MOU contract calendar days
  - i. 151 student contact days
  - ii. 12 hours early release/collaborative time
  - iii. 17 professional development days
  - iv. 5.50 teacher workdays
  - v. 2 parent/teacher conferences

## 7. Work Responsibilities

- a. Faculty will perform their work responsibilities in the building, unless there is an agreement set forth through the accommodations process under the American Disability Act between the board and the member.
- b. Faculty will perform their work responsibilities according to the hours following:
  - i. Faculty reporting to the buildings will need to be in their classrooms no later than 7:30 AM. They should allow themselves time to have their temperature checked and do their daily employee screening.
    - 1. This will count towards and will not exceed the 40 minutes detailed in the negotiated agreement (at least 10 minutes before and at least 10 minutes after for a total of 40 minutes).
    - 2. Faculty with children in other buildings, shall be allowed to drop their children off before 7:30 AM at the other buildings to provide time for the faculty to be in their classrooms at the designated time.
  - ii. Faculty shall not enter the building prior to 6:00 AM.
  - iii. All faculty agree to exit the building no later than 5:00 PM so that adequate sanitization and cleaning procedures can be done, unless there is a specific approved activity taking place.
    - 1. All activities must be approved by the building administrator who shall communicate that to the Facility Director.
  - iv. There will be no building access on the weekend, unless there is a specific approved activity taking place.
    - 1. All activities must be approved by the building administrator who shall communicate that to the Facility Director.

c. Working Remotely

- i. Remote faculty must have sufficient infrastructure at their alternative location to perform their duties.
  - ii. Remote faculty will be available the same as those physically present in the building during the school day.
  - iii. Remote Faculty must be available to students and parents electronically or via phone.
    1. Should parents or students need to speak to faculty working remotely via telephone, they will be directed to email the teacher, and the teacher shall call at a mutually agreeable time using said teacher's personal phone. Teachers are encouraged to utilize \*67 to block their personal numbers or an alternative platform like Google Voice®.
  - iv. Remote teaching shall be limited to school days and be dependent of the learning model in place at the time.
- d. Teachers will check their email for questions from students and parents no less than three times per day: once in the morning, once mid-afternoon, and once late-afternoon. Teachers will respond to email in a timely manner, but no later than one school day.
- e. To the extent possible, communication between teachers and students/parents will be through email and/or the online platform being used to post/deliver instruction.
- f. Should faculty need assistance with troubleshooting technological issues, they should submit a ticket using the USD 234 Help Desk system or call their building office to submit a request.
- g. Should students need assistance with troubleshooting technological issues, they should contact the number arranged through the Director of Technology which shall be communicated to parents and students.
- h. Should faculty need assistance with students who are not participating, or otherwise not performing the required lessons, the teacher shall inform the building administrator who shall address the issue accordingly.
- i. In the event of school closure or partial closure, the days of remote learning shall be applied to the teacher work year as outlined in the collective bargaining agreement between the Board and the Association.
- j. Faculty will adhere to the USD 234 Return to School Plan regarding operations.

## 8. Employee Responsibilities

- a. Prior to coming to the buildings, all faculty should monitor themselves and should they have symptoms of COVID-19 or running a temperature of 100.00, they should not come to the building. They should report this to their supervisors.
- b. All faculty will be required to have their temperatures checked upon entering the building at the beginning of each workday.
- c. All faculty will complete a daily employee health screening form upon arriving at the building before beginning work.
- d. All faculty will make themselves aware of the symptoms of COVID-19 so that they can recognize symptoms not only in themselves, but also in students.
- e. All faculty will be required to wear masks. If there is a medical reason which does not allow them to wear a mask, they will work with the district on finding an agreeable solution.
  - i. Faculty will be allowed to take mask breaks during the day provided that:
    - 1. Indoors
      - a. In a space where no students are around and where the recommended social distancing between adults can be maintained.
    - 2. Outdoors
      - a. Allowed provided that social distancing requirements of 6 feet can be maintained.
- f. All faculty will maintain social distancing of 6 feet in the provisions set forth in Executive Order 20-59

## 9. Compensation

- a. Bargaining unit members shall be compensated their full salaries in accordance with the provisions of the collective bargaining agreement between the Board and the Association, provided their leave has not been depleted.
- b. Bargaining unit members who coach or supervise extra-curricular activities shall be paid their full stipends in accordance with the collective bargaining agreement between the Board and the Association with the additional expectations and understandings:

- i. In the event federal, state, or local authorities deem it necessary to delay, shorten, postpone, or cancel the activity for which the contract covers, coaches/sponsors who are members of the bargaining unit will receive their full supplemental pay for the sport/activity provided they fulfill other student-centered duties needed by the district. These duties will occur outside of the normal duty day and the hours will not exceed the normal hours of the sport/activity. Duties could include but are not limited to tutoring; Zoom office hours; supervising students before and after school; assisting with food service distribution in the event of school closure; supervising intramural activities, student conditioning programs, sport-specific educational activities, and/or other supervision of after school activities.

## 10. Absences and Leave

- a. In the event a bargaining unit member requires absence from work responsibilities, the bargaining unit member shall report such absences through normal means, communicate with their administrator and the Board will be responsible for informing parents of the absence.
- b. If faculty members are directed to quarantine or isolate, either because of close contact with a person who has a lab-confirmed case of COVID-19, because they have tested positive for COVID-19, or experiencing symptoms and seeking a medical diagnosis by order of the health department; the following steps will be taken regarding leave:
  - i. If the faculty member is able to perform their duties:
    1. Remote teaching assignment will be assigned
  - ii. If the faculty member is unable to perform their duties due to sickness related to COVID-19:
    1. Member will be covered under the provisions of the First Family Coronavirus Relief Act (FFCRA) through the act which is 2 weeks of paid leave if the emergency paid leave criteria are met.
      - a. Should the FFCRA not be extended after December 31, 2020, the district agrees to continue the act subject to the conditions under the district paid administrative leave.
    2. The district will provide an additional two (2) weeks of paid administrative quarantine leave provided the employee has:



- a. adhered to the recommendations and orders of the Governor of Kansas
  - b. adhered to the recommendations and orders of the Southeast Kansas Multi-County Health Department
  - c. adhered to the recommendations and orders of the Kansas Department of Health and Environment
  - d. If any of these are violated and quarantine is required, the faculty member will not be eligible and will then need to take personal leave.
- 3. The faculty member will be allowed to take available leave provided to them under the regular leave provisions including:
  - a. 10 days of discretionary
  - b. Any accumulated sick leave
  - c. Leave provided as a part of the sick leave bank
- 4. After all leave is exhausted, the employee will be docked for those hours not worked.
- iii. Leave will continue to be earned if an employee is under quarantine and not working.

#### 11. Evaluations

- a. Delay the regular scheduled evaluations.
- b. Probationary teacher evaluations to be continued as required.

#### 12. Essential Critical Infrastructure Workers

- a. Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, Education has been deemed "Essential" or "Critical Infrastructure" and the District is committed to continuing operations safely. If upon your travel to and from school, you are stopped by State or local authorities, you will provide your district identification to authorities indicating that you are employed in an "essential" industry and are commuting to and from work. (*COVID-19* -, n.d.)
- b. To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain

asymptomatic and additional precautions are implemented to protect them and the community.

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Ted Hessong, Lead Negotiator  
Unified School District 234  
Board of Education

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Roberta Lewis, Lead Negotiator  
Fort Scott KNEA

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Date

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Date

**CONSIDER 2020-21 HANDBOOKS**

It was moved by Mr. Stewart, seconded by Mrs. Armstrong, and carried by unanimous vote that the board table action on the handbooks.

**CONSIDER EMPLOYEE COVID-19 POLICY**

It was moved by Mrs. Armstrong, seconded by Mrs. Barrows, and carried by unanimous vote that the board approve the following employee COVID-19 policy:



## USD 234 Crisis Mitigation: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Staff

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The purpose of this plan is to outline the steps that every staff member should take to reduce the risk of exposure to COVID-19. The plan describes how to prevent staff exposure to coronavirus, protective measures to be taken in the classroom, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a staff member becomes sick.<sup>1</sup>

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**USD 234 Fort Scott Public Schools** take the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the education setting, which is crucial in reopening and keeping schools open during this Declared National Emergency.

In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan for Staff to be implemented throughout the School District. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”), Kansas Department of Education (KSDE) and our County Health Department for additional information.

This Plan is based on currently available information from the CDC, KDHE and KSDE (including *Navigating Change: Kansas’ Guide to Learning and School Safety of Operations*) and is subject to change based on further information provided by the CDC, KDHE, KSDE, and other public officials. *Navigating Change: Kansas’ Guide to Learning and School Safety of Operations*, along with other sources, have provided information to assist school district operations.

The District may also amend this plan based on operational needs and is only in place during the 2020-21 school year.

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This COVID-19 Exposure Prevention, Preparedness, and Response Plan for Staff has been developed with Guidelines for Reopening Schools recommend by superintendents throughout the United States as part of an ongoing AASA task force. (*AASA Central | Guiding Principles & Action Steps*, n.d.) Leadership emphasized the need for a clear national plan considering the diverse approaches and conflicting messages evident in states and districts and the multiple contingencies that may arise in light of the COVID-19 crisis. At the same time, we all agree that this unprecedented era represents a startling new time in public education. It provides staff, students and families the chance to revitalize education as a public institution and incorporate strategies and processes proven effective in making education for all learners equitable, experiential, engaging and authentic. As the COVID-19 outbreak develops, the information and recommendations contained in this document may change and thus, principals and superintendent should continue to monitor developments in this area.

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## I. Responsibilities of Administrators, Principals and Directors

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All Administrators, Principals, and Directors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan . This involves practicing good personal hygiene and school building safety practices to prevent the spread of the virus. Administrators, Principals, and Directors must encourage this same behavior from all employees.

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## II. Responsibilities of Staff

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We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our schools, we all must play our part. As set forth below, the District has instituted various housekeeping, social distancing, and other best practices at our Schools. All employees must follow these. In addition, employees are expected to report to their Administrators, Principals, or Directors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your Administrator, Principal, or Director. If they cannot answer the question, please contact Gina Shelton, Business Manager, [gina.shelton@usd234.com](mailto:gina.shelton@usd234.com).

KSDE, KDHE and the CDC have provided the following control and preventative guidance to all staff, regardless of exposure risk:

- Executive Order 20-59
  - <https://governor.kansas.gov/wp-content/uploads/2020/07/EO-20-59-Signed.pdf>
- All teachers and staff in classroom setting are required to wear appropriate PPE (masks). Students are also required to wear masks. PPE reusable masks will be available to staff members by the district for this purpose. You may choose to provide your own mask if it covers your nose and mouth (see mask definition below).
  - A face shield may be worn in conjunction with a mask but does not meet the requirements in and of itself.
  - Each employee will be allowed up to \$10.00 in mask reimbursement. The proper receipts must be provided to the district.
  - If an employee would prefer a KN95 mask, that will be provided.
  - Exemptions under Executive Order 20-59
    - While eating;
    - While working—other than to prepare food or meals—in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals

with only infrequent or incidental moments of closer proximity; a classroom without students present would be acceptable.

- While engaged in an activity during which it is unsafe or impossible to wear a mask or other face-covering;
- Children who are not students and are 5 years of age or under—children age two years and under in particular should not wear a face-covering because of the risk of suffocation;
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face-covering—this includes persons with a medical condition Page 3 of 4 EO 20-59 for whom wearing a face-covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
- Persons engaged in any lawful activity during which wearing a mask or other face-covering is prohibited by law.

○ Mask Definition-

- “Mask or other face-covering” means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face-covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face-covering has two or more layers. A mask or other face-covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels. Masks must be in compliance with dress code policy. The administration has the authority to provide an alternate mask to be worn if a mask is deemed inappropriate.
- District Administration will determine if a face-covering meets the definition.
- District Administration can approve alternatives while making ADA accommodations.

• Handwashing or Hand-sanitizing

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

• Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

- Avoid close contact with people who are sick.
- Screening
  - To be completed at the beginning of each employee's shift
  - Affirmation that they have not been in close contact with anyone who has COVID-19
  - Questionnaire of symptoms – Must exhibit fewer than 2
  - Temperature of less than 100.0 degrees Fahrenheit
- Social Distancing
  - All individuals are required to maintain 6 feet of social distancing.
  - Exception
    - During in-person instruction in a classroom while masks are in place
- Limitation on number of people in a space
  - No “snack days” where there is a large sharing of utensils, etc.
  - No congregating when taking breaks or at mealtimes.
- Handling of students exhibiting symptoms
  - Each building nurse will put in place procedures for this.
  - Students will be sent to the building designated “isolation room”
  - Staff supervising the student(s) will:
    - Maintain 6 feet of social distancing unless emergency medical attention is needed
    - Wear gloves while touching the student or his/her belongings
    - Always wear a mask

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever (100.0 or higher);
- New loss of taste or smell
- Shortness of breath, difficulty breathing; and/or
- Early symptoms such as chills, fatigue, muscle or body aches, sore throat, headache, diarrhea, nausea/vomiting, and congestion or runny nose.
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.(CDC, 2020c)

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### III. Attendance Center Protective Measures

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The District has instituted the following protective measures at the USD 234 Attendance Centers.

*A. General Safety Policies and Rules*

- Any employee/student/visitor showing symptoms of COVID-19 will be asked to leave the attendance center and return home.
- Employees must avoid physical contact with others and direct employees/students and visitors to increase personal space to at least six (6) feet, where possible. *Where office spaces are used, only necessary employees should enter the space and all employees should maintain social distancing while inside the office. All employees must wear a mask if more than one person is in an office space if they are not able to maintain social distancing.*
- To the extent possible, meetings will be conducted by telephone or electronic format such as Zoom, Google Meet, or Microsoft Teams.
- The District understands that due to the nature of our work, access to running water for hand washing may be impracticable in all classrooms. In these situations, the District will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees and students should limit the use of shared supplies, devices and equipment. To the extent equipment must be shared, the District will provide alcohol-based sanitizer to clean equipment before and after use. When cleaning supplies and equipment, consult supervisor for proper cleaning techniques and restrictions.
- The District may divide students/staff into groups where possible so that teaching can continue effectively in the event that one of the divided teams is required to quarantine.
- Employees are encouraged to minimize ridesharing. While in vehicle, employees must ensure adequate ventilation. Staff from different households must wear a mask.
- All drinking fountains have been converted to only allow bottle filling to avoid touch points while accessing the water.
  - The only purpose for the water fountains will be to fill individual water bottles.



*B. Employees regarding classrooms*

- All teachers and staff in classroom setting are required to wear appropriate PPE (masks). Students are also required to also wear masks. PPE reusable masks will be provided to staff members by the district for this purpose. You may choose to use your own mask if it covers your nose and mouth. Please see mask definition in Section II above.
- When employees perform educational activities within classrooms, these work locations present unique hazards with regards to COVID-19 exposures. All such staff members should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The District will provide appropriate disinfectant for use.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum whenever possible. Staff and students should wash or sanitize hands immediately before and after each class period.
  - Disciplinary action may be taken against those employees not maintaining a 6 feet distance.
  - Please report to a supervisor or administrator if you feel someone is violating this space.

*C. Building Visitors*

- The number of visitors to the schools, including the offices, will be limited to only those necessary for school business.
- All visitors staying longer than 10 minutes will be logged and their temperatures checked.
- All visitors will be screened in advance of arriving in the offices, if possible. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the buildings:
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - Have you recently traveled to any of the places on KDHE quarantine list?

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#### IV. School Cleaning and Disinfecting

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The District has instituted enhanced housekeeping practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Classrooms and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the classrooms must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- While building level custodial staff, will assist in cleaning, it is the responsibility of everyone to help disinfect between classes and activities.
- In between class periods, the custodian in the building will be sanitizing touch points.
  - I.e. Door handles, water fountains, sink handles, etc.
- Vehicles, Buses and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The District will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant
  - Alcohol solution with at least 60% alcohol
- In order to properly disinfect the buildings in the evenings, all staff must exit the building no later than 05:00 p.m.

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## V. Employee Exposure Situations

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### 1) Employee Exhibiting COVID-19 Symptoms

If an employee exhibits 2 or more COVID-19 symptoms without obvious explanations, the employee must remain at home until:

- Symptomatic and untested
  - Ten (10) calendar days have passed since the first date of symptoms
  - AND
  - Fever-free and feeling better for at least 72 hours without the use of fever reducing medicine
  - Note: Cough should be improved, but may linger for weeks)
- Symptomatic and tested
  - Ten (10) calendar days have passed since the first date of symptoms
  - AND
  - Fever-free and feeling better for at least 72 hours without the use of fever reducing medicine
  - Note: Cough should be improved, but may linger for weeks)
  - He or she is symptom free for 24 hours (1 full day) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The District will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 24 hours (1 full day). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

### 2) Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from school. Employees are directed to care for themselves at home may return to school when:

- Symptomatic cases
  - The following conditions are met
    - Ten (10) calendar days have passed since symptoms first appeared AND
    - Fever-free and feeling better for at least 72 hours without the use of fever reducing medicine. (Cough should be improved but may linger for weeks.)
  - Whichever criteria is longer. Meaning, a minimum of ten (10) calendar days.
  - Employees that have been hospitalized may return to school when directed to do so by their medical care provider.

- Asymptomatic cases
  - The following conditions are met
    - Ten (10) calendar days have passed since the date sample was collected  
AND
  - Symptoms have not developed.
  - If symptoms develop during the ten-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.
- The District will require an employee to provide documentation clearing their return to work.

### **3) Employee Has Close Contact with a Tested Positive COVID-19 Individual**

A potential exposure means being a household contact or having close contact within 6 feet of the case for 10 minutes or more, or if they had direct exposure to secretions into their nose, eyes, or mouth (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or SEKMCHD (See Section XIII: Releasing Cases and Contacts from Isolation and Quarantine Graphic)

- Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the District learns that an employee or student has tested positive, the District will investigate co-workers or students that may have had close contact with the confirmed-positive employee or student in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive case to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee or student learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a principal or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

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## VI. USD 234 Human Resources Procedures

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If a confirmed case of COVID-19 is reported, the District will assess the situation. The Districts assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the District will work collaboratively with the individual to report the case to the Southeast Kansas Multi-County Health Department.

### Employee Situations

- Employee Exhibiting COVID-19 Symptoms
- Employee Tests Positive for COVID-19
- Employee Has Close Contact with a Tested Positive COVID-19 Individual
- Employees directed to quarantine will be instructed to stay home and be required to use available leave.
  - Employees will be required to provide documentation from Southeast County Multi-Health Department or the county from whom a quarantine or isolation order was issued. The preferred method to receive these will be via email. Employees may request that they be sent to the attention of Gina Shelton at [gina.shelton@usd234.org](mailto:gina.shelton@usd234.org).

### Remote Work

1. Remote work or alternative work may be assigned to an employee
2. If remote work cannot be assigned, then the employee should follow the below order of leave

### Leave

1. If an employee wishes to qualify for leave under the “Families First Coronavirus Response Act”, the employee must complete the “Emergency Paid Sick Leave Request Form” This form must be submitted within 48 hours to the USD 234 Business Department.
  - a. If an employee qualifies for leave under the “Families First Coronavirus Response Act”, leave may be granted up to 2 weeks or 80 hours per school year.
  - b. The criteria for FFCRA are listed in Section XI.
2. If an employee wishes to qualify for leave under the USD 234 Paid Administrative Quarantine Leave for an additional 2 weeks, the employee must attest that they have:
  - a. adhered to the recommendations and orders of the Governor Kansas
  - b. adhered to the recommendations and orders of the Southeast Kansas Multi-County Health Department

- c. adhered to the recommendations and orders of the Kansas Department of Health and Environment
- 3. If any of these are violated and quarantine is required, the staff member will not be eligible and will then need to take personal leave.
- 4. Once the first two emergency paid leave provisions are granted and approved, the employee would need to use their available leave including
  - a. Comp time
  - b. Discretionary time
  - c. Sick time
  - d. Vacation Time
  - e. Dock on paycheck from hours not worked
- 5. Family Medical Leave Act (FMLA)
  - i. 12 weeks in one calendar year
  - ii. Unpaid leave
  - iii. This is job protection
- 6. Leave will continue to accrue during quarantined periods.
- 7. If leave is required for any other reason than COVID-specific, the employee will follow the normal procedure of requesting and taking leave.
- 8. Once an employee is released from quarantine, they will also need to provide documentation from the Southeast Kansas Multi-Health Department or the county where the quarantine order was issued.

#### Hours Worked

It may be that the district will need to modify the normal hours typically worked by an employee.

- 1. This will be communicated to the employee through their Administrator or Director.
- 2. The district will do our best to work with the employee.
- 3. Should an agreement not be reached, the employee may choose to resign or retire with no penalty.

#### Job Duties

All USD 234 job descriptions include “other duties as assigned”. There may be times when your job duties are different than what is typical.

- 1. If job duties will be different, this will be explained by your administrator.
- 2. We are all going to have to do our part to make our school district function during this time.

#### Time Sheets

- 1. All time sheets will be completed electronically through Google Sheets.
- 2. Employees are responsible for logging their hours daily.
- 3. All employees are responsible for recording their time accurately with their start of day, time they leave for lunch, time they return from lunch, and time they leave for the day.
- 4. Not recording time correctly is a violation of policy and appropriate disciplinary action shall be taken by the administrator or director.

### Work Agreements – Special Assignment

1. The following language will be added to Special Assignment Agreements for

a. Full-time staff:

- i. In the event federal, state, or local authorities deem it necessary to delay, shorten, postpone, or cancel the activity for which the contract covers, coaches/sponsors who are members of the bargaining unit will receive their full supplemental pay for the sport/activity provided they fulfill other student-centered duties needed by the district. These duties will occur outside of the normal duty day and the hours will not exceed the normal hours of the sport/activity. Duties could include but are not limited to tutoring; Zoom office hours; supervising students before and after school; assisting with food service distribution in the event of school closure; supervising intramural activities, student conditioning programs, sport-specific educational activities, and/or other supervision of after school activities.

b. Rule 10 Coaches

- i. In the event the duties of the position are reduced due to an order of the federal, state or local authorities that prevents the contracted activities from proceeding, Rule 10 employees will be paid a prorated share of the agreed compensation, calculated based on the percentage of the contractual duties actually performed.

### Other Employee Responsibilities

1. Required to have their temperature checked upon entering the building at the beginning of each day, before beginning work.
2. Will complete a daily employee health screening form at the beginning of each day, before beginning work.
3. All employees will make themselves aware of the symptoms of COVID-19 so that they can recognize symptoms not only in themselves, but also in students.
4. All employees will be required to wear masks. If there is a medical reason which does not allow them to wear a mask, they will work with the district on finding an agreeable solution and shall provide appropriate accommodation paperwork.
5. Staff will be allowed to take mask breaks during the day provided that:
  - a. Indoors
    - i. In a space where no students are around.
  - b. Outdoors
    - i. Allowed provided that social distancing requirements of 6 feet can be maintained.
6. All staff will maintain social distancing of 6 feet in the provisions set forth in Executive Order 20-59

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## VII. “Essential or Critical Infrastructure” Industry

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Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, Education has been deemed “Essential” or “Critical Infrastructure” and the District is committed to continuing operations safely. If upon your travel to and from school, you are stopped by State or local authorities, you will provide your district identification to authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

Critical Infrastructure workers who have had an exposure but remain asymptomatic can continue working and should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employers should measure the employee’s temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- Employee Health Screening Form: This will be filled out every day by every employee. The google form will be called “Employee Health Screening ####/####/####”
- Regular Monitoring: If the employee doesn’t have a temperature or symptoms, they should self-monitor under the supervision of their employer’s occupational health program.
- Wear a Mask: The employee should always wear a face mask while in the workplace for at minimum 14 days after last exposure. Employers can issue facemasks or can approve employees’ supplied cloth face coverings in the event of shortages. (From the Frontlines: The Truth About Masks and COVID-19 | American Lung Association, n.d.)
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean workspaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- Handwashing – frequent handwashing.



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### VIII. Confidentiality/Privacy

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Except for circumstances in which the District is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees and student is attached to this Plan. The District reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

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### IX. General Questions

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Given the fast-developing nature of the COVID-19 outbreak, the District may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Ted Hessong, Superintendent or Gina Shelton, Business Manager.

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X. Employee Notification - Sample

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**Employee Notification**

DATE: [DATE]

TO: All Staff

FROM: Ted Hessong

We have been informed by one of our [employees/student/vendor/etc.] working at USD 234 that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per District policy, this [employee/student/vendor/etc.] has been directed to self-quarantine until permitted to return to work. The Southeast County Multi-Health Department has notified those employees who were considered close contacts so that they could quarantine as well.

We are committed to providing a safe environment for all of our students and employees and top-quality service to our community. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a district is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent feasible and will comply with applicable laws regarding the handling of such information. Further, per District policy, we will not tolerate harassment of, or discrimination or retaliation against, employees.

Please contact Ted Hessong or Gina Shelton, Business Manager at (620) 223-0800 if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:  
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

## XI. Families First Coronavirus Relief Act (FFCRA)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;              | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19;                       | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.                           |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;                                    |   |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); |   |

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH142 REV 001




<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

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## XII. KDHE Travel-Related Mandatory 14-Day Quarantine Areas

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<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

| KDHE Travel-Related Mandatory 14-Day Quarantine Areas:                            |                      |                       |  |
|---|----------------------|-----------------------|--|
|   | Type                 | Effective Date        | Where?   |
|  | Domestic Travel      | On or after August 11 | Any mass gathering involving attendance of >500 people outside of Kansas   |
|  | International Travel | On or after July 14   | Countries with a CDC Level 3 Travel Health Notice and restrictions on entry into the United States, including:<br>China<br>Iran<br>European Schengen area<br>United Kingdom<br>Republic of Ireland<br>Brazil |
|  | Cruises              | On or after March 15  | All cruise ships and river cruises   |



### XIII. Releasing Cases and Contacts from Isolation and Quarantine

#### **RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE**

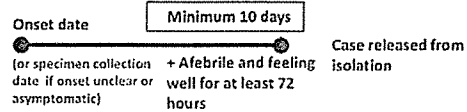
##### CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.

*Note: Lingering cough should not prevent a case from being released from isolation*

##### Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.



##### HOUSEHOLD CONTACTS

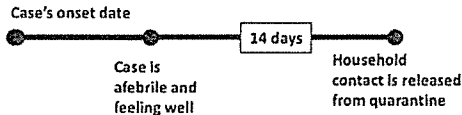
Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.

*This means that household contacts may need to remain at home longer than the initial case.*

##### Examples:

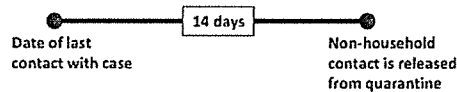
- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.



##### NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.













5/27/20



## XIV. Coronavirus vs. Cold. Vs. Flu vs. Allergies



# COVID-19

| SYMPTOMS  | COVID-19*                                      | COLD                    | FLU  | ALLERGIES        |
|---|--|-------------------------|--|------------------|
|  <b>Fever</b>                  | <b>Common</b><br>(measured at 100 F or higher) | <b>Rare</b>             | <b>High (100-102 F), can last 3-4 days</b> | <b>No</b>        |
|  <b>Headache</b>              | <b>Sometimes</b>                               | <b>Rare</b>             | <b>Intense</b>                             | <b>Sometimes</b> |
|  <b>General aches, pains</b> | <b>Sometimes</b>                               | <b>Slight</b>           | <b>Common, often severe</b>                | <b>No</b>        |
|  <b>Fatigue, weakness</b>    | <b>Sometimes</b>                               | <b>Slight</b>           | <b>Common, often severe</b>                | <b>Sometimes</b> |
|  <b>Extreme exhaustion</b>   | <b>Sometimes</b><br>(progresses slowly)        | <b>Never</b>            | <b>Common (starts early)</b>               | <b>No</b>        |
|  <b>Stuffy nose</b>          | <b>Rare</b>                                    | <b>Common</b>           | <b>Sometimes</b>                           | <b>Common</b>    |
|  <b>Sneezing</b>             | <b>Rare</b>                                    | <b>Common</b>           | <b>Sometimes</b>                           | <b>Common</b>    |
|  <b>Sore throat</b>          | <b>Rare</b>                                    | <b>Common</b>           | <b>Common</b>                              | <b>No</b>        |
|  <b>Cough</b>                | <b>Common</b>                                  | <b>Mild to moderate</b> | <b>Common, can become severe</b>           | <b>Sometimes</b> |
|  <b>Shortness of breath</b>  | <b>In more serious infections</b>              | <b>Rare</b>             | <b>Rare</b>                                | <b>Common</b>    |
|  <b>Runny nose</b>           | <b>Rare</b>                                    | <b>Common</b>           | <b>Sometimes</b>                           | <b>Common</b>    |
|  <b>Diarrhea</b>             | <b>Sometimes</b>                               | <b>No</b>               | <b>Sometimes**</b>                         | <b>No</b>        |

For more information: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus)

\* Information is still evolving.

\*\* Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

## **DISCUSSION AND CONSIDERATION OF THE RETURN-TO-SCHOOL PLAN**

Superintendent Hessong provided an update on the Return-to-School Plan. There was no action taken.

## **CONSIDER THE ADDITION OF A HIGH SCHOOL AND MIDDLE SCHOOL CHORAL CLUB TO THE SUPPLEMENTAL SCHEDULE FOR THE 2020-21 SCHOOL YEAR**

It was moved by Mrs. Armstrong, seconded by Mr. Wood, and carried by unanimous vote that the board approve high school and middle school choral club positions to the supplemental salary schedule for the 2020-21 school year.

## **MASK CAMPAIGN INFORMATION**

Gina Shelton, Business Manager, presented an update to the board on the mask campaign.

## **EXECUTIVE SESSION – 6:35 P.M.**

It was moved by Mr. Stewart, seconded by Mrs. Armstrong, and carried by unanimous vote that the board go into executive session to discuss the employment of personnel for the 2020-21 school year pursuant to the non-elected personnel exception under KOMA, and for the open meeting to resume in the commons at 6:50 p.m.

The executive session was required to protect the privacy rights of an identifiable individual.

The board invited Superintendent Hessong; David Brown, Fort Scott Middle School Principal; and Gina Shelton, Business Manager/Board Clerk, to attend the executive session.

## **OPEN SESSION – 6:50 P.M.**

## **CONSIDER EMPLOYMENT**

It was moved by Mrs. Armstrong, seconded by Mrs. Barrows, and carried by unanimous vote that the board approve the following employment items:

- A. Resignation of Audra Young, Winfield Scott paraprofessional, effective August 10, 2020
- B. Resignation of Jacy Walker, high school paraprofessional, effective immediately
- C. Resignation of Russ Hughes, central office custodian, effective at the end of the 2019-20 school year
- D. Resignation of Libby Stumfoll, van driver, effective September 3, 2020
- E. Transfer of Brent Cavin, Eugene Ware fifth grade teacher, to middle school 8<sup>th</sup> grade social studies teacher for the 2020-21 school year
- F. Transfer of Jennifer Stafford, Winfield Scott paraprofessional, to high school teacher aide for the 2020-21 school year

- G. Transfer of Dee Peters, Eugene Ware paraprofessional, to Winfield Scott paraprofessional for the 2020-21 school year
- H. Leave of absence for Sabrina Keating, Eugene Ware fourth grade teacher
- I. Work agreement adjustment for Angela Mix, Winfield Scott paraprofessional, from 7.5 hours to 4 hours per day for the 2020-21 school year
- J. Employment of Brendon Blackburn as a one-year middle school elective teacher for the 2020-21 school year
- K. Employment of Cindy O'Rear as a high school paraprofessional for the 2020-21 school year
- L. Employment of Kourtney Harper as a high school paraprofessional for the 2020-21 school year
- M. Employment of Mary Cole as a high school paraprofessional for the 2020-21 school year
- N. Employment of Julie Carpenter as a high school paraprofessional for the 2020-21 school year
- O. Employment of Jannah Farrington as the middle school Choral Club sponsor for the 2020-21 school year
- P. Employment of Brenda Hill as Eugene Ware 5<sup>th</sup> Grade Team Leader for the 2020-21 school year
- Q. Employment of Randy Phillips as a regular route bus driver for the 2020-21 school year
- R. Resignation of Taylor McDermid, Eugene Ware paraprofessional, effective August 24, 2020
- S. Leave of absence for Brenda Hathaway, high school ticket clerk
- T. Employment of Maggie Johnston as a high school paraprofessional for the 2020-21 school year

**ADJOURN – 6:50 P.M.**

**ATTEST:**

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Board President

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Board Clerk