



MARION COUNTY BOARD OF EDUCATION
1516 MARY LOU RETTON DRIVE
FAIRMONT, WV 26554

COVID – 19 / March 17, 2020 5:00 p.m.

UPDATED COVID – 19/ March 23, 2020 4:00 p.m.

1. Technology

- a. Parents have called and updated their School Messenger contact information.
- b. Our county Webmaster, Ms. Jen Thomas has been put on alert that daily messages could be common.
- c. Each school has an active Live Grade Account in which parents and students are familiar.
- d. Each school was again sent their student Live Grade information and student e-mail information.
- e. Our technicians have agreed to be available for technology questions and technical support.
- f. Technicians started last week in resurrecting our distance learning labs.
- g. Students and employees are encouraged to take advantage of the many features of Microsoft Office 365. In the upper left hand corner of the site, you will see the waffle.
- h. Employees are encouraged to use the WVEIS portal to access WVEIS at home. It is recommended to use Google Chrome to access at marion.sis.k12.wv.us
- i. Special Educators are reminded to access the Online IEP platform to continue drafting upcoming IEPs.
- j. The C&I Department, along with Special Services is establishing and constructing an accessible tool for instructional resources. The link shall be placed on the marionboe.com website under the name of MC Instructional Resources Symbaloo. Students, parents, and staff can utilize this link as a portal to assist with websites and programs for instructional use.

2. Transportation

- a. All buses have been brought back to the Fairmont/Mannington Lots for monitoring, sanitizing and inspection.

- b. Purchased 50 containers of sanitizing wipes for drivers to wipe down the inside of each bus.
- c. Sanitizing mist was completed on Monday and Tuesday. **Completed March 16th and 17th.**
- d. We have worked with schools and cancelled all out of state field trips. **All field trips for the rest of the school year are cancelled.**
- e. Many of our employees are over 55 years of age and that is a concern county wide.
- f. Meal drop off routes are being established. **Routes were established on Thursday, March 19th.**
- g. **The Marion County Schools Child Nutrition Department and Transportation Department will continue meal delivery on Wednesday, March 25th from 10-11 AM provided volunteers are available. Next week's delivery will be evaluated on available volunteers and food product shipments.**

3. Child Nutrition

- a. Ms. Atha and Ms. Efaw had applied for a for a waiver to offer meals at all sites. Thank you to them.
- b. Many principals agreed and had this concept explained to them on Friday evening via phone.
- c. Child Nutrition is considering a "Drive Through" approach to protect our cafeteria staff. **We established bus routes to better serve the community. We minimized the days of delivery, but sent enough meals to cover all the days, to protect the staff.**
- h. Meal /Homework bus routes are being established. **Routes were established on Thursday, March 19th.**
- d. **The Marion County Schools Child Nutrition Department and Transportation Department will continue meal delivery on Wednesday, March 25th from 10-11 AM provided volunteers are available. Next week's delivery will be evaluated on available volunteers and food product shipments.**

4. Maintenance

- a. A schedule to mist each school with a sanitizing spray has been established.
- b. Trash can liners have been replaced each evening
- c. A focus on sanitizing doorknobs and student desks
- d. Supplies have been accumulated and stockpiled with cleaning and sanitizing supplies.
- e. **Maintenance volunteers will be spraying our schools with Total Clean for extra sanitizing.**
- f. **Maintenance will continue to have volunteers in the warehouse for food to be stored.**
- g. **Maintenance will continue to order cleaning and sanitizing materials.**

5. Curriculum and Instruction

a. Assignments and Instruction

*Climate Control Day Packets:

Marion County Instructional Plan from March 16th through March 24th.

Students are to complete Climate Control Day Packet Number 3 for Monday, March 16th and Tuesday, March 17th.

Students are to complete Climate Control Day Packet Number 4 for Wednesday, March 18th and Thursday March 19th.

Friday, March 20th is in the school calendar as a Professional Learning Day. With this in mind, students are to complete Climate Control Day Packet Number 5 for Monday, March 23rd and Tuesday, March 24th.

Starting March 25th specific instruction for students will come through the established communication from their teachers and/or schools.

Parents are to hold completed Climate Control packets until further direction. Due to recent guidance, we have suspended the distribution and collection of Climate Control packets and instructional materials due to health risk concerns. We have been advised to do all communications digitally. You may submit any student work and/or questions through the established communication from their teachers and/or schools.

b. Communication:

Each school has established specific lines of communication that will be utilized for correspondence from student/parent/guardian and the teacher.

c. Calendar:

We will be following our school calendar until directed otherwise. With this in mind, the third nine weeks ends on March 18th.

d. Counselors

All school counselors have been given direction from the WVDE regarding resources on how to talk to your children about the Covid-19 virus.

High School Counselors have been given reminders to carry on with communication to students regarding scholarship information and other post-secondary opportunities. Seniors are advised to stay in contact with their counselors regarding scholarship information including deadlines.

Seniors are also advised to stay in contact with their counselors regarding post-secondary opportunities and other questions you may have.

- e. Statewide summative assessments have been cancelled for this Spring.
- f. Information has been sent to the schools regarding Advanced Placement (AP) assessments for high school students. Teachers and/or administrators will be contacting students with details.
- g. The C&I Department, along with Special Services is establishing and constructing an accessible tool for instructional resources. The link shall be placed on the marionboe.com website under the name of MC Instructional Resources Symbaloo. Students, parents, and staff can utilize this link as a portal to assist with websites and programs for instructional use.
- h. Teachers should continue to provide instruction and give feedback to students digitally.

6. Payroll/Accounting

- a. March 30th stipends have been entered in the payroll system. They are ready to be checked back and then will be set up to be printed or direct deposited.
- b. Sent an e-mail to school secretaries to stay up to date on Payroll and make sure they are staying up to date as much as possible. Same goes for any outstanding invoices that may need to be paid. Please do so just in case there are future further shut downs.
- c. I have instructed the Central Office Accounts Payable department to stay up to date with payments as much as possible as well.
- d. ~~American Fidelity representatives will not be in their scheduled buildings Monday, March 16th—Wednesday, March 18th. However, we did schedule them to visit transportation employees on Wednesday, March 18th at both the Fairmont and Mannington garages. We will allow them to enter buildings on Thursday, March 19th as they were previously scheduled. They are to practice social distancing as best as possible with employees. They also are to have sanitizers and disinfectant wipes available. Employees should not form a line to see them. Please sign up on the sign in sheets and they will get to you according to the sheet.~~
- e. I have taken some of our employees frequently asked questions and provided some responses we have received from the West Virginia Department of Education. See below.

Q. Will the days that are canceled due to the COVID-19 health emergency be required to be made up?

A. No, these days will not be made up since county boards of education will be providing a variety of distance learning options to students during the time

off. Since these days will count as instructional days towards the required 180 days of instruction, the days also count as employment days towards the 200 day employment contract.

Q. Will regular full-time employees be paid for the days that schools are closed due to COVID-19 even if they don't report to their normal work location for the day?

A. Yes, all regular, full-time employees will be paid for the days that schools are closed even if they are not required to report to their normal work location for the day. Whether physically present at a school facility or working remotely, all employees are expected to contribute to supporting students while school are closed.

Q. If a high-risk or compromised employee is unable to report to a regular work location does the employee follow the county's existing leave policy?

A. At the Governor's direction communicated by the State Superintendent, county boards of education should allow employees who do not feel safe working from their normal location to stay home and work remotely. While some job functions are difficult to complete from home (ex: cooks, bus drivers, etc.), county boards of education should come up with duties that all staff can complete remotely. All regular full-time staff will be paid during this health emergency and employees will not be assessed leave for working from home.

At this time, the federal government is considering legislation that would provide all employees additional paid sick leave in public health emergencies. Guidance will be issued once any federal legislation is ultimately passed.

Q. How do we handle assessing leave to employees out on planned medical leave?

A. Employees on planned medical leave with medical reason(s) that prevent them from working from home should use leave since they aren't working from home like the other employees or contributing to support students. If you utilize a long-term substitute to complete the regular job duties of the individual on medical leave, the leave continues.

Q. Are county boards of education required to pay professional long-term substitutes while schools are closed due to the COVID-19 health emergency? When does an individual meet the definition of long-term professional substitute?

A. Professional employees are expected to provide distance learning options to students while schools are closed. Professional long-term substitutes who provide such distance learning options for their students should be paid during the school closures.

Q. Are county boards of education required to pay service long-term substitutes while schools are closed due to the COVID-19 health emergency?

A. Per W. Va. Code § 18A-4-15, a substitute service person who fills a position for twenty or more working days “acquires regular employment status” and “is accorded all other rights, privileges and benefits pertaining to the position until the regular employee returns to the position or ceases to be employed by the county board.” Substitute service personnel who fall into this category are treated like any of your other regular full-time employees who are being paid during this health emergency.

Q. Our county has spring break scheduled in the coming weeks. If schools are still closed due to the health emergency, does that impact our school calendar and corresponding employment calendar?

A. County boards of education have been advised to leave school calendars intact. At this time, if a county board of education has spring break scheduled, the county is not required to provide meals during that time. County boards that do not provide meals for any reason are strongly encouraged to communicate this to students and families. Employees are expected to work only to the extent they would normally be required to work during spring break. If spring break is moved by a county, the county’s school calendar and corresponding employment calendar would be modified accordingly.

Q. What about regular day-to-day substitutes? Do county boards of education have any obligation to pay day-to-day substitutes during this crisis?

A. While county boards of education must meet all payroll obligations for day-to-day substitutes for work before the health emergency, there is no obligation to pay day-to-day substitutes unless substitutes are called into service during the school closures. For example, if you utilized substitute cooks or bus drivers to help with serving meals to students, you are obligated to pay those substitutes for their days actually worked. If a day-to-day substitute employee is not utilized, there is no payroll obligation associated with that employee.

f. American Fidelity Section 125 Enrollment Information

To practice social distancing and keep our employees as safe as possible, we are attempting to complete our enrollment for American Fidelity Section 125 benefits through virtual meetings. Some Section 125 benefits include cancer, accident, critical illness, disability, and life insurance products. See the e-mail I sent out on Saturday March , 21st about scheduling through American Fidelity's online appointment scheduler.

The web address to schedule on the online appointment scheduler is:
<https://benefits.americanfidelity.com/httpwwwmarionboecom>.

For employee that would still like to meet with a representative in person, we will not be scheduling those at the earliest until at least late April if the threat of the spread of COVID-19 subsides.

7.Special Services Department

- a. **MEDICATION AT SCHOOL:** Lead nurse (Mrs. Boylen), school nurses and LPN aides have inventoried all the student medication left at school. Parents have been notified. Many have either picked up medication or have given permission for the medications to remain at school. Parents will again be prompted via parent messenger to contact the school if medication is going to be picked up.
- b. **ONLINE IEP PLATFORM:** The on line IEP platform is up and running. Special educators (SE) are encouraged to continue working on IEPs using the online platform. Kathern Pellegrin is available to view drafts and offer technical assistance.
- c. **TIMELINES:** If school staff is available and parents are willing to participant via phone, schools may hold IEP meetings if timelines are a concern. IEPs that are due through the end of April should be drafted online to make future meetings more efficient. Policy 2419 is forgiving of timelines for initial eligibility during school closures and states of emergency. ~~NO clear guidance regarding annual IEP timelines nor birth to three eligibility timelines has been received at this time.~~ The special services department is NOT evaluating students during this time. Meetings that can be held with the appropriate staff and parent participation are being held if deadlines are of concern.
- d. **INSTRUCTIONAL RESOURCES:** SE liaisons have shared resources with special educators to support efforts in designing lessons plans for home instruction. Special educators are encouraged to use those resources proven instructional materials as much as possible for extending home

instructional packets. Special educators are reminded to modify and/or accommodate climate control packets in order to align with SWD IEPs.

- e. **RELATED SERVICES:** Related services professionals (occupational therapists, physical therapists, head speech therapists, audiologist) have meet to design home advisement guidance for SWD receiving such related services.
- f. **HOME BOUND SERVICES:** ALL face to face homebound services have been terminated at this time. Parents and homebound instructors were notified Monday, March 16, 2020 of this directive. Schools are advised to ensure that students on their homebound list receive communications from their school in the same manner as their school level peers.
- g. The latest guidance from the US Department of Education, Office of Civil Rights and Office of Special Education and Rehabilitative Services clearly dictates that regardless of challenges, we must provide distance instruction to address matters pertaining to services for students with disabilities (SWD).
- h. Be reminded SWD should continue to receive instruction from the general educator (GE) to address the content standard the SWD typically receives in the general education environment (GEE).
- i. Special educators must collaborate with the general educator to ensure accommodations and modifications of the assignments designed by GE content teachers are aligned with the IEP.
- j. Special educators are responsible for providing individualized education and related services aligned with the IEP. Special educators must keep documentation through lesson plans and activity assignments disseminated to each individual SWD. Documentation must reflect the connection of each IEP goal to an assignment /activity.
- k. Related service providers (OT, PT, and Speech) have received additional information regarding the use of Telehealth and Telepractice options of providing services.
- l. WV Policy 2419 gives some relief in light of a "state of emergency" on initial eligibility timelines. However, many other IDEA timelines remain in place. Parents and other IEP team members are to conduct IEP meetings through alternate means, including teleconferencing or conference telephone calls. Marion County School personnel have been successful using Microsoft Teams 365 to hold IEP team meeting. IEP Teams must adhere to the required team membership with the building principal as chairperson. We will be requiring IEP teams that meet in this alternate fashion to alert Kathern Pellegrin so we can pull the completed IEP off the platform and take care of mailing it home to families. Meeting notices must

still be sent out by the case manager. (Step by step directions will be forwarded to the case managers).

8. Personnel

- a. We will continue to post jobs on the Marion BOE website as they become available.
- b. We will continue to process paper work for certification renewal.
- c. Only long-term subs will continue to work, with the exception of Custodians and Cooks (schools that are providing lunches).
- d. ~~We have notified all employees of the "Guidelines for Reporting to Work" and provided each employee with the various documents needed to apply for a leave of absence.~~

9. Miscellaneous Notes:

- A. Security Guards Sheldon/Ralph cancelled day shift, mid night shift is typically 10 p.m. to 2 a.m.; changed to 10 p.m. to cover all night.

10. Cancelled Events

- a. Marion County Book Festival
- b. Marion County Literacy Fair
- c. Marion County Special Olympics Spring Games
- d. Model Schools Conference in Orlando, FL
- e. All extracurricular and co-curricular activities have been suspended until further notice.

11. Title I, Part A, Title I Part D, Title III

- There is a Title Facilitator's team formed. When that is mastered, then a Title staff team will be formed.
- Title staff and principals have been sent activities that can be electronically sent to parents and students including help for parents on learning at home.
- Title I facilitators can work with the other Title teachers in their school to send home activities such as booklets, flash cards, vocabulary lists, that they received last fall that directly support the reading series. All activities for Grades K-4 are on a USB drive.
- It is expected that Title teachers make plans, document, and have contact/communications with their students just like other classroom teachers.

- Title III facilitator has contacted principals/teachers to offer suggestions, help, etc. in working with EL students at home. Title III teachers will also be in contact and doing electronic help with EL Students.
- Title I Director has contacted Stepping Stones and Youth Report Center to offer assistance.
- Stepping Stone has said there is nothing they need at this time as their students are receiving assistance through East Fairmont High School.
- The Youth Report Center requested personal hygiene products for students and those supplies were ordered. The juvenile justice system has ordered the YRC to bring in students one at a time for counseling. Mr. Petonick prepared packets for all students that were to cover to end of the year and those were delivered to students. He has been helping YRC get extra food/snacks to students. He continues to monitor his students and work with the Youth Report Center.
- Math on a Roll activities involving multiple levels and using dice were sent to Title teachers to send out to parents/students.
- Title Director sent all Title teachers a sticky note in word that teachers can use to make a daily to do list and document what they did each day.
- Last week all programs were offered stamps and supplies.