

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING
March 8, 2021 – 5:30 p.m.

The Board of Education will meet in the Auditorium of the JSHS.
A meeting link is available on the District website for public access and viewing.

Preliminary
AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PUBLIC HEARING – The regular meeting will open with a Public Hearing for the purpose of discussion and review of the *District's Communicable Disease and Pandemic Plan*. The draft plan has been posted on the District's website for a period of 30 days, with opportunity for feedback and comments.

C. PRESENTATIONS – None

D. PUBLIC COMMENT REQUESTS –

E. CONSENT AGENDA

1. Approval of Minutes as listed:
 - February 8, 2021 – Regular Meeting
2. Approval of Building and Grounds Requests
 -
3. Approval of Conferences and Workshops
 -
4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – January 2021

F. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information and updates from Board Members
2. Staff Member Reports
3. Staff Member Presentations

Items for Board Information / Discussion

4. Board Information – Policy Review
 - 1st Reading – draft **Policy #3450 (new)** – GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOM FACILITIES
5. Board Information – 2nd Quarter Marking Period Data – Jr.-Sr. High School
6. Board Information – As per the GBTA Contract, *“If the District has three or more unused snow days as of April 10th, one day will be added to the April vacation.”* The day to be added is April 12, 2021.
7. Board Information – NYSSBA Live Virtual Policy Workshop: *“Policies and Practices for Life after COVID-19”* – April 21, 2021 from 8:30 a.m. to 11:30 a.m.
8. Board Information – PIVOT Student Assistance Report - First Semester Report 2020-2021

9. Board Information – Effective employment date for coaches appointed conditionally at the February 8, 2021 Board of Education meeting is February 22, 2021. (Matthew Fiske, Michael Hartle, Janelle Ferris, and Amy O’Riley)
10. Board Information – Term expiration for members of the General Brown Central School District Board of Education are listed below. Petitions are available and will be accepted in the Office of the District Clerk until 5 PM on Monday, April 19, 2021.
 - 2021 – Daniel Dupee II
 - 2021 – Jamie Lee
 - 2021 – Kelly Milkowich
 - 2022 – Sandra Young Klindt
 - 2022 – Tiffany Orcesi
 - 2023 – Natalie Hurley
 - 2023 – Scott Lytle

Items for Board Discussion / Action

11. Board Discussion / Action – Approval of the **General Brown CSD Communicable Disease and Pandemic Plan**
12. Board Discussion / Action – Since Dr. Sandra Young Klindt’s three-year term of office serving on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services will expire on June 30, 2021; the District is eligible to submit a candidate for election to the BOCES Board of Education. The Clerk of Jefferson-Lewis BOCES will accept nominations of eligible candidates until March 23, 2021.

At this time, nominations are requested for candidates to the BOCES Board of Education to serve a three (3) year term of office beginning July 1, 2021 and concluding on June 30, 2024.
13. Board Action – Approval of the **Mohawk Regional Information Center Services Commitment Form for 2021-2022: BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve participation for the **programs/services shown on the 2021-2022 Mohawk Regional Information Center BOCES FINAL Services Commitment Form/ Contract**, effective July 1, 2021.
14. Board Action – Approval to amend the **2020-2021 District and Staff Calendars due to the cancellation of the March 12, 2021 Superintendent’s Day**. Team “B” students will be in attendance on March 12, 2021.
15. Board Action – Approval is requested for **Carson Barrett, Brennen Derouchie, Nathaniel Gray, Joseph Harvill, David Jenner, Morgan Milkowich, and Nathan Ward** to participate with the **IHC School District Hockey Team**, for the 2020-2021 season, contingent upon parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, and any other fees where applicable, and **provided COVID-19 restrictions are conducive to this request**.
16. Board Action – Approval is requested for the **LaFargeville Central School District to combine with the General Brown Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, to compete in the sport of **Football** at the Varsity, Junior Varsity, and Modified levels for the 2021-2022 school year, **provided COVID-19 restrictions are conducive to this request**.
17. Board Action – Approval is requested for the **General Brown Central School District to combine with the Alexandria Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, to compete in the sport of **Girls’ Hockey** at the Varsity level for the 2021-2022 school year, **provided COVID-19 restrictions are conducive to this request**.
18. Board Action – Approval is requested for the **General Brown Central School District to combine with the Immaculate Heart Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, to compete in the sport of **Boys’ Hockey** at the Varsity level for the 2021-2022 school year, **provided COVID-19 restrictions are conducive to this request**.
19. Board Action – Approval is requested for the **General Brown Central School District to combine with South Jefferson Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, and The

Frontier League, to compete in the sport of **Girls' Swimming** at the Varsity and Modified levels for the 2021-2022 school year, **provided COVID-19 restrictions are conducive to this request.**

20. Board Action – Approval of the **2020-2021 Department Chairs** as listed:

Department	Chair
English	Michelle Lamon
Social Studies	Brian Nortz
Math	Susan Menapace
Science	William Covey

21. Board Action – Approval of the **2020-2021 Class/Club Advisors** as listed: (TBD)

22. Board Action - Approval of **Committee on Special Education Reports**

G. ITEMS FOR BOARD ACTION – PERSONNEL – Conditional Coaching Appointments

23. Board Action - **Upon the recommendation of the Superintendent of Schools**, and consistent with the terms and conditions enumerated in the **Resolution to Conditionally Appoint Athletic Coaches during the 2020-2021 School Year**, which resolution was duly adopted by the Board of Education on February 8, 2021, the General Brown Central School District Board of Education hereby conditionally appoints the following individuals to serve as coaches:

(A) **PAID** Coaching Appointments:

Name	Sport / Season 2020-2021	Coaching Certification	Effective Date
Megan Schweitzer	Varsity Cheerleading (Fall 2)	Teacher Coach*	03/15/2021
Gary Black	Varsity Football (Fall 2)	Teacher Coach*	03/09/2021
Andrew T. Shaw	Varsity Football Assistant (Fall 2)	Temp. Coaching License 2 nd to 4 th Renewal****	03/09/2021
Philip Jenner	Boys' Varsity Soccer (Fall 2)	Teacher Coach*	03/15/2021
Nicholas Elkin	Girls' Varsity Soccer (Fall 2)	Teacher Coach*	03/15/2021
William Covey	Varsity Tennis (Fall 2)	Teacher Coach*	03/15/2021

(B) **UNPAID** Coaching Appointments:

Name	Sport / Season 2020-2021	Coaching Certification	Effective Date
Lindsay Hanson	Girls' Varsity Basketball Assistant (Winter)	Teacher Coach*	02/22/2021
Carrie LaSage	Varsity Volleyball Assistant (Winter)	Teacher Coach*	02/22/2021
Justin R. Hall	Varsity Football Assistant (Fall 2)	Temporary Coaching License 2 nd to 4 th Renewal****	03/09/2021
Richard A. Lagano	Varsity Football Assistant (Fall 2)	Temporary Coaching License****	03/09/2021
Alan D. Rawleigh	Varsity Football Assistant (Fall 2)	Temporary Coaching License 1 st Renewal****	03/09/2021

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 2nd - 4th Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

H. ITEMS FOR BOARD ACTION – PERSONNEL – Continued

24. Board Action – Retirements:

Name	Position	Effective Date
Kelly L. Biedekapp	Elementary Teacher	07/01/2021

25. Board Action – Resignations:

Name	Position	Effective Date
Alec J. Erdner	Cleaner	03/17/2021

26. Board Action – Appointments:

Name	Position	Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Amy J. Sherrer	Substitute Teacher	\$100 per day	n/a	Emergency Appointment effective 02/22/2021
Nancy Hardwick	Elementary Teacher	No change	3-year probationary tenure track appointment as elementary teacher commencing March 9, 2021	03/09/2021

I. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

27. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Amy J. Sherrer** – Substitute Teacher

J. SUPERINTENDENTS’ REPORTS

- 28. Assistant Superintendent Smith
- 29. Superintendent Case

K. CORRESPONDENCE & UPCOMING EVENTS

- 30. Correspondence Log

L. ITEMS FOR NEXT MEETING

- 31. **April 12, 2021** – Regular meeting to begin at 5:30 p.m.

_____ / _____

M. PROPOSED EXECUTIVE SESSION

- 32. **A motion is requested to enter executive session** for discussion of

RETURN TO OPEN SESSION

- 33. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.

MOTION FOR ADJOURNMENT

- 34. **There being no further business or discussion**, a motion is requested adjourn the regular meeting.

*Indicates items added after the preliminary agenda was provided to the Board of Education.

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be reviewed routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least twelve weeks. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with Jefferson County Public Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - School nurses will track suspected and confirmed cases of influenza or any other communicable disease, such as COVID-19, and follow guidance from Jefferson Public Health and NYS Department of Health.
 - Jefferson County Public Health: 315-786-3770
 - Jefferson County Public Health Fax: 315-779-8607
 - Jefferson County Public Health Weekend/After-hours Consultation and Reporting: 315-786-3770
 - Coronavirus Hotline: 888-364-3065
- Jefferson County Public Health may monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent of Schools will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical

Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school network administrator will also be an important Team member. The Assistant Superintendent, Operations Manager, Food Service Director, Assistant Transportation Director, Principals, and Communication Specialist will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* is reviewed every fall for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It’s a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** – brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by each department which includes the District Office & Business Office, including Human Resources, Administration, Facilities Services, Transportation, Food Service, Technology, Instructional Programs, Special Education, Messenger/Mail Services, and Athletics. Actual information can be found in Appendix C, Essential Employee Worksheets, page 26.

Human Resources Essential Positions (Example Table)				
Title	Description	Justification	Work Shift	Protocol

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- o **Mobile Device Assessments:**
 - Survey school district staff to determine who will need devices at home to maintain operational functions as well as instructional services
 - Conduct a cost analysis of technology device needs
- o **Internet Access Assessments:**
 - Survey school district staff to determine the availability of viable existing at-home Internet service
 - Conduct a cost analysis of Internet access needs
- o **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- o To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- o To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- o Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet. Please see General Brown Central School District Device Take Home Form in Appendix C, page 28.

Mobile Devices - Delivery of Services:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- o Communication (e-mail, phone, online conferencing, social media)
- o Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- o Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- o Learning Materials and Content (digital content, online learning activities)
- o **Additional Technology Devices Assessments:**
 - Identify students' technology needs to include adaptive technologies
 - Network administrator maintains inventory of all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- o **Providing Multiple Ways for Students to Learn**
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet, including providing wifi at the Junior/Senior High School parking lot .

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. Actual information can be found in Appendix C, Essential Employee Worksheets, page 26.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Jefferson County Public Health, Police Department, Office of Emergency Management, Department of Mental Health and other community agencies to implement our District-wide School Safety Plan. We seek to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at General Brown Central School District Office with the alternate at General Brown Bus Garage and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
 - Barbara Case Superintendent 315-779-2300
 - Lisa Smith Assistant Superintendent 315-779-2300
 - Gary Grimm Operations Manager 315-779-2300
 - David Ramie Principal 315-779-2300
 - Melissa Nabinger Principal 315-779-2300
 - Karen Denny Principal 315-779-2300
 - Kathaleen Beattie Director of Student Services 315-779-2300

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. We are recommending that all members of Leadership consider taking the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>Jr./Sr. High School</i>	<i>Karen Denny</i>	<i>315-779-2300</i>
<i>Brownville-Glen Park Elementary</i>	<i>Melissa Nabinger</i>	<i>315-779-2300</i>
<i>Dexter Elementary</i>	<i>David Ramie</i>	<i>315-779-2300</i>
<i>District Office</i>	<i>Barbara Case</i>	<i>315-779-2300</i>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texts; reverse 911 systems, and the public media. A school district Public Information Officer (PIO), Barbara Case, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our School Network Administrator to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. Communication systems and notification methods that will be used are School Messenger which includes phone calls, e-mails, and text messages, General Brown website, Facebook, and local broadcasters. We have tested/exercised our communication systems on 1/25/21.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district: Superintendent, Assistant Superintendent, Administration, Operations Manager, Assistant Transportation Director, and Food Service Director. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, School Messenger.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas: superintendent, assistant superintendent, payroll clerk, and deputy treasurer. These individuals have been job cross-trained as back-ups for essential business office functions. We have also established the ability to maintain these essential functions off-site from remote locations by providing access through Virtual Private Networks.
 - The Operations Manager or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Operations Manager and Head Custodians will maintain essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). We will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. We will provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. *At no time will products not approved by the school district be utilized.*
 - The District Office, Business Office, and Administration will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by the Superintendent of Schools with the Board of Education. These individuals have been cross-trained to ensure essential functions regarding human resources. The Superintendent will collaborate with all bargaining units for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. The Superintendent will determine if it is necessary to close schools.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)
 - Hard copy, self-directed lessons
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies.

(4) Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement or for new hires.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Health and Safety Office of Jefferson Lewis BOCES to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

Response:

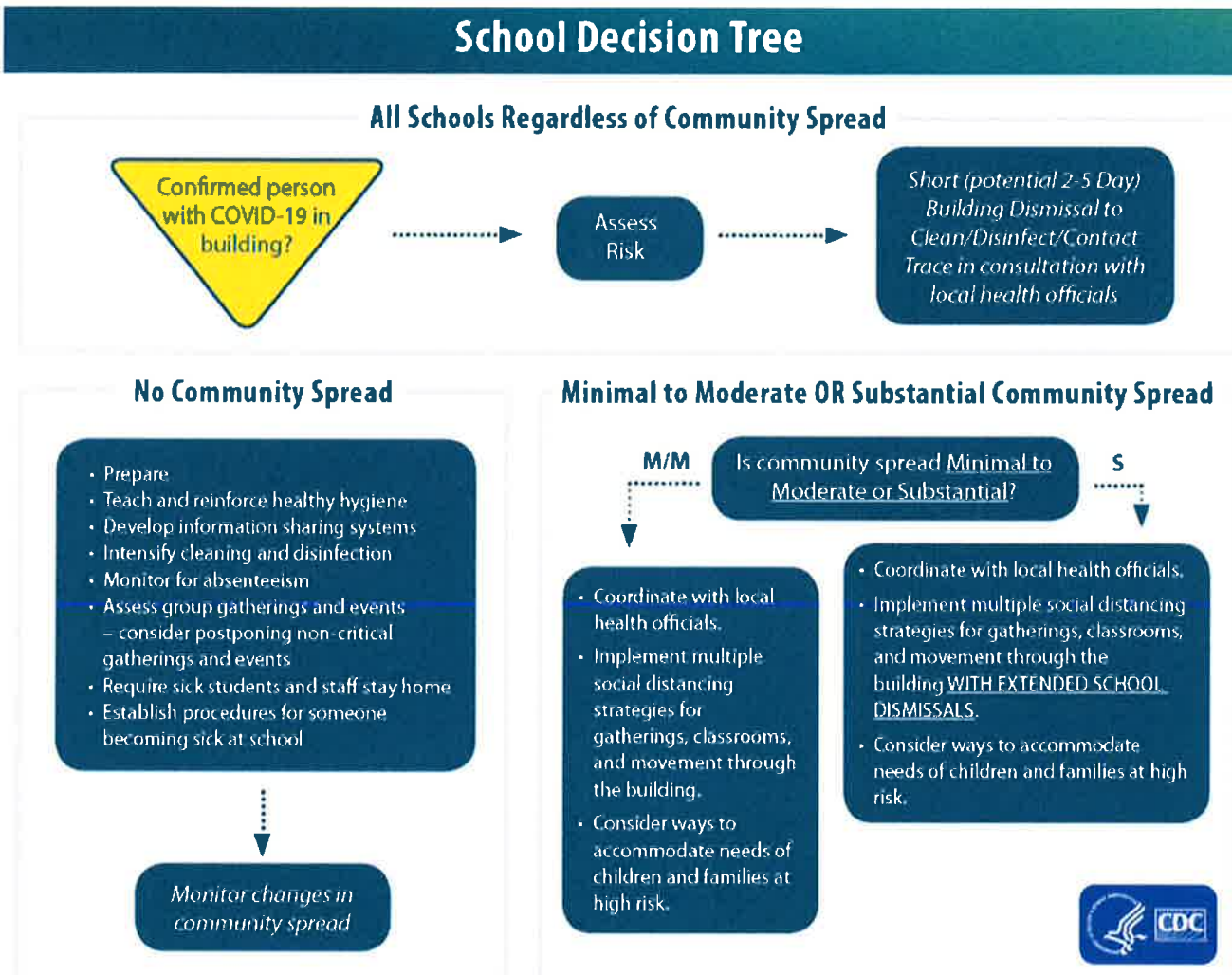
The Leadership Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Network Administrator to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Operations Manager will meet with staff and monitor ability to maintain essential function. The Operations Manager will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Operations Manager will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Administration will meet with staff to review essential functions and responsibilities of back-up personnel. The Administration will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at Jefferson-Lewis BOCES.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:



CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH’s [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on “close and proximate” contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow CDC and NYS DOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC and NYS DOH provides specific guidance for individuals who are on home isolation regarding when the isolation may end. **Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings**.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional staff will call the Central Assigner when they are absent due to illness. Substitutes will be provided as necessary and as requested. The Central Assigner will keep Administration apprised of employee absences.
- The Administration will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The Administration will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Medical Accommodations

- The Administration will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Superintendent or Assistant Superintendent.

New York State Contact Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

Facilities: Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes:

- o Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and door knobs/handles
- o Dust- and wet-mopping or auto-scrubbing floors
- o Vacuuming of entryways and high traffic areas
- o Removing trash
- o Cleaning restrooms
- o Wiping heat and air conditioner vents
- o Spot cleaning walls
- o Spot cleaning carpets
- o Dusting horizontal surfaces and light fixtures
- o Cleaning spills

Classroom/Therapy Rooms:

The district will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas:

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage should be posted in common areas to remind staff of health and safety etiquette.

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- o Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- o Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- o Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- o Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- o Regular cleaning and disinfection of restrooms will be performed.
- o Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- o Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- o Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC, NYSDOH, and NYSED approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- o Bus seats and handrails.
- o Buttons on vending machines and elevators.
- o Changing tables.
- o Classroom desks and chairs.
- o Door handles and push plates.
- o Handles on equipment (e.g., athletic equipment).
- o Handrails, ballet barres.
- o Dance studio floors.
- o Kitchen and bathroom faucets.
- o Light switches.
- o Lunchroom tables and chairs.
- o Positive Academic Support Solution (PASS) Rooms.
- o Related Services Spaces.
- o Shared computer or piano keyboards and mice.
- o Shared desktops.
- o Shared telephones.

Hand Sanitizing:

- o Hand sanitizer dispensers will be located and installed in approved locations.
- o Hand sanitizer bottles will be distributed to staff as approved by Central Administration.
- o The district will ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- o Trash will be removed daily.
- o Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- o No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page 27-28 .**

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, District Office, Operations Manager, and Administration and Office of Student Services will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX C

School District Pandemic Influenza Planning Checklist (page 14)

Contact Tracing Form (page 17)

Flowcharts for COVID-19 Decision Making (page 18)

Protocols For Positive COVID-19 Case (page 22)

Essential Employee Worksheets (page 26)

Device Take Home Form (page 28)

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for the participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



Covid-19 School and JCPHS Coordination for Contact Tracing of Students/Staff (48 hours after symptom onset with no HCP evaluation or test result)

School Building: _____ Please fax this form to a Prevent Nurse at 315-779-8607.

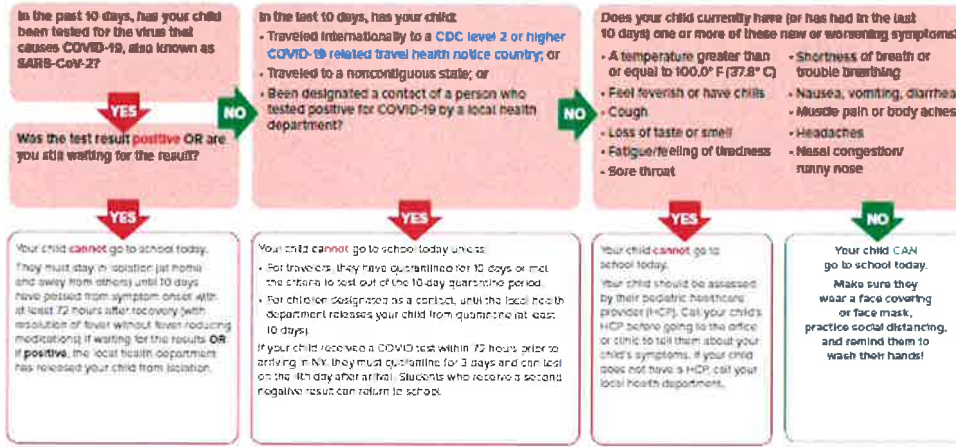
	First Last name	Home Address	DOB	Parent/Guardian	Role at School	Phone Number	SX	SX onset date	Date of Last Exposure to the Case
Index student or staff									
Contacts:									

Flowcharts for COVID-19 Decision Making



NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?



Report absences, symptoms, and positive COVID-19 test results to your child's school.

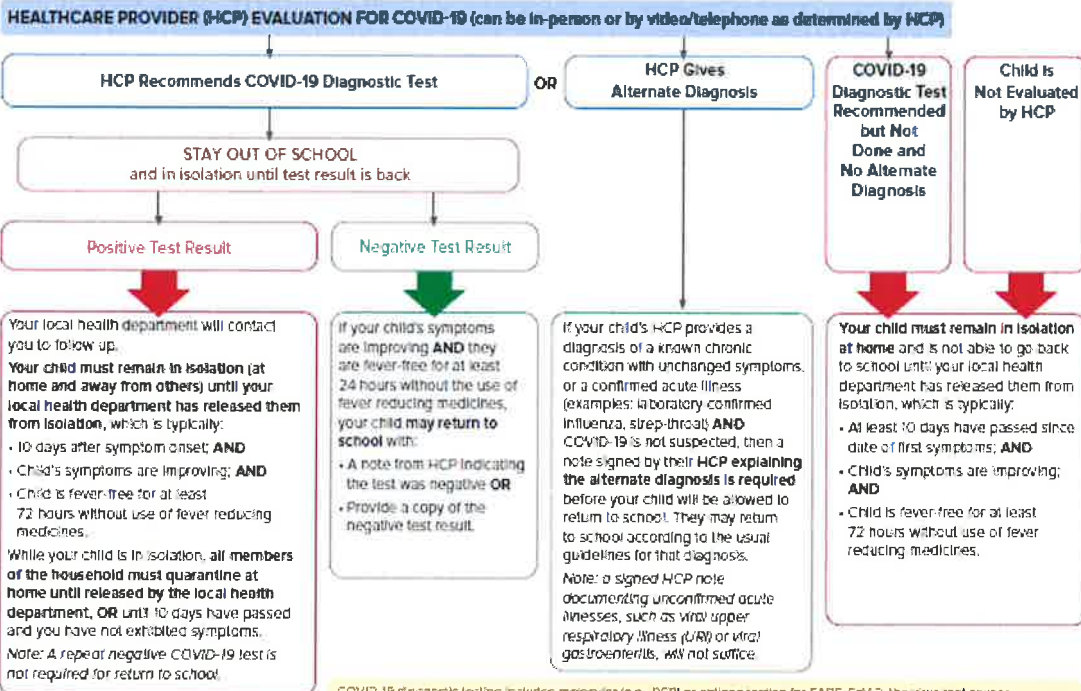
SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

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My child has COVID-19 symptoms. When can they go back to school?



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

February 2021 | A-2



NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?



Was the test result **positive** OR are you still waiting for the result?



You cannot go to work at the school today. You must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery with resolution of fever without fever-reducing medications if waiting for the results **OR** if **positive**, the local health department has released you from isolation.



In the last 10 days, have you:
• Traveled internationally to a **CDC level 2 or higher COVID-19 related travel health notice country**; or
• Traveled to a noncontiguous state; or
• Been designated a contact of a person who tested positive for COVID-19 by a local health department?



You cannot go to work at the school today unless:
• For travelers, you have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
• For individuals designated as a contact, until the local health department releases you from quarantine (at least 10 days).
If you received a COVID test within 72 hours prior to arriving in NY, you must quarantine for 3 days and test on the 4th day after arrival. Once you receive a second negative result you return to school.



Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose



You cannot go to work at the school today. You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your symptoms; if you do not have a health care provider, call your local health department.



You can go to work at the school today! Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

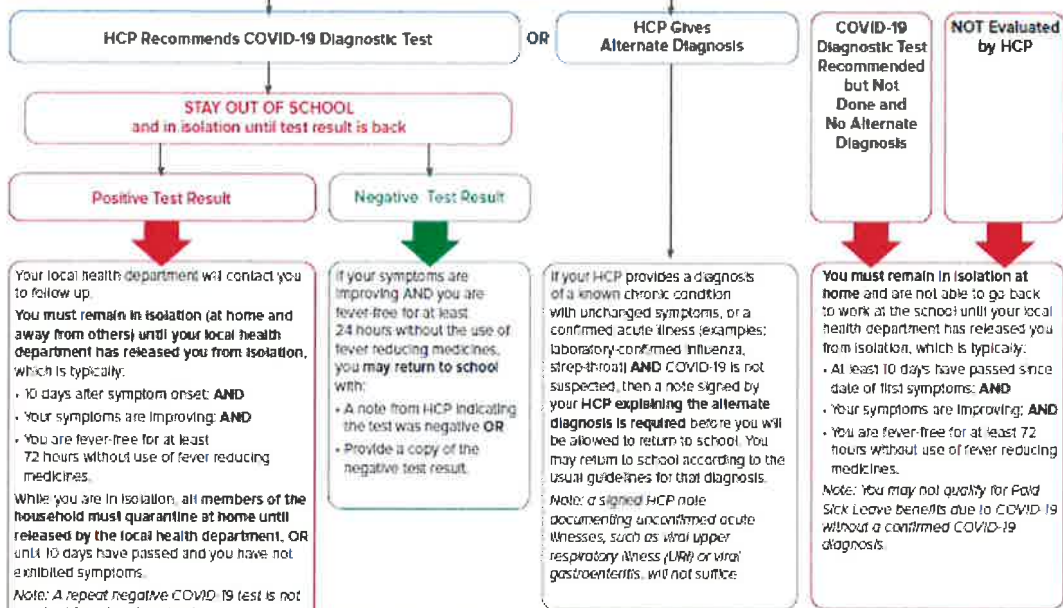
- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

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I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



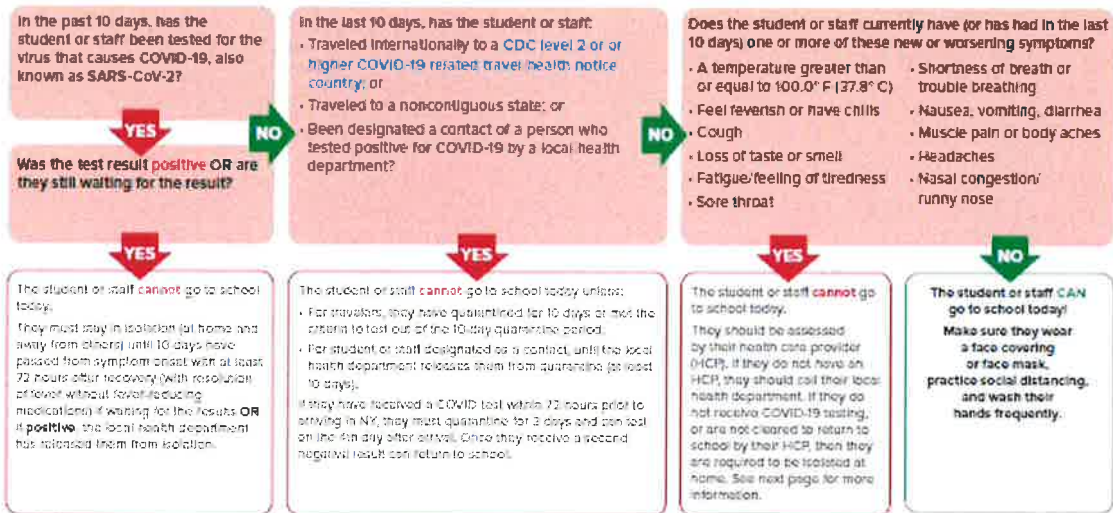
COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

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NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff



Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

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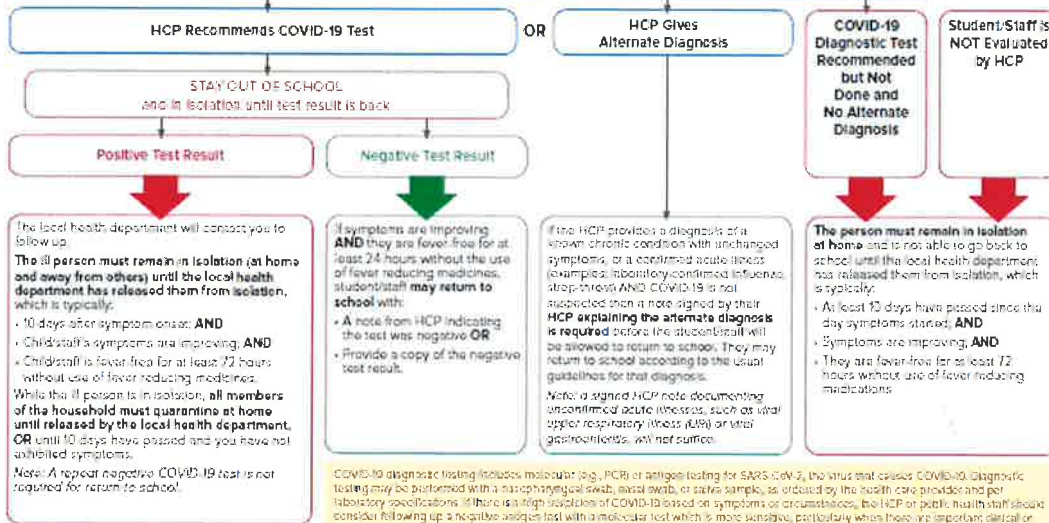


COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

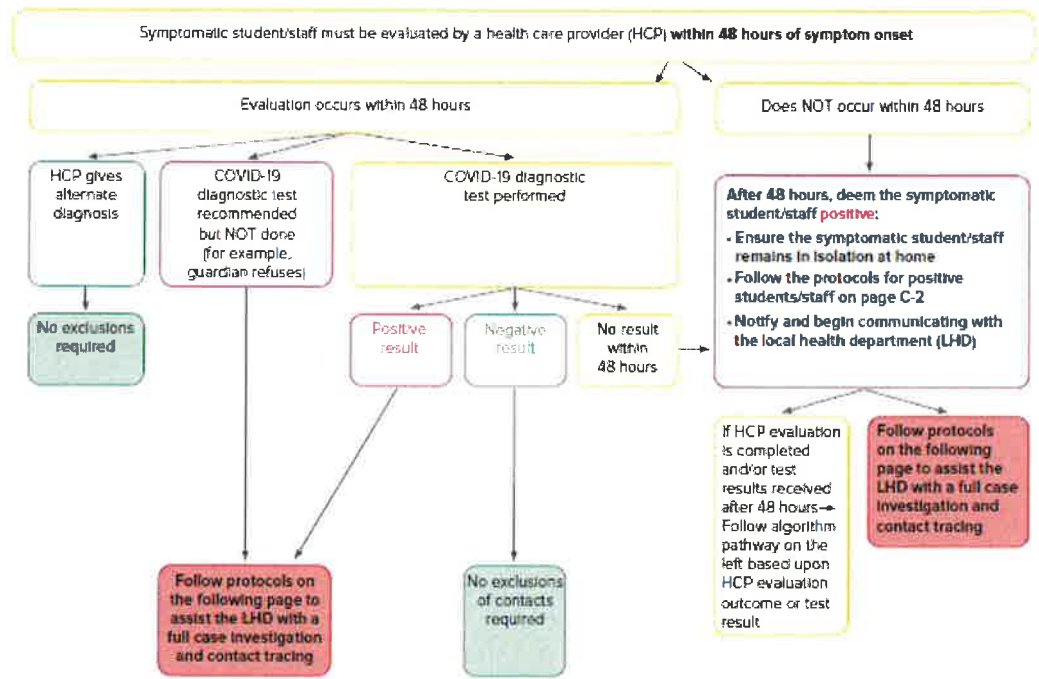
- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



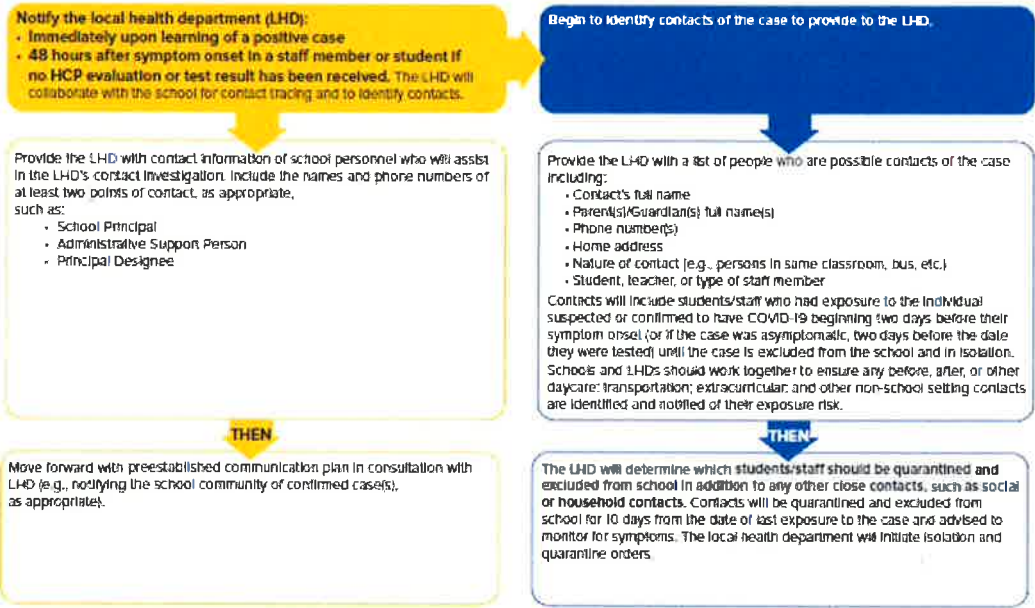
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COVID-19 exclusion protocol for contacts of symptomatic students and staff



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COVID-19 School and Local Health Department Coordination for Contact Tracing



When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

February 2021 | C-4

General Brown Central School District

Positive COVID-19 diagnosis of Students or Employees

Contact Tracing, Cleaning/Disinfecting, & Communicating Protocols

1. Notice of a positive COVID-19 test may come from Jefferson County Public Health, which is considered the official notice, or the notice may come from the parent who just received the news from a medical provider. If the notice comes from the parent or a medical provider, we must receive an official notice from Jefferson County Public Health before any official District messages are sent to parents or employees. However, the school team may start gathering contact tracing information as a potential exposure.
2. The Superintendent (Barbara Case) or designee will call Jefferson County Public Health (315) 786-3770 to explain that the parent reported a positive COVID-19 diagnosis, and the District was seeking a confirmation before proceeding with our protocols. This verbal confirmation will serve as the official notice. Please document the nurse's name, as this person will serve as the District contact regarding the case moving forward. The Superintendent or her designee will confirm that the standard is a physical distance of less than 6 feet for 10 minutes or more is what will be used to gather contact tracing information. In addition, the Superintendent or her designee will also confirm that all individuals on the bus, regardless of time, as well as all cohort members who ate lunch with the individual (without masks) shall be added to the contact tracing list.
3. Principals (Missie Nabinger, Dave Ramie, and Karen Denny) or their designees should notify the Assistant Transportation Director (Jason Valentin), Operations Manager (Gary Grimm), and the Bus Garage (message to have them call you) to gather bus information on the student. Attendance for each student should be immediately gathered. In addition, bus driver information should be collected. Bus drivers should immediately quarantine at home unless his/her supervisor contacts them to say they were NOT identified as a close contact. This information will be provided by the Superintendent or her designee. The Assistant Transportation Director should inform the Operations Manager (Gary Grimm) of a positive case and steps he has taken, will take, or help he may need for contact-tracing.
4. Principals or their designees should calmly speak to teachers and gather names of students and employees that were physically distanced less than 6 feet for 10 minutes or more with the individual that tested positive. Be sure to consider 1:1 special education aides, teachers or teacher assistants who might have been assisting students with classwork, collaborative projects, center work, PE and special class activities, OT, PT, and speech sessions, and any opportunities for social gatherings. The names of students or employees meeting the criteria of

physically distanced less than 6 feet for 10 minutes or more should be added to the contact tracing form.

5. Principals or their designees should gather names of students who ate lunch in the same room as the individual who tested positive for COVID-19. Times for the lunch period should be collected. Principals should confirm that masks were removed so students could eat lunches. The names of all students and supervising staff should be added to the contact tracing form if the student who tested positive for COVID-19 removed his/her mask to eat lunch.
6. Principals or their designees should speak with the School Nurse (Debbie Higgins, Linda Gracey, and Tana Gunn) to identify any student that may have underlying medical issues and/or is considered immuno-compromised. The names of such students should be prepared to be added to the contact-tracing list. The Superintendent or her designee shall speak with the Jefferson County Public Health Nurse to confirm that such names should be added to the contact-tracing list.
7. In the High School where classes are over 70 minutes, the Principal should identify if the same individual sat next to the individual who tested positive for COVID-19 in more than one class. If so, the individual's name should be added to the contact-tracing list. In addition, in the High School where students switch classrooms, the Principal should confirm that the desk was cleaned between students. If the desk was not cleaned or disinfected, the student who sat at the desk after the individual that tested positive should be added to the contact-tracing form.
***Please use the "COVID-19 School and JCPHS Coordination for Contact Tracing 11.20.2020" spreadsheet. Be sure to make a copy before using the document!**
8. Once the contact tracing form is complete, Principals and any designees (including Superintendent and Assistant Superintendent) should call the parent of each student on the list. Supervisors should speak with employees. Employees must immediately go home to quarantine. Students present in school should remain in place (depending if the entire cohort is identified) or in a separate location for the parent to pick-up the child from school. If parents are not available for pick-up, the school van or District vehicle should be used to transport the child home. Although the child is NOT currently considered a positive case, the Bus Garage should be warned that the bus driver should be given PPE including gloves, shield, and N95 mask from the school nurse. No extraneous staff member should ride in this vehicle to minimize a potential close contact. The bus driver would only need to quarantine as a close contact if the child were to test positive for COVID-19. Verbal communication to parents should state that the child has been identified as a close contact. The child and/or employee must quarantine at home, not leave home, and not attend school until released by Jefferson County Public Health. Please explain that because of the volume of calls that Public Health must make,

it may take several days for them to hear from Public Health. In addition, while quarantined, the child is eligible for free daily breakfast and lunch meals provided by the District. The parent should email the School Lunch Manager (Jim Nevers) at jnevers@gbliions.org or call (315) 779-2300, opt. 1, opt. 1, then ask for the kitchen.

If any phone numbers are not working, or the parent is no longer accessible at the number provided, please make changes on the contact tracing form, so that Public Health is not delayed in reaching parents. Please use alternate numbers and provide alternate numbers on the contact tracing form. If the only contact you reach is not listed as a parent or guardian, ask the contact to have the parent or guardian call you back as soon as possible. Please leave messages at numbers that identify it is the parent or guardian's phone. If the number is not identifiable, except by the number, please leave a message with no details except that you are calling from General Brown CSD, and would like [parent name] to call you back as soon as possible at [phone number].

9. The School Nurse or Principal should email the contact tracing form (excel file) to the Superintendent or her designee who will forward it to Jefferson County Public Health at faithl@co.jefferson.ny.us. Please cc: Assistant Transportation Director (Jason Valentin) and Operations Manager (Gary Grimm) to inform bus drivers not to pick up students. Please do NOT give bus drivers the reason as to why the students will not be riding the bus.
10. The Superintendent or her designee will write a letter to all district families and employees giving details of the latest positive case. ***Please reference "Notice to community of positive COVID-19 test 10.1.2020." Be sure to make a copy before using the document!** Details should be added but remain somewhat general, so that the individual that tested positive cannot be identified. Letters from other positive cases can be found on the District website to reference.
11. The Superintendent or her designee will email the Network Administrator (Mike Parobeck) the finalized letter to be added to the website. In addition, the content of the letter will be copied and pasted into an email to all District families. Finally, an email will be sent to all employees by the Superintendent or her designee. **Please reference "Sample Message for Website and School Messenger 10.1.2020." Be sure to make a copy before using the document!**
12. The Superintendent or her designee will text the Board of Education and members of Leadership to inform them of a positive COVID-19 case and status of protocols followed.
13. If after school hours, the Operations Manager will contact the Head Custodian of the respective building to ensure that adequate cleaning and additional disinfection is completed prior to employees and students re-entering the building or affected room. The same should be true for

the identified school bus. If the building is notified during the school day, the Principal or School Nurse will contact the Head Custodian.

14. The Superintendent or her designee will determine if it is necessary to close any of the schools or the District due to the number of positive cases and/or quarantines of employees. The Superintendent or her designee will complete the School Closure Form on the NYSED Business Portal. ***Please see "Report of School Closure form NYSED 11.24.2020."**

15. The Superintendent or her designee will email status updates to the Communication Specialist who may assist with further District communication as necessary.

Essential Employee Worksheet

In the event of a government ordered shutdown, similar to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	CEO, PIO, Human Resources, Curriculum	approve business functions, report information to staff and public, supervise employees, oversee continuity of learning	At least once per week, opposite Secretary and Assistant Superintendent	Administrative Calendar
Assistant Superintendent	Business Official, Human Resources, Curriculum	oversee business functions, supervise employees, oversee continuity of learning, back-up to Superintendent	At least once per week, opposite Secretary and Superintendent	Administrative Calendar
Deputy Treasurer, Payroll Clerk	Payroll, cash receipts and disbursements	continuity of business office functions	At least once per week, opposite Assistant Superintendent	Administrative Calendar
Principals	Supervise all aspects of building	oversee continuity of learning	At least once per week, opposite secretaries	Administrative Calendar
Secretaries	Check and answer/process voicemails, fax machines, emails, and daily USPS or pony mail	Ensure communication with families and distribution of mail	At least once per week, opposite Principals or Supervisors	Time Sheets
Operations Manager	Supervise daily operations in buildings, including maintenance, food service, and transportation	Ensure continuity of learning, ensure health and safety of employees and students, ensure food is distributed to families	At least once per week, opposite Assistant Transportation Director	Administrative Calendar
Assistant Transportation Director	Supervise bus drivers and mechanics	Ensure children are transported to respective schools and BOCES programs and supervise maintenance of bus fleet	At least once per week, opposite Operations Manager	Administrative Calendar
Food Service Director	Supervise the preparation and distribution of daily or weekly meals to children and families	Ensure food is safely prepared and distributed to children and families	Days and hours that meals are being prepared and/or distributed.	Administrative Calendar
Food Service Workers	Prepare and distribute daily or weekly meals to children and families	Ensure food is safely prepared and distributed to children and families	Normally-scheduled hours with staggered scheduled if situation allows	Time Sheets

General Brown Central School District

Device Take Home Form

The computer that your child is being issued is an educational tool and should be used in that capacity. Failure to comply with the General Brown Acceptable Use Policy and these guidelines will result in loss of take-home privileges.

Before a student is granted permission to take their assigned technology device home, a parent or guardian must sign this permission form.

The parents or guardians assume responsibility for the equipment by signing this form.

When technology is taken home by the student, it must be returned to the school two weeks prior to the start of the new school year. It is expected that the equipment will be returned to school with a fully charged battery for use during the school day. Information will be sent to you later this summer on a return date.

All technology is the property of the General Brown Central School District. GBCSD reserves the right to demand the immediate return of the equipment at any time. Students living in the household should be the only people using the device.

If any issues arise with the device, please contact Mike Parobeck at mparobeck@gbions.org

The district may not replace broken devices depending on the circumstances.

I agree to the guidelines and procedures outlined on this form and agree to take full responsibility for the device.

Student Name: _____

Parent Name: _____

5-Digit GB Number: _____

Parent Signature: _____ Date: _____

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING
February 8, 2021 – 5:30 p.m.
Meeting was held remotely via WebEx

Unapproved
MINUTES

REGULAR MEETING – This meeting was held remotely and was available to the public via WebEx. The meeting was called to order at 5:30 p.m. by President Kelly Milkowich, followed by the Pledge of Allegiance.

MEMBERS PRESENT VIA WEBEX – Kelly Milkowich, President; Sandra Young Klindt, Vice President; Natalie Hurley; Daniel Dupee II; Tiffany Orcesi; Jamie Lee; Scott Lytle

OTHERS PRESENT VIA WEBEX – Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk

WEBEX PARTICIPANTS – Gary Grimm, Operations Manager/Transportation Supervisor; Kathaleen Beattie, Director of Student Services; Melissa Nabinger, Principal Brownville Glen Park Elementary; Karen Denny, Interim Principal Jr.-Sr. High School; Laurie Nohle, Assistant Principal Jr.-Sr. High School; David Ramie, Principal Dexter Elementary; Michael Parobeck, Network Administrator

A. APPROVAL OF AGENDA

Motion for approval by Scott Lytle, seconded by Sandra Young Klindt, with motion approved 7-0.

A. PRESENTATIONS - None

B. PUBLIC COMMENT REQUESTS – No requests

C. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Scott Lytle, and seconded by Jamie Lee, with motion approved 7-0.

1. Approval of Minutes as listed:
 - January 4, 2021 – Regular Meeting
 - January 12, 2021 – Special Meeting
2. Approval of Building and Grounds Requests – none
3. Approval of Conferences and Workshops:
 - Kathaleen Beattie – Title IX Training (virtual) – February 11, 2021
4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – December 2020

D. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information and updates from Board Members: Ms. Hurley shared that the Jeff-Lewis School Board Association's *Virtual Legislative Discussion*, (formerly the Legislative Breakfast), would be a great opportunity for Board members to share conversation with legislators and advocate for our District.
2. Staff Member Reports
3. Staff Member Presentations - none

Items for Board Information / Discussion

4. Board Information – Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) whose terms will expire on June 30, 2021 are as follows:
 - Sandra Young Klindt – General Brown Central School District
 - Lynn A. Murray – Copenhagen Central School District
 - Michael F. Young – Lowville Academy & Central School District
5. Board Information – Dr. Sandra Young Klindt’s term serving on the Jefferson-Lewis Board of Cooperative Education Services will expire on June 30, 2021. Dr. Klindt has indicated that she would like to be considered for re-election to the BOCES Board of Education and has asked for Board members’ support. ***Nominations for members to the BOCES Board will be accepted at the March 8, 2021 Board of Education meeting*** and submitted to Jefferson-Lewis BOCES by Tuesday, March 23, 2021.

— President Milkowich thanked Dr. Klindt on behalf of the District for her past service on the BOCES Board of Education.

6. Board Information – Jefferson-Lewis BOCES Component school district Boards of Education and Trustees ***will vote on the Election and Proposed 2021-2022 BOCES administrative budget on April 21, 2021.*** A special meeting for the purpose of the vote/election will be required on that date.
7. Board Information – Invitation from Jefferson-Lewis School Boards Association – Virtual Legislative Discussion – March 5, 2021 at 3:00 p.m. – RSVP to Mrs. Bennett by March 1, 2021
8. Board Information – 2nd Quarter Elementary Data

Items for Board Discussion / Action

9. Board Action – Approval to appoint Laurie Nohle as follows:
 - Chief Faculty Counselor
 - Faculty AuditorMotion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion approved 7-0.
10. Board Action – Approval to appoint Missie Nabinger as follows:
 - Dignity Act Building Coordinator - Brownville Glen Park Elementary
 - Odyssey of the Mind Co-Coordinator
 - District Arts in Education Coordinator
 - Reading Co-Coordinator
 - Character Education
 - District Health/Safety CommitteeMotion for approval by Scott Lytle, seconded by Daniel Dupee, with motion approved 7-0.
11. Board Action – Approval to appoint Karen Denny as follows:
 - Dignity Act Building Coordinator – Jr.-Sr. High School
 - Drug and Alcohol Coordinator
 - Standardized Testing Coordinator
 - District Health Coordinator
 - District Health/Safety CommitteeMotion for approval by Jamie Lee, seconded by Sandra Young Klindt, with motion approved 7-0.
12. Board Action – Approval to appoint Kathaleen Beattie as follows:
 - Chairperson Committee on Special Education
 - Section 504 Coordinator
 - CSE, CPSE, and CSE Sub-Committee: Committee Representative/ChairpersonMotion for approval by Daniel Dupee, seconded by Tiffany Orcesi, with motion approved 7-0.
13. Board Action - Approval of ***Committee on Special Education Reports***
Motion for approval by Sandra Klindt, seconded by Scott Lytle, with motion approved 7-0.

14. Board Action – Resolution to **Conditionally Appoint Athletic Coaches during the 2020-2021 school year:**

RESOLUTION

WHEREAS, the prevalence of COVID-19 is such that schools were allowed to reopen in September for the 2020-2021 school year, under limited conditions provided schools adhere to certain health related requirements, recommendations, and mandates that have been, or may be, made by the Governor of the State of New York, the New York State Department of Education, the New York State Department of Health, and/or local county departments of health; and

WHEREAS, the District is required to comply with the various health related requirements, recommendations and mandates in order to operate the District’s athletic programs and to mitigate the potential negative impact of exposure to the COVID-19 virus and therefore recognize that many adjustments to the routine operation of these programs will be necessary to implement this compliance; and

WHEREAS, it is anticipated that throughout the 2020-2021 school year multiple adjustments may be necessary in form, frequency, and modality for offering of, and participation in, any specific athletic program which may impact the need for staffing and/or a need to reduce or cancel any specific portion of the athletic program; and

WHEREAS, the District wishes to ensure coaches are compensated on a pro-rata basis for any portion of the 2020-2021 athletic seasons for which students participate in athletics, but that coaches do not receive compensation for services that are not provided in the event that there is no student participation or cancellation of all or a part of any specific portion of the athletic program during any portion of the 2020-2021 academic year/athletic season(s); and

WHEREAS, the pro-rata basis shall be calculated by dividing the amount of a stipend by the standard number of official days of each normal season to determine a daily stipend. In the event the students are not able to participate in the event, the employee will only be paid for the days the students were able to participate; and

WHEREAS, the Board recognizes that coaches receive a longevity stipend based upon the number of years of service an individual has served in their respective position.

NOW, THEREFORE, IT IS RESOLVED:

1. In the event that students participate in extra-curricular athletics for any portion of the 2020-2021 academic year/athletic season(s), stipends will be pro-rated in proportion to the ratio of the actual duration of service rendered during any specific 2020-2021 athletic season to the scheduled time from an uninterrupted athletic season as set out in the Recitals above, and coaches shall receive longevity credit for actual service during any specific 2020-2021 athletic season; and

2. In the event that students do not participate in any portion of what would have otherwise been a specific athletic season(s) during the 2020-2021 school year, all coaching appointments for that specific athletic season(s) will be deemed rescinded, and no stipends shall be paid, nor shall coaches receive longevity credit for a specific athletic season(s) during the 2020-2021 school year if no portion of the specific season occurs.

Motion for approval by Sandra Klindt, seconded by Scott Lytle, with motion approved 7-0.

E. ITEMS FOR BOARD ACTION – PERSONNEL – Conditional Coaching Appointments

15. Board Action - **Upon the recommendation of the Superintendent of Schools, and consistent with the terms and conditions enumerated in the Resolution to Conditionally Appoint Athletic Coaches during the 2020-2021 School Year**, which resolution was duly adopted by the Board of Education immediately prior hereto, the General Brown Central School District Board of Education hereby conditionally appoints the following individuals to serve as coaches:

Motion for approval by Scott Lytle, seconded by Tiffany Orcesi, with motion approved 7-0.

(A) PAID Coaching Appointments:

Name	2020-2021 Winter Season	Coaching Certification	Effective Date
Matthew Fiske	Boys’ Basketball-Varsity	Teacher Coach*	Date TBD
Michael Hartle	Wrestling-Varsity	Teacher Coach*	Date TBD
Janelle Ferris	Girls’ Basketball-Varsity	Teacher Coach*	Date TBD
Amy O’Riley	Girls’ Volleyball-Varsity	Teacher Coach*	Date TBD

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance /
[Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 2nd - 4th Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR /
Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

F. ITEMS FOR BOARD ACTION – PERSONNEL – Continued

16. Board Action - Approval of the following PERSONNEL CHANGES, with *effective dates* as listed:
Motion for approval by Jamie Lee, seconded by Scott Lytle, with motion approved 7-0.

(A) Board Action – Retirements:

Name	Position	Effective Date
Lisa S. Sampson	Elementary Teacher	07/01/2021

(B) Board Action – Resignations: none

(C) Board Action – Appointments:

Name	Position	Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Justin D. Keegan	Elementary Teacher	\$48,045 annually (MB+39, step 1)	4-year probationary tenure track appointment as elementary teacher commencing February 9, 2021	02/09/2021
Bruce A. Matthews	Substitute Cleaner	\$12.50 per hour	n/a	02/22/2021

G. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

17. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Justin D. Keegan** – Teacher
- **Bruce A. Matthews** – Substitute Cleaner

Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.

H. SUPERINTENDENTS’ REPORTS

18. Assistant Superintendent Smith shared that this is normally the start of budget conversations, however with questions surrounding State aid projections; state budget gaps; STAR reimbursement; Federal aid; 20% aid withholding status; transportation aid reimbursement; and Governor Cuomo’s executive budget options A & B, much more information is required from the state before budget development can continue. Updated information will be shared as soon as it becomes available.

19. Superintendent Case elaborated on her reasoning for the 4.0% threshold for the 14-Day Positivity Rate in relation to athletics as summarized below from her Board report:

As the Board is aware, the Jefferson County Superintendents of Schools have been meeting quite regularly throughout the Pandemic, and have had many meetings with regard to athletics, including with Jefferson County Public Health.

The 4.0% or less positivity metric was one that Public Health indicated would be required in order for competition to begin. All agreed to support public health’s professional opinion regarding the metric. Along with the 4.0% metric, Superintendents recognized that each district had their own unique circumstances, and it would be important to allow for local decision-making as well, so public health chose to include that in their recommendations and press releases.

Specific circumstances for General Brown include:

- We’ve had a significant increase in positivity and quarantine rates between January and February. As included in my report to the Board, between January and February the District’s positivity rate went from a total of 15 cases, (10 students/5 staff), to 47 positive cases, (27 students/20 staff), so we more than tripled our District’s positivity rate in one month.

- Along with this, there was significant increase in our quarantine cases and cases in isolation because of our positivity.
- We do not return to the hybrid model of learning until February 22, 2021.
- We do not know what our positivity, isolation, and quarantine numbers will be until after we return to school.
- Yesterday had me very concerned that people may be gathering for the Super Bowl. I am also concerned that people may be gathering and traveling during February break, which could lead to a very similar situation that we experienced after the holidays.
- Winter sports are held indoors, which is another level of concern and increases the risk of transmission.

Having said that, the use of the 4.0% metric was set by Jefferson County Public Health to minimize the risk of transmission. My decision to wait until we reached 4.0% was based on the same rationale, which was health and safety.

However, after having lots of conversations and listening to students and parents I do feel comfortable that in looking at our 14-day positivity rate, and continuing to see a decline, which is at 6.7% today, as long we don't see significant increases in the District and our quarantine and positivity rates remain controlled, I am comfortable agreeing that athletics could start with cohort practices on February 22.

Team A students would practice on Monday and Tuesday. Team B students would practice on Thursday and Friday, and Remote-Only students would practice on Wednesday and Saturday. If the county's 14-day positivity rate continues to decline and the District's positivity, isolation, and quarantine rates do not increase during that week, I will allow full-team athletic practices to resume on Monday, March 1, 2021, for winter sports only. If there are no remote-only students on the team, full-team practices may start on Saturday, February 27, 2021.

Recognizing that this is not exactly what coaches would want, and not exactly what students would want, I heard from our students loud and clear that they want the opportunity to participate. This felt like very safe, common ground as long as our numbers continue to decline and we don't see increases, it felt like a very good compromise that recognizes their desperate need and want to get back to activities, and my concern about increased positivity rates and transmission here in District.

I was also asked to predict what the percentage would be for outdoor sports, and I don't have that number. We have not discussed that with public health at all; that was not a part of any of the conversations we've had to date. We were primarily focusing on winter sports only. We do know that now we need to begin to have those conversations as far as what is feasible for fall-2 sports as well as spring sports. I can tell you that getting outside with spring sports we have more confidence that it will be a much safer situation because they are outside versus being in the gym and in a closed facility.

- I wanted to add that I have asked Laurie Nohle and Karen Denny to begin having conversations with advisors for all extra-curricular activities, and this will certainly play a part at the elementary schools as well, but there are a lot more activities here at the junior-senior high school. I would like them to speak with all advisors and make sure they feel safe in having some type of club or group gathering. We certainly still have to abide by the social / physical distancing that must take place. We have to ensure enough space. For example, if it's a singing group they must be 12 feet apart instead of 6 feet apart. So what can we do either remotely, virtually, in-house or in-person that still abides by all of those guidelines, but allows us to have those extra-curricular activities? Those conversations are taking place, however we don't have definitives yet, but we are moving forward. Specifically, Odyssey of the Mind will not begin until next fall as it is a formal program involving competitions. There are activities at the elementary schools that are being looked at.
- With a question from a Board member regarding the science fair and having it out side....we can't answer that now as we don't know what our requirements will be for large group gatherings. I have charged a couple of teachers that have organized it in the past to look at virtual events or look at out-of-the-box events. We have to be very cautious with large group gatherings because they have not yet been approved. We are looking at ideas but can't give details. When information becomes available it will certainly be shared with families and the Board.
- Mrs. Case shared that we were required to complete a Communicable Disease - Pandemic Plan prior to April 1. This will eventually be incorporated into our District Safety Plan. The Plan has been posted on the website for public review and comment. There will be a Public Hearing on the plan at the March 8th meeting, where the Board will also be asked to adopt the Plan.

- Mrs. Case also highlighted from her Board Report that the Transportation Department was able to look at transportation for the BOCES ACES program as well as Career Tech Ed students. Laurie Nohle and Karen Denny called each and every student to find out if they needed transportation. Those students needing transportation were provided with it. That was an amazing feat and it was a lot of work from our Transportation Department. Many kudos to Gary Grimm and Jason Valentin. Also, thank you to our Bus Drivers who took on new routes to accommodate this service to our students. A big shout-out to the Transportation Department for the fantastic job!
- Mrs. Case shared that the Inclusion Steering Committee met last week and it was exciting to get this group back together. They talked about positives, things that are going very well, as well as challenges related to our inclusion efforts in the District. There were very early grading discussions and we will continue these conversations in an on-going initiative which will include our building EAP committees. These groups have parent representation as well.
- Mrs. Case was asked to share what efforts have been used by administration to re-engage students who have been all-remote, or have had to go remote. We have been making phone calls; at the JSHS there have been specific staff members that have been assigned to call students that have been disengaged; pupil personnel services are meeting with teachers who are reporting out about students they are concerned about; multiple home visits have been made with the social worker, nurses, and principals who are actively involved in this process. Teachers are sharing what is working better with engagement since going remote.

I. CORRESPONDENCE & UPCOMING EVENTS

20. Correspondence Log

J. ITEMS FOR NEXT MEETING

21. **March 8, 2021** – Regular meeting to begin at 5:30 p.m.

- Public Hearing / Approval of the *General Brown CSD Communicable Disease – Pandemic Plan*

K. PROPOSED EXECUTIVE SESSION

22. **A motion is requested to enter executive session** for discussion of the performance history of a particular individual. Motion for approval by Scott Lytle, seconded by Natalie Hurley, with motion approved 7-0. Time entered 6:12 p.m.

- Mrs. Bennett was excused from the meeting at 6:12 p.m. The following motions were provided by President Milkowich.

RETURN TO OPEN SESSION

23. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion approved 7-0. Time adjourned 6:48 p.m.

MOTION FOR ADJOURNMENT

24. **There being no further business or discussion**, a motion is requested adjourn the regular meeting.

Motion for approval by Scott Lytle, seconded by Tiffany Orcesi, with motion approved 7-0. Meeting adjourned 6:49 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated February 8, 2021

ReportResults

My Learning Plan Report
for BOE approval 3-8-2021

Building_Name	Last_First_Name	Activity_Title	Start__Date	End__Date
JR-SR HS	AUGLIANO, JENNIFER	JL Region School Counselors ONLY	1/13/2021	1/13/2021
BGP	Beagle, Kathryn	Self-Paced Learning - One Week at a Time - TOPIC: Engaging Task:	2/8/2021	2/8/2021
DISTRICT OFFICE	Beattie, Kathaleen	Creating an IEP	2/2/2021	2/2/2021
DISTRICT OFFICE	Beattie, Kathaleen	Diversity Series - Inclusion: A Strategic Education Resource	3/16/2021	3/16/2021
DISTRICT OFFICE	Beattie, Kathaleen	Developing Standards-Based IEP's	3/25/2021	3/25/2021
DISTRICT OFFICE	Beattie, Kathaleen	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	BERNIER, JOSE	Fundamentals of Equity	1/13/2021	1/13/2021
JR-SR HS	BERNIER, JOSE	Engaging Online Asynchronous Lessons	1/27/2021	1/27/2021
JR-SR HS	BERNIER, JOSE	Helping Students at Risk for Suicide	3/24/2021	3/25/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time - TOPIC: Focus on Asses	1/25/2021	1/25/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time - TOPIC: Teacher Studer	2/1/2021	2/1/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time - TOPIC: Engaging Task:	2/8/2021	2/8/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time - TOPIC: Engaging Task:	2/22/2021	2/22/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: Focus on Feedback	3/1/2021	3/1/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: Teacher Credibility and C	3/8/2021	3/8/2021
BGP	BURGESS, LAUREL	Games for Remote Learning: Baamboozle, BuzzIn.live, Flippity	3/10/2021	3/10/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: Make Learning Better fo	3/15/2021	3/15/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: Essential Questions to D	3/22/2021	3/22/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: The 7 Habits of Highly E	3/29/2021	3/29/2021
BGP	BURGESS, LAUREL	Mote	3/30/2021	3/30/2021
BGP	BURGESS, LAUREL	Discovery Education	3/31/2021	3/31/2021
BGP	BURGESS, LAUREL	Self-Paced Learning - One Week at a Time: The 7 E's of Instructiona	4/26/2021	4/26/2021
DISTRICT OFFICE	CASE, BARBARA	2021 Virtual Winter Institute and Lobby Day	3/8/2021	3/9/2021
DISTRICT OFFICE	CASE, BARBARA	Leadership for Increasingly Diverse Schools	3/24/2021	5/5/2021
DISTRICT OFFICE	CASE, BARBARA	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	CUDDEBACK, MARJORIE	Engaging Online Asynchronous Lessons	1/27/2021	1/27/2021
DEXTER	DAVIS, LINDSEY	Orff in a Virtual/Hybrid World; Ideas and Processes	3/20/2021	3/20/2021
DEXTER	DAVIS, LINDSEY	Getting Serious About Play - Playful Adaptations for Pandemic Learni	4/24/2021	4/24/2021
JR-SR HS	Denny, Karen	Engaging Online Asynchronous Lessons	1/27/2021	1/27/2021
JR-SR HS	Denny, Karen	Secondary Principals Meeting	2/9/2021	2/9/2021
JR-SR HS	Denny, Karen	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	GRIMM, BRIDGET	JL Region School Counselors ONLY	1/13/2021	1/13/2021
DEXTER	HARDWICK, NANCY	Educator Self-Care: Recharging in the New Year	1/13/2021	1/13/2021

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DEXTER	HARDWICK, NANCY	SLS Mentoring for School Librarians	2/3/2021	2/3/2021
DEXTER	HARDWICK, NANCY	Diverse and Stand Out Elementary Books	2/24/2021	2/24/2021
JR-SR HS	LASAGE, CARRIE	Tech Like a Pirate Book Study	2/1/2021	2/1/2021
JR-SR HS	LASAGE, CARRIE	D.E.I: Diversity, Equity, and Inclusion Resources and Examples in Bo	2/10/2021	2/10/2021
JR-SR HS	LASAGE, CARRIE	SLS Council Meeting	2/10/2021	2/10/2021
JR-SR HS	LASAGE, CARRIE	SLS Communication Coordinator Meeting	2/24/2021	2/24/2021
JR-SR HS	LASAGE, CARRIE	Best New YA Books for MS/HS Readers with Teri LeSesne	3/3/2021	3/3/2021
JR-SR HS	LEUBNER, LISA	ClearTrack Coffee Talks	1/12/2021	1/12/2021
JR-SR HS	LEUBNER, LISA	ClearTrack Coffee Talks	2/9/2021	2/9/2021
DEXTER	LOTHROP, ASHLEY	Creating an IEP	2/2/2021	2/2/2021
BGP	MAJO, SARAH	Self-Paced Learning - One Week at a Time - TOPIC: Teacher Studer	2/1/2021	2/1/2021
DEXTER	MAJO, SARAH	Self-Paced Learning - One Week at a Time - TOPIC: Teacher Studer	2/1/2021	2/1/2021
BGP	Nabinger, Melissa	Elementary Principals Meeting	1/12/2021	1/12/2021
BGP	Nabinger, Melissa	Elementary Principals Meeting	3/17/2021	3/17/2021
BGP	Nabinger, Melissa	The Science of Reading for Administrators	3/18/2021	3/18/2021
BGP	Nabinger, Melissa	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	Nohle, Laurie	Leadership Development Series for New Leaders	10/15/2020	3/11/2021
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	1/12/2021	1/12/2021
JR-SR HS	Nohle, Laurie	Leading Schools through Change	1/20/2021	1/20/2021
JR-SR HS	Nohle, Laurie	Refining and Reflecting for Administrators as Instructional Leaders: F	1/27/2021	1/27/2021
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	2/9/2021	2/9/2021
JR-SR HS	Nohle, Laurie	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	O'DONNELL, JOSEPH	Technology for Assessment and Feedback: EDPuzzle	2/1/2021	2/1/2021
DISTRICT OFFICE	PAROBECK, MICHAEL	Technology Leadership Meeting - Winter	3/3/2021	3/3/2021
DISTRICT OFFICE	RAMIE, DAVID	The Science of Reading for Administrators	3/18/2021	3/18/2021
DISTRICT OFFICE	RAMIE, DAVID	Rethinking Our Grading Practices	4/15/2021	4/15/2021
DISTRICT OFFICE	SMITH, LISA	Assistant Superintendents Meeting	2/9/2021	2/9/2021
DISTRICT OFFICE	SMITH, LISA	Frontline Educator Management Systems / Professional Growth Annu	3/9/2021	3/9/2021
DISTRICT OFFICE	SMITH, LISA	The Science of Reading for Administrators	3/18/2021	3/18/2021
DISTRICT OFFICE	SMITH, LISA	Rethinking Our Grading Practices	4/15/2021	4/15/2021
JR-SR HS	Swan, Andrea	Bohlen Technical Center High School Counselor Meetings	10/7/2020	5/12/2021
BGP	WORDEN, DEXTER	The Science of Reading: Foundational Knowledge and Skills Series	1/20/2021	1/27/2021
DEXTER	Yodice, Wendy	Creating an IEP (Virtual)	5/17/2021	5/17/2021

Policy

New Draft 02/22/2021

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GENERAL COMMITMENTS

GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOM FACILITIES

I. Statement of Policy

All single-occupancy bathroom facilities in and on the property of the District are designated as gender neutral for use by no more than one person at a time, or for family or assisted use.

II. Implementation of Policy

- A. The Superintendent or their designee shall ensure that each gender neutral bathroom facility is clearly marked by a posting on or near the entry door.
- B. Each bathroom facility must have a door for entry and exit that may be locked by the occupant to ensure their privacy and security.
- C. The Superintendent or their designee is authorized to develop additional procedures or regulations necessary to implement this Policy.

General Brown Central School District

Legal Ref: NYS Education Law §409-m; NYS Public Buildings Law §145

Cross Ref: *Equal Opportunity/Nondiscrimination Policies:*
Nondiscrimination in Public Accommodations (Section 3000)
Prohibition of Discrimination, Harassment and Bullying (Section 7000)
Nondiscrimination in Educational Services (Section 7000), and
Prohibition of Discrimination and Harassment (Including Sexual Harassment) in
Employment (Section 6000).

Adopted: _____