

DLT Meeting
March 16, 2020 – 10:30 a.m.
Coronavirus (COVID-19) Protocols

A special meeting of the Division Leadership Team was held to discuss protocols regarding the coronavirus and the State of Emergency declared by the Governor to close all schools in Virginia for two weeks. Due to the nature of the situation, Dr. Clemons believes we may be out longer than two weeks.

Steve Patton, Director of Food Services, is making plans to provide meals. Dr. Clemons believes the number of families taking advantage of this service will increase after today. Mr. Patton served fifty-nine breakfasts this morning, with six of those taken for lunch who could not come back. Plans are being made to do one service meal window between 9:30 -11:30 a.m. after today, to allow parents to pick up breakfast and lunch at the same time. The number of schools serving may be reduced, with staff varying from day to day. Parents will not need to come in the buildings to pick up meals, they will be available at the door. Anna Harwood, Abingdon E.S. Principal asked if parents could pick up meals for more than one day at a time. This may be an option for breakfast items.

All staff, including hourly employees will get paid based on contractual obligations. During this pandemic, some staff will be required to report to work, while others will work from home. There will be no need for anyone to work overtime and staff will only be paid for their contracted monthly wages. Essential personnel will need to be determined for the circumstances. Dr. Clemons added, the division can't shut down and not provide anything because students are out of the buildings. Dr. Clemons added that we are all essential and need to be available to do what is needed.

Instructional services will need to be a combination of online and paper access, with a plan in place for how to provide instruction to students for what could be an indefinite period of time.

Dr. Clemons believes a spike will occur in the number of reported cases in the next couple of weeks. GCPS will provide students the ability to continue to learn, but this won't be punitive. Additional credit can possibly be offered, but will not be something that can be detrimental to grades.

Every effort needs to be made to ensure our schools and buses are sanitized. Cleanliness in the buildings and grounds are all things that will need to be addressed. Practice precautions and social distancing. Dr. Clemons added that if our food service staff is in the buildings, our building administrators should also be in the buildings, but everyone doesn't need to come every day. Buildings are being closed to flatten the curve.

Jimmy Viars, Grounds Manager, plans to address anything around the buildings during this time. Weeding will begin and a regular schedule for grass cutting. Dr. Clemons asked that he send a schedule to the buildings.

Tanya Deckard, Director of Transportation, has drivers on the buses with cleaning stations at the transportation facility. All buses will remain there during this situation and if needed, used to transport meals.

Parks and Recreation will not be using the buildings. Discussion was held regarding use of our playgrounds and if prohibiting that could be enforced.

Lisa Jones, Nurse Coordinator, indicated parents were notified on Friday to make arrangements for picking up medications. Suggested timeframes for picking up packets and other belongings were discussed. Patti McMahan, Page M.S. Principal plans to do a callout asking parents to come between 10-4 on March 17.

TeeAnn Floyd, Accounting Manager, indicated any overtime for the current pay period needs to be sent in by noon on March 16 in order to be processed.

Rachel Blankenship, Executive Director of Human Resources and Compliance, has received multiple phone calls regarding how this situation will impact compensation. Previously scheduled interviews have been canceled.

Scott Mecca, Director of Technology, indicated there are three platforms for online delivery, with the biggest issue being instructing people how to use them. How to videos are available. Wi-Fi access points will be put in windows to create hotspots in GCPS parking lots. Any device checked out will need to be treated as if it were a contaminated item when it returns. Staff will be emailed directions for checking voice mail messages from home. Plato has opened up online courses for k-12 and some are already sanctioned by VDOE. Mr. Mecca is also creating

a location on the webpage for accessing material for students. Extra toner has been ordered to accommodate the anticipated increase in printing that will occur.

Melanie Jenkins said the math team created a portal with information that was sent home with students giving the links/passwords. Mr. Mecca may also include this on the website location provided for accessing materials.

If this goes long-term, Mr. Mecca said a lot of teachers are using Google Classroom and if peers teach others how to use these resources, we have a lot available.

Fran Goforth, Director of Special Education, asked if she could hold eligibility meetings. Discussion was held regarding this being a way to provide resources, not instruction. If instruction were provided, special education services would also be required. As much as possible needs to be done using Zoom or by telephone.

Chuck Wagner, Assistant Superintendent for Instructional Services, asked what the expectation will be of teachers at home regarding availability. Dr. Clemons believes we should be able to set reasonable hours that teachers need to be available every day by email, noting other divisions are doing two hours each day. Some teachers don't have computers at home, but could check out Chromebooks or laptops and use the Wi-Fi that will be available in school parking lots as early as Wednesday of the week of March 23, 2020.

Dave Miller, Facilities Manager, would like to take advantage of the situation and get some projects done in the buildings.

Mrs. Goforth asked if eleven month staff could work. She needs her assistant who is an eleven month employee. Dr. Clemons feels GCPs gives a lot in regards to time off and would expect that if needed and able, staff would come in, if not being put at risk. In addition, just because people aren't in the building does not mean work stops getting done. Katina Keener, Achilles E.S. Principal, asked about setting one time instead of two that teachers will be required to be accessible to email. Dr. McMahon indicated the 8th grade teachers at Page are responding as a group, so they don't all have to be available at once.

Bryan Hartley, Executive Director of Operations, added that people may go to any building for food pick up, but in regards to instructional materials, Dr. Clemons said that needs to stay building specific.

Homebound is shutdown at the moment, discipline hearings are on hold and will resume when we get back in school. The results of the mold testing show that seven of our buildings are fine, with two of them, TCWEC and GHS, requiring work to be done. The Agricultural Lab at GHS may need to be closed. Some of these items may be addressed while the buildings are closed.

Dr. Clemons closed by saying he is very appreciative of the efforts of all staff thus far and he couldn't ask for a better team to work with.

Adjourned – 12:10 p.m.