

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, July 21, 2020

Board Members Present: S. King, L. Franke, J. Jansch, J. Wieland, J. Mitchell, K. Lukens, C. Erickson

Excused: B. Clancy

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, M. Brick, E. Nuthals, J. Titera,

1. Action Item: Call to Order
S. King called the meeting to order at 3:30 PM.
2. Open Forum - None
3. Action Item: Approval of the June 16 and July 14, 2020 Board Meeting Minutes
Motion made by J. Wieland, seconded by L. Franke, that the minutes from the June 16 and July 14, 2020 Board meetings be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by J. Jansch, seconded by L. Franke, that the agenda for today's meeting with one change to the agenda be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
The July donations will be tabled until the August meeting.
6. Action Item: Payment of Bills
Motion made by J. Wieland, seconded by J. Mitchell, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
Revenue for the month is in line for what we were expecting. Medicaid revenue is down due to the school closure.
Motion made by J. Jansch, seconded by J. Wieland, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
8. Action Item: Resignation
K. Pahlow explained that Nicki Petersen is still working at Syble Hopp but went from a BC employee to a CESA employee in order to work one on one with a new student.
Motion made by J. Wieland, seconded by L. Franke, that the BCCDEB approve the resignation of Darcie Mangum, Instructional Aide and Nicki Petersen, Instructional Aide. MOTION CARRIED UNANIMOUSLY.
9. Action Item: Hiring
S. Johnson present Kate Van Alstyne as our new Occupational Therapist.
Christine Hendricks is currently part time BCCDEB Instructional Aide and will be moving to full-time starting in the fall.
Motion made by J. Jansch, seconded by J. Wieland, that the BCCDEB approve the administrative recommendations(s) for hire. MOTION CARRIED UNANIMOUSLY.
10. Action Item: Re-Opening Plan
The Administration team presented a power point presentation to the Board with the purposed Re-Opening Plan. This presentation is attached to these minutes.
Motion made by J. Wieland, seconded by K. Lukens, that the BCCDEB approve the recommended school re-opening plan for the 2020-2021 school year. MOTION CARRIED UNANIMOUSLY.

March 17, 2019

11. Action Item: Purchase of 1:1 Devices

Administration is recommending the purchase of a 1:1 device (ipad) for each of our students and their teacher. This device will be a critical part of in-school and any remote learning that may need to take place during the school year.

Motion made by J. Wieland, seconded by J. Mitchell, that the BCCDEB approve the purchase of 1:1 devices for staff instruction and student learning during in-person and virtual learning. MOTION CARRIED UNANIMOUSLY.

12. Discussion Item: Administrator's Report

K. Pahlow:

-Introduced Cassandra Erickson as our new Brown County liaison to the Brown County Board.

-The school budget was approved by the county.

-We learned from the DPI that we do not qualify for the K-12 CARES Act Funding.

S. Johnson:

-Training for an Infinite Campus upgrade will begin this week.

-New students are being entered into the system for IEP purposes.

A. Nizzia:

-Continuing to monitor staffing and determine needs based on status of school opening in person and/or remotely.

C. Maricque:

-An extensive and thorough cleaning of the classrooms and building is finishing up. New flooring will be installed in the EC and South Wing Rooms. This will allow for more effective cleaning in the room.

13. Discussion Item: Parent Organization Report – No report.

14. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session. **Motion made by L. Franke seconded by J. Wieland, that the Board move into Executive Session at 4:30 PM. MOTION CARRIED UNANIMOUSLY.**

Board returned to open session at 4:40 PM.

15. Action Item: Adjournment

Motion made by J. Mitchell, seconded by K. Lukens, to adjourn the July 21, 2020 Brown County Children with Disabilities Board meeting at 4:40 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

| DONATIONS – July/August 2020 BOARD MEETING | | |
|---|-------------------|--|
| DONOR | AMOUNT | ITEM/PURPOSE |
| Mack's Pub and Grill | \$100 | Hopp Needs |
| Dr. Goolsby | \$140 | Hopp Needs |
| De Pere Christian Outreach | \$2,000 | Hopp Needs |
| Patricia Larsen | \$250 | Hopp Needs |
| Jerry & Linda Boylan | \$100 | Hopp Needs |
| Steve Hedtke-Employee Random act of Kindness | \$500 | Hopp Needs |
| Tom & Lois Schumacher | \$500 | Hopp Needs |
| Laurie Mapes Sewall | \$200 | Hopp Needs – In memory of Ruth Miklaszewski |
| Kwik Trip | | |
| Mr. & Mrs. Dan & Perry Bollum | \$650 | Hopp Needs |
| The De Pere Men's Club | \$1,000 | Hopp Needs |
| Diane Miller | \$50 | Hopp Needs - IM of Mary Meyer |
| Phillp Goolsby | \$120 | Hopp Needs |
| GB Packers | \$2,500 | 2021 Golf Outing |
| Jim & Karie Theunis & friends | \$300 | 2021 Golf Outing |
| Larry & Theresa Leiberg | \$200 | Hopp Needs – IM of Mary Meyer |
| Kathleen Boettcher | \$12.72 | Hopp Needs |
| Empowerment Dance LLC | \$150 | Hopp Needs |
| | | |
| Total Donation | \$8,772.72 | |
| | | |

Report Date 08/14/20 12:28 PM

SYBLE HOPP SCHOOL

Page No 1

Check Date 07/01/20 - 07/31/20

Vendor Detail Report

FMVEN10A

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|------------------------|-------------------------|---------------|------------------|-------|---|----------------------------------|-----------------|
| ACC AUTOMATED | COMFORT CONTROLS | 100051 | | | | | |
| | 0100002048 | 07/07/20 | 26882 | | Semi-Annual service agremnt 7/1-12/31/20 | 1-10-100-324-253300-019-000000-2 | 1,144.50 |
| | | | | | | Check Total | 1,144.50 |
| | | | | | | Vendor Total | 1,144.50 |
| AT&T | | 100460 | | | | | |
| | 0100002057 | 07/14/20 | 9203383429826 6/ | | Monthly Service 6/19-7/18 | 0-27-100-999-158000-019-000000-2 | 41.23 |
| | | | | | | Check Total | 41.23 |
| | 0100002063 | 07/14/20 | 9203383429826 3/ | | Monthly Service 3/19 to 4/18 | 0-27-100-999-158000-019-000000-2 | 41.31 |
| | | | | | | Check Total | 41.31 |
| | | | | | | Vendor Total | 82.54 |
| BELLIN HEALTH | | 100803 | | | | | |
| | 0100002045 | 07/07/20 | MB4735 | | CPR Classes1/13/20 & 2/11/20 | 0-27-100-310-221300-019-000000-2 | 195.00 |
| | | | | | | Check Total | 195.00 |
| | | | | | | Vendor Total | 195.00 |
| CELLCOM | | 101353 | | | | | |
| | 0100002066 | 07/21/20 | 548324 | | Monthly Service 7/16-8/15 | 1-10-100-355-263300-019-000000-2 | 114.55 |
| | | | | | | Check Total | 114.55 |
| | | | | | | Vendor Total | 114.55 |
| CESA #5 | | 101380 | | | | | |
| | 0100002070 | 07/28/20 | 0002100143 | | Support-Infinite Campus/Campus Academy | 1-27-100-360-158000-019-000000-2 | 2,800.00 |
| | 0100002070 | 07/28/20 | 0002100209 | | 20-2021 Alio License & Support Fees | 1-10-800-386-252000-019-000000-2 | 4,751.12 |
| | | | | | | Check Total | 7,551.12 |
| | | | | | | Vendor Total | 7,551.12 |
| CITY OF DE PERE | | 101477 | | | | | |
| | 0100002058 | 07/14/20 | 15508399-00 6/20 | | Sewer Service 3/1-6/1/2020 | 0-10-100-338-253300-019-000000-2 | 995.82 |
| | 0100002058 | 07/14/20 | 15508400-00 6/20 | | Fireline Chage 3/1/6/1/2020 | 0-10-100-337-253300-019-000000-2 | 102.00 |
| | 0100002058 | 07/14/20 | 15508399-00 6/20 | | Water Service 3/1-6/1/2020 | 0-10-100-337-253300-019-000000-2 | 920.05 |
| | | | | | | Check Total | 2,017.87 |
| | | | | | | Vendor Total | 2,017.87 |

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|------------|---------------|--------------|-------|--|----------------------------------|-----------------|
| COUNTRY VISIONS COOPERATIVE | | 112876 | | | | | |
| | 0100002067 | 07/21/20 | B72155 | | Fuel for Lawn Mower | 1-27-100-348-256610-011-000000-2 | 18.00 |
| | | | | | Check Total | | 18.00 |
| | | | | | Vendor Total | | 18.00 |
| CPI | | 101754 | | | | | |
| | 0100002071 | 07/28/20 | IUS0169929 | | Annual Membership Dues-M Vertz | 1-27-800-941-223300-019-000000-2 | 150.00 |
| | | | | | Check Total | | 150.00 |
| | | | | | Vendor Total | | 150.00 |
| EDF ENERGY SERVICES LLC | | 116946 | | | | | |
| | 0100002059 | 07/14/20 | 106714ES | | Gas Usage 6/1-6/30/2020 | 0-10-100-331-253300-019-000000-2 | 87.09 |
| | | | | | Check Total | | 87.09 |
| | | | | | Vendor Total | | 87.09 |
| FRONTLINE TECHNOLOGIES GROUP LLC | | 115383 | | | | | |
| | 0100002049 | 07/07/20 | INVUS118087 | | Absence & Time Solution 7/1/20-6/30/21 | 1-10-800-360-252000-019-000000-2 | 6,651.64 |
| | | | | | Check Total | | 6,651.64 |
| | | | | | Vendor Total | | 6,651.64 |
| GREAT AMERICAN DISPOSAL OF WISCONSIN | | 110385 | | | | | |
| | 0100002068 | 07/21/20 | 07100452 | | Trash Removal 7/1-7/31/20 | 1-10-100-324-253300-019-000000-2 | 69.00 |
| | | | | | Check Total | | 69.00 |
| | | | | | Vendor Total | | 69.00 |
| INFINITE CAMPUS, INC. | | 115405 | | | | | |
| | 0100002050 | 07/07/20 | ANNUAL030229 | | SIS License/Cloud/Data Health/Registrati | 1-27-100-360-158000-019-000000-2 | 2,035.00 |
| | | | | | Check Total | | 2,035.00 |
| | | | | | Vendor Total | | 2,035.00 |
| JAMF SOFTWARE, LLC | | 117189 | | | | | |
| | 0100002072 | 07/28/20 | INV152692 | | Jamf School Subscription/Support | 1-27-100-360-158000-019-000000-2 | 2,340.00 |
| | | | | | Check Total | | 2,340.00 |
| | | | | | Vendor Total | | 2,340.00 |

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|--|------------|------------|---------------|-------|---|----------------------------------|-----------------|
| JOHNSON CONTROLS (SIMPLEXGRINNEL) | | | 107363 | | | | |
| | 0100002051 | 07/07/20 | 21668779 | | Annual Service- Fire,Sprinkler,Backflow | 1-10-100-324-253300-019-000000-2 | 2,929.00 |
| | | | | | | Check Total | 2,929.00 |
| | | | | | | Vendor Total | 2,929.00 |
| KEYSER PLUMBING & HEATING INC | | | 104202 | | | | |
| | 0100002043 | 07/01/20 | 16186 | | Rpr Locker Rm Toilet/Install Valve | 0-10-100-324-253300-019-000000-2 | 1,096.00 |
| | | | | | | Check Total | 1,096.00 |
| | | | | | | Vendor Total | 1,096.00 |
| KYLES CONSULTING | | | 114953 | | | | |
| | 0100002046 | 07/07/20 | KYLES SH 6/20 | | June SBS/MAC Fee | 0-27-800-310-223300-019-000000-2 | 900.00 |
| | | | | | | Check Total | 900.00 |
| | | | | | | Vendor Total | 900.00 |
| MARTELL CONSTRUCTION INC | | | 105043 | | | | |
| | 0100002044 | 07/01/20 | 1743 | | Concrete Sidewalk Repairs | 0-10-100-324-254200-019-000000-2 | 1,500.00 |
| | | | | | | Check Total | 1,500.00 |
| | | | | | | Vendor Total | 1,500.00 |
| MODERN BUSINESS MACHINES | | | 105423 | | | | |
| | 0100002060 | 07/14/20 | IN501135 | | Contract Meter Charges 4/1- 6/30/2020 | 0-27-100-322-158000-019-000000-2 | 323.58 |
| | | | | | | Check Total | 323.58 |
| | 0100002069 | 07/28/20 | IN429861 | | Xerox VersaLink C405 Copier | 0-27-100-449-158000-019-000000-2 | 979.00 |
| | | | | | | Check Total | 979.00 |
| | | | | | | Vendor Total | 1,302.58 |
| OASYS LLC | | | 113400 | | | | |
| | 0100002052 | 07/07/20 | 2296 | | Annual Special Education License7/1-6/30 | 1-27-100-360-158000-019-000000-2 | 4,160.00 |
| | | | | | | Check Total | 4,160.00 |
| | | | | | | Vendor Total | 4,160.00 |

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|-----------------------|------------|---------------|------------|-------|--|----------------------------------|------------------------|
| SAN A CARE INC | | 112498 | | | | | |
| | 0100002064 | 07/14/20 | 518889-2 | | Hydperxclnr, Clorox Bowl Cleaner | 1-10-100-411-253300-019-000000-2 | 65.50 |
| | | | | | | Check Total | <u>65.50</u> |
| | 0100002073 | 07/28/20 | 507594 | | Professional Sprayer/Distinctant Suppl | 1-10-100-411-253300-019-000000-2 | 816.33 |
| | 0100002073 | 07/28/20 | 511898 | | Backpack Sprayer/Supplies | 1-10-100-411-253300-019-000000-2 | 1,731.00 |
| | 0100002073 | 07/28/20 | 518889-3 | | HC Hydperxcln | 1-10-100-411-253300-019-000000-2 | 323.10 |
| | | | | | | Check Total | <u>2,870.43</u> |
| | | | | | | Vendor Total | <u>2,935.93</u> |
| TDS METROCOM | | 107847 | | | | | |
| | 0100002065 | 07/14/20 | 9203364367 | 7/20 | Monthly Service 7/10-8/9 | 1-10-100-355-263300-019-000000-2 | 152.00 |
| | | | | | | Check Total | <u>152.00</u> |
| | | | | | | Vendor Total | <u>152.00</u> |

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|------------|------------|--------------|-------|----------------------|----------------------------------|--------|
| UNUM LIFE INSURANCE COMPANY OF AMER 116335 | | | | | | | |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST CD Aide | 1-27-100-252-159150-011-000000-2 | 392.89 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Secretary | 1-27-800-251-223300-019-000000-2 | 5.03 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST/SL | 1-27-100-252-156600-011-000000-2 | 174.70 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST EC Teacher | 1-27-100-252-152000-011-000000-2 | 25.56 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Accounting | 1-10-800-252-252000-019-000000-2 | 54.82 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Maintenance | 1-10-100-252-253100-019-000000-2 | 40.57 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Admin | 1-27-800-252-232100-011-000000-2 | 66.00 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Admin | 1-27-800-251-232100-011-000000-2 | 42.04 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST OT | 1-27-100-252-218100-011-000000-2 | 105.01 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int EC Teacher | 1-27-101-252-152000-011-000000-2 | 146.84 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int S/L | 1-27-101-252-156600-011-000000-2 | 20.09 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int CD Teacher | 1-27-101-252-158000-011-000000-2 | 148.21 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int EC Aide | 1-27-101-252-159120-011-000000-2 | 11.00 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int Aide | 1-27-101-252-159150-011-000000-2 | 25.43 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Int OT | 1-27-101-252-218100-011-000000-2 | 25.10 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Dir Spec Ed | 1-27-800-252-223300-011-000000-2 | 112.33 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Secretary | 1-27-800-252-223300-019-000000-2 | 8.95 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT SW | 1-27-100-251-212100-011-000000-2 | 21.25 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST SW | 1-27-100-252-212100-011-000000-2 | 37.75 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Nurse | 1-27-100-251-214400-011-000000-2 | 18.37 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Nurse | 1-27-100-252-214400-011-000000-2 | 32.65 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT PT | 1-27-100-251-218200-011-000000-2 | 24.03 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST PT | 1-27-100-252-218200-011-000000-2 | 42.72 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Technology | 1-10-100-251-295000-019-000000-2 | 2.80 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Technology | 1-10-100-252-295000-019-000000-2 | 4.99 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST Specialty Teacher | 1-27-100-252-159300-011-000000-2 | 58.96 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Maintenance | 1-10-100-251-253100-019-000000-2 | 22.84 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Accounting | 1-10-800-251-252000-019-000000-2 | 30.86 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT EC Teacher | 1-27-100-251-152000-011-000000-2 | 14.38 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT S/L | 1-27-100-251-156600-011-000000-2 | 98.29 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT ID Teacher | 1-27-100-251-158000-011-000000-2 | 387.59 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT CD Aide | 1-27-100-251-159150-011-000000-2 | 221.17 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Specialty Teacher | 1-27-100-251-159300-011-000000-2 | 33.16 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT OT | 1-27-100-251-218100-011-000000-2 | 59.08 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Int EC Teacher | 1-27-101-251-152000-011-000000-2 | 82.65 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | Lt Int S/L | 1-27-101-251-156600-011-000000-2 | 11.31 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Int CD Teacher | 1-27-101-251-158000-011-000000-2 | 83.42 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Int EC Aide | 1-27-101-251-159120-011-000000-2 | 6.20 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Int Aide | 1-27-101-251-159150-011-000000-2 | 14.33 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Int OT | 1-27-101-251-218100-011-000000-2 | 14.12 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | LT Dir Spec Ed | 1-27-800-251-223300-011-000000-2 | 63.21 |
| | 0100002053 | 07/07/20 | 0880914-0017 | 7/2 | ST ID Teacher | 1-27-100-252-158000-011-000000-2 | 688.77 |

Check Total 3,479.47

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|------------|---------------|------------|-------|--|----------------------------------|-----------------|
| UNUM LIFE INSURANCE COMPANY OF AMER 116335 | | | | | | | |
| | | | | | | Vendor Total | 3,479.47 |
| US Bank PCard Only | | 115950 | | | | | |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Headsets for School Use | 0-27-800-411-232100-019-000000-2 | 249.90 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Mailing Yearbooks | 0-27-800-353-232100-019-000000-2 | 219.00 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Face Shields-COVID | 0-27-000-000-716100-000-000000-0 | 275.00 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Yellow Isolation Gowns-COVID | 0-27-000-000-716100-000-000000-0 | 1,138.20 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Gloves for School Use-COVID | 0-27-000-000-716100-000-000000-0 | 6,025.80 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Refund Sales Tax Sherwin Williams | 0-10-100-411-253300-019-000000-2 | -11.29 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Garbage Disposal for Duplex Rental | 0-10-100-324-254310-019-000000-2 | 91.18 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Spot Treat Areas, Ck Rodent Equip | 0-10-100-324-253300-019-000000-2 | 34.00 |
| | 0100002055 | 07/10/20 | PCARD 6/20 | | Exhause Motor Greenhouse Area | 0-10-100-324-253300-019-000000-2 | 170.10 |
| | | | | | | Check Total | 8,191.89 |
| | 0100002056 | 07/10/20 | PCARD 7/20 | | Conference Opening Safe & Healthy School | 1-27-100-310-221300-019-000000-2 | 300.00 |
| | | | | | | Check Total | 300.00 |
| | | | | | | Vendor Total | 8,491.89 |
| VDH ELECTRIC INC | | 108529 | | | | | |
| | 0100002061 | 07/14/20 | 22841 | | New Gym lights & cages | 0-10-100-324-254300-019-000000-2 | 3,210.00 |
| | | | | | | Check Total | 3,210.00 |
| | | | | | | Vendor Total | 3,210.00 |
| WI DEPT OF JUSTICE | | 109010 | | | | | |
| | 0100002047 | 07/07/20 | G2841 6/20 | | June Background Checks | 0-27-800-310-231700-019-000000-2 | 14.00 |
| | | | | | | Check Total | 14.00 |
| | | | | | | Vendor Total | 14.00 |
| WISCONSIN ASSOCIATION OF | | 108948 | | | | | |
| | 0100002054 | 07/07/20 | 20789 | | CDEB 20-21 Membership Dues | 1-27-800-941-231100-019-000000-2 | 1,508.00 |
| | | | | | | Check Total | 1,508.00 |
| | | | | | | Vendor Total | 1,508.00 |

Vendor Detail Report

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---------------------------------|------------|---------------|------------|-------|----------------------------------|----------------------------------|-------------------------|
| WISCONSIN PUBLIC SERVICE | | 109151 | | | | | |
| | 0100002062 | 07/14/20 | 2989475327 | | Duplex Utilities | 0-27-100-999-158000-019-000000-2 | 159.33 |
| | 0100002062 | 07/14/20 | 2991070547 | | Electric Service 4-22 to 6-22-20 | 0-10-100-336-253300-019-000000-2 | 6,601.28 |
| | 0100002062 | 07/14/20 | 2997042025 | | Gas Service/Ind Trans | 0-10-100-331-253300-019-000000-2 | 191.43 |
| | 0100002062 | 07/14/20 | 2989448792 | | Cashout Garage Utilities | 0-10-100-336-253300-019-000000-2 | 32.65 |
| | | | | | | Check Total | <u>6,984.69</u> |
| | | | | | | Vendor Total | <u>6,984.69</u> |
| | | | | | | Grand Total | <u>61,119.87</u> |

Syble Hopp Expenditures Summary for the Month Ended June 30, 2020 - Preliminary

| DESCRIPTION | 2019-2020 BUDGET | BUDGET AS OF 6/30/2020 | Actual Amount | TOTAL BUDGET REMAINING | VARIANCE TO BUDGET AS OF 6/30/2020 | COMMENTS |
|----------------------------------|-------------------|------------------------|-------------------|------------------------|------------------------------------|--|
| GENERAL FUND | | | | | | |
| LIBRARY MEDIA RESOURCES | 320.00 | 320.00 | - | 320.00 | 320.00 | |
| FISCAL/FINANCE | 177,027.00 | 177,027.00 | 181,217.29 | (4,190.29) | (4,190.29) | Additional payroll cycle posted to 19/20. |
| BUILDING AND SITE OPERATION | 275,530.00 | 275,530.00 | 270,532.71 | 4,997.29 | 4,997.29 | Cleaning supplies and floor cleaning equipment. |
| BUILDING AND SITE MAINTENANCE | 113,138.00 | 113,138.00 | 90,926.39 | 22,211.61 | 22,211.61 | New flooring was installed in July and PA system was installed in August. The outside of the building was not sealed, so savings were recognized. Savings in sidewalk repairs. |
| DUPLEX | 1,000.00 | 1,000.00 | 411.18 | 588.82 | 588.82 | |
| TELEPHONE | 2,800.00 | 2,800.00 | 2,843.07 | (43.07) | (43.07) | |
| NON-INSTRUCTIONAL STAFF TRAINING | 640.00 | 640.00 | 670.00 | (30.00) | (30.00) | WASBO and WASB Conference. |
| TECHNOLOGY | 26,486.00 | 26,486.00 | 19,428.60 | 7,057.40 | 7,057.40 | |
| INSURANCE AND JUDGMENTS | 90,132.00 | 90,132.00 | 83,988.98 | 6,143.02 | 6,143.02 | |
| COUNTY IDC AND TECH SERVICES | 96,534.00 | 96,534.00 | 86,375.44 | 10,158.56 | 10,158.56 | |
| TOTAL GENERAL FUND | 783,607.00 | 783,607.00 | 736,393.66 | 47,213.34 | 47,213.34 | |
| SPECIAL REVENUE | | | | | | |
| EARLY CHILDHOOD | 415,014.00 | 415,014.00 | 415,950.89 | (936.89) | (936.89) | Additional costs due to coverage for a leave, this cost was offset by savings in insurance and materials not purchased due to the school being closed. |
| SPEECH/LANGUAGE | 453,422.00 | 453,422.00 | 436,696.37 | 16,725.63 | 16,725.63 | Savings due to new staff. |
| SPECIAL EDUCATION | 2,114,190.00 | 2,114,190.00 | 2,052,185.27 | 62,004.73 | 62,004.73 | Savings due to staff on leave. |
| RETIREE INSURANCE | 35,000.00 | 35,000.00 | 33,399.83 | 1,600.17 | 1,600.17 | Bank sick leave that was transferred to retiree bank accounts. |
| EC INSTRUCTIONAL AIDES | 71,312.00 | 71,312.00 | 83,983.28 | (12,671.28) | (12,671.28) | An additional aide was added to EC due to student needs. |
| SE INSTRUCTIONAL AIDES | 1,268,995.00 | 1,268,995.00 | 1,273,093.23 | (4,098.23) | (4,098.23) | Due to needs of the classroom, an additional aide was hired for the school year. In addition, health insurance costs are more than budgeted due to employee selections of |
| SE SUB TEACHERS/AIDES | 85,044.00 | 85,044.00 | 129,858.05 | (44,814.05) | (44,814.05) | Additional substitute aides were added to cover the needs of the class rooms. |
| EC SUB TEACHERS/AIDES | 16,794.00 | 16,794.00 | 12,279.25 | 4,514.75 | 4,514.75 | |

Syble Hopp Expenditures Summary for the Month Ended June 30, 2020 - Preliminary

| DESCRIPTION | 2019-2020 BUDGET | BUDGET AS OF 6/30/2020 | Actual Amount | TOTAL BUDGET REMAINING | VARIANCE TO BUDGET AS OF 6/30/2020 | COMMENTS |
|-----------------------------------|---------------------|------------------------|---------------------|------------------------|------------------------------------|--|
| SPECIALTY TEACHERS | 176,306.00 | 176,306.00 | 173,183.75 | 3,122.25 | 3,122.25 | |
| DIRECTION OF SOCIAL WORK | 75,680.00 | 75,680.00 | 75,194.53 | 485.47 | 485.47 | |
| NURSING | 82,840.00 | 82,840.00 | 90,110.27 | (7,270.27) | (7,270.27) | Additional summer hours due to COVID planning. |
| OCCUPATIONAL THERAPY | 300,007.00 | 300,007.00 | 296,730.83 | 3,276.17 | 3,276.17 | |
| PHYSICAL THERAPY | 83,342.00 | 83,342.00 | 84,221.73 | (879.73) | (879.73) | |
| TRAINING | 13,719.00 | 13,719.00 | 9,210.03 | 4,508.97 | 4,508.97 | |
| SE AND PRINCIPAL | 287,963.00 | 287,963.00 | 291,225.73 | (3,262.73) | (3,262.73) | Additional payroll cycle posted to 19/20. |
| BOARD AND AUDIT | 15,315.00 | 15,315.00 | 10,270.00 | 5,045.00 | 5,045.00 | |
| ADMINISTRATOR | 192,793.00 | 192,793.00 | 196,749.06 | (3,956.06) | (3,956.06) | Additional payroll cycle posted to 19/20. |
| VEHICLE REPAIR AND FUEL | 11,000.00 | 11,000.00 | 4,561.70 | 6,438.30 | 6,438.30 | |
| TRANSPORTATION AND BUS AIDES | 741,041.00 | 741,041.00 | 597,813.79 | 143,227.21 | 143,227.21 | Savings recognized in bus aides, district transportation, fuel cost and additional wheel chair bus costs. Lamers is billing 82% of contract for days during the shut-down. |
| UNEMPLOYMENT | 10,676.00 | 10,676.00 | 4,185.15 | 6,490.85 | 6,490.85 | |
| CESA AND DISTRICT SERVICES | 26,710.00 | 26,710.00 | 27,818.79 | (1,108.79) | (1,108.79) | |
| PARENT ORG EMPLOYEE SERVICES | - | - | 566.06 | (566.06) | (566.06) | Wages will be reimbursed by Parent Organization |
| CAMP SOAR | 75,976.00 | 75,976.00 | 78,830.42 | (2,854.42) | (2,854.42) | |
| TRANSIT OF AID TO DISTRICTS | 69,861.00 | 69,861.00 | 58,483.00 | 11,378.00 | 11,378.00 | The percentage of special education aid is lower than budgeted. Includes four payments to districts. |
| TOTAL SPECIAL REVENUE FUND | 6,623,000.00 | 6,623,000.00 | 6,436,601.01 | 186,398.99 | 186,398.99 | |
| FOOD SERVICES | | | | | | |
| DIRECTON OF FOOD SERVICES | 62,714.00 | 55,745.78 | 49,538.09 | 13,175.91 | 6,207.69 | Cost per meal for the West De Pere contract is more than budgeted. Savings recognized due to shut-down. |
| FOOD - LUNCH PROG | 500.00 | 444.44 | - | 500.00 | 444.44 | |
| FOOD | 6,400.00 | - | - | 6,400.00 | - | |
| TOTAL FOOD SERVICE FUND | 69,614.00 | 56,190.22 | 49,538.09 | 20,075.91 | 6,652.13 | |

Syble Hopp Balance Sheet as of June 30, 2020 - Preliminary

| ACCOUNT DESCRIPTION | 06/30/20 |
|--|-----------------------|
| GENERAL FUND | |
| CASH | 7,264,843.98 |
| ACCOUNTS RECEIVABLE | 26.00 |
| PREPAID EXPENSES | 106.65 |
| TOTAL ASSETS | 7,264,976.63 |
| ACCOUNTS PAYABLE | 15,020.31 |
| CONTRACTS PAYABLE | 12,619.72 |
| TOTAL LIABILITIES | 27,640.03 |
| EQUITY ACCOUNT | 7,237,336.60 |
| TOTAL FUND BALANCE | 7,237,336.60 |
| SPECIAL EDUCATION FUND | |
| CASH ACCOUNT | (1,789,020.25) |
| RECEIVABLE | 146,612.07 |
| INVENTORY | 7,439.00 |
| TOTAL ASSETS | (1,634,969.18) |
| PAYABLE ACCOUNT | 10,561.35 |
| CONTRACTS PAYABLE | 798,965.22 |
| OTHER DEFERRED REVENUE (SOAR REGISTRATION) | 250.00 |
| TOTAL LIABILITIES | 809,776.57 |
| EQUITY ACCOUNT | (2,444,745.75) |
| TOTAL FUND BALANCE | (2,444,745.75) |
| FOOD SERVICE FUND | |
| CASH | 2,525.30 |
| RECEIVABLE | 3,405.34 |
| TOTAL ASSETS | 5,930.64 |
| DUE TO STATE | 1,006.83 |
| TOTAL LIABILITIES | 1,006.83 |
| EQUITY ACCOUNT | 4,923.81 |
| TOTAL FUND BALANCE | 4,923.81 |

Syble Hopp Revenue Summary for the Month Ended June 30, 2020 - Preliminary

| DESCRIPTION | 2019-2020 Amended Budget | Actual Amount | Variance | COMMENTS |
|--|-----------------------------|---------------------|--------------------|--|
| GENERAL FUND | | | | |
| PAYMENT IN LEAU OF TAXES | 3,080,863.00 | 3,080,863.00 | - | Levy apportioned by the County was received in January. |
| INTEREST | 38,000.00 | 74,770.52 | 36,770.52 | Interest is trending higher than expected. |
| RENT (DUPLEX) | 9,000.00 | 9,000.00 | - | |
| MEDICAID MAC REIMBURSEMENT | 63,000.00 | 171,926.49 | 108,926.49 | 2017-18 Medicaid Cost Settlement (\$72409.40); 2018-19 MAC Payment (\$99,517.09) |
| SECURITY GRANT | 10,656.00 | 13,600.91 | 2,944.91 | Additional funds were received for the installation of cameras. |
| MISCELLANEOUS | 30,656.00 | 341.00 | (30,315.00) | Transfer from donations was not required. |
| TOTAL GENERAL FUND | 3,232,175.00 | 3,350,501.92 | 118,326.92 | |
| SPECIAL REVENUE FUND | | | | |
| STUDENT FEES | 5,445.00 | 4,845.00 | (600.00) | |
| SOAR STUDENT REGISTRATIONS | 35,000.00 | 32,125.00 | (2,875.00) | |
| EC GRANT \$'S FROM DISTRICTS | 37,991.00 | 39,859.00 | 1,868.00 | |
| DISTRICT PAYMENT FROM IDEA FUNDS | 247,220.00 | 181,982.00 | (65,238.00) | |
| DISTRICT PAYMENT FOR SERVICES | - | 62,618.07 | 62,618.07 | DePere used local funds for Aide reimbursement. |
| TUITION-SCH DISTRICT(OUT OF COUNTY) | 232,870.00 | 230,111.28 | (2,758.72) | |
| TRANSIT OF STATE AIDE (CESA) | 8,410.00 | 6,384.13 | (2,025.87) | |
| CESA 7 - REIMB SUBS | 3,100.00 | 1,534.01 | (1,565.99) | |
| SPECIAL EDUCATION AID FROM STATE | 1,615,000.00 | 1,411,879.00 | (203,121.00) | The percentage of reimbursement is less than budgeted. |
| GENERAL STATE AID | 1,590,000.00 | 1,779,662.00 | 189,662.00 | |
| HIGH COST KIDS (STATE AND FEDERAL) | 17,000.00 | 12,634.00 | (4,366.00) | Expect to receive \$12,634. |
| OTHER STATE REVENUE | - | 400.00 | 400.00 | |
| MEDICAID REIMBURSEMENT | 253,000.00 | 227,821.77 | (25,178.23) | Expected Shortfalls due to shutdown. |
| TOTAL SPECIAL REVENUE FUND | 4,045,036.00 | 3,991,855.26 | (53,180.74) | |
| FOOD SERVICE FUND | | | | |
| STUDENT LUNCH | 32,500.00 | 24,057.25 | (8,442.75) | Expected Shortfalls due to shutdown. |
| ADULT LUNCH | 1,335.00 | 212.40 | (1,122.60) | |
| FOOD SER/STATE AID | 1,000.00 | 835.28 | (164.72) | |
| FOOD SERVICE/FED AID | 28,379.00 | 18,427.50 | (9,951.50) | Expected Shortfalls due to shutdown. |
| FED AID/COMMODITIES | 6,400.00 | 6,282.46 | (117.54) | |
| TOTAL FOOD SERVICE REVENUE FUND | 69,614.00 | 49,814.89 | (19,799.11) | |

2019-20 Transfer of Funds Request

Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year.

Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year.

It is requested of the Board to approve the following transfer of funds for the 2019-20 school year:

| | |
|--|----------------|
| Transfer <u>out</u> of Fund 10 | \$2,444,745.75 |
| Transfer <u>to</u> Fund 27 (Special Education) | \$2,444,745.75 |
| Transfer <u>to</u> Fund 50 (Food Service) | \$ 0.00 |

COVID-19 Policy
STAFF HANDBOOK APPENDIX

This policy shall apply in addition to all other policies contained in the Employee Handbook until such time as this Policy is withdrawn with prior notice. To the extent that this Policy conflicts with the policies in the general Employee Handbook, this Policy shall control while it is in effect.

Please be aware that this policy, as well as the structure of the 2020-2021 school year, may change based on recommendations or guidance from appropriate public agencies. Please read your school emails carefully as any changes will be provided in that manner.

Duty to Report: As a matter of first importance, during the public health emergency of coronavirus (COVID-19), all staff are required to report to their Supervisor if they receive a diagnosis of COVID-19. Additionally, all staff are required to report to their Supervisor if a family member or individual with whom they have been in close contact in the previous 14 days advises the staff member they have been diagnosed with COVID-19.

Travel: Any staff who intend to leave the State of Wisconsin within 14 days of any portion of the school year (whether prior to the start of school, during school, or over break) whether by car, plane or on a cruise, must advise their Supervisor of their intent to engage in such travel. The Supervisor will be in contact with the local public health department and will advise whether the staff member may be required to self-isolate upon return from such travel. Self-Isolation will be unpaid or the staff member may elect to use an appropriate benefit if available. If applicable, the Emergency Paid Sick Leave discussed below may also be available for this purpose as required by law.

Mass Gatherings: If a staff member participates in any mass gatherings or large public events, they should discuss the situation with their Supervisor prior to attending to determine if any isolation will be required based on public health recommendations at the time and based on the circumstances.

Daily Screening: For the safety of all, staff members will be required to participate in a daily self-screening prior to reporting to work. If, in the course of self-screening, the staff member identifies any of the identified symptoms for COVID-19, the staff member should immediately report those symptoms to their Supervisor. The Supervisor will advise the staff member whether to report to work.

It is possible that the District will highly recommend that a staff member be tested for COVID-19 if they indicate that they have any of the symptoms. If the staff member refuses to be tested, the District has the right to require that the employee not report to work for the recommended quarantine period.

All information provided by the screening or by testing will be kept confidential as required by applicable laws. The District will use the information provided only to advise and protect other staff members and students from any transmission of the virus.

Return to Work: If a staff member has symptoms based on either their own daily screening or the observation of school officials upon reporting to work, the staff member will be required to stay home until a COVID-19 test is completed and a negative test result is obtained and the staff receives a medical clearance to return to work. Unless the staff member receives and provides the District specific documentation to that effect, and subject to any other health department recommendations, the staff member will be required to self-isolate/quarantine away from the school building for a minimum of 14 days and until he or she has been symptom free for 24 hours and 10 days have passed since the first symptom appeared.

The same standard will apply in the case of direct exposure to an individual who test positive for COVID-19 (whether a family member, friend, or student).

On-Duty Conduct

All staff in the building are expected to comply with the following guidelines:

- Stay home if you are sick. There may be leave time available for you as an employee.
- Wash hands frequently and utilize hand sanitizer if you are not able to wash your hands.
- Avoid touching your face, mouth and eyes.
- Cover any cough or sneeze with a Kleenex or elbow.
- Clean frequently touched surfaces in the classroom/office as much as possible.
- Avoid sharing physical materials as much as possible.
- Face coverings should be worn at all times. Contact your supervisor if this presents a medical difficulty.
- Maintain a social distance of 6 feet from others as much as possible.
- Comply with all instructions regarding frequent cleaning care of personal spaces and classrooms. This includes cleaning desks in-between classes if students will be switching classrooms.
- Remove objects from the classroom that can be shared as much as possible. Especially for younger students, avoid the need to share classroom materials.
- It is important in the case of an outbreak in the school, that the District is able to identify who was in close contact with the infected person. If a staff member or students moves to a room other than where they are scheduled to be, please document changes to schedule or location of instructional services.
- If it becomes necessary to specify times when particular staff can and cannot be in the building, comply with the schedule and make accommodations to work from other locations as required.
- Drinking fountains will not be available but the bottle filling stations will be open. Any food that is brought into the building should be pre-packaged to the extent possible.

Copyright Policies: To ensure all staff are complying with special permissions and fair use agreements if it is necessary to record copyrighted materials and post them online for further access. If staff members have questions about the specifics of these rules, please contact your Supervisor for guidance.

Supporting Students: As the learning environment changes throughout the year, whether by classroom arrangements, limitations on how many students report to school at any given time, partially remote learning options or any other variation on the learning structure may become necessary, please be aware of students who may not respond well to these options for a variety of reasons. If teachers or support staff need additional help accommodating for a particular student's needs, please contact the appropriate administrator to seek support.

If a teacher is required to provide for students who are not able to attend class in person, the teacher should ensure that the materials received at home and at school, as well as the lessons, remain as coordinated as possible and that transitions between periods of virtual instruction and in-person instruction remain as cohesive as possible. Increased reliance on the teacher's designated web page may satisfy this purpose. However, teachers should be careful to avoid violating the District's social networking policy.

Throughout this time, make an effort to increase direct communication with parents to solicit their feedback and concerns during the pandemic. Pay special attention to families who may not have the ability to access school or community resources, and to students who have difficulties accessing instruction or problems with the increased dependence posed by virtual and distance learning.

Collaboration with colleagues may also require additional effort when it is likely that employees will casually occupy the same space during school hours. Please be intentional to communicate student assignments and student specific needs with supporting teachers as necessary.

Visitors: Any non-essential people should be approved prior to being invited into the building. This includes family members who may come in to set up classrooms with staff members, or parents who may come to volunteer. All visitors to the building will be required to complete a screening questionnaire for the visit (classroom or other building location) and to leave directly from there to minimize exposure to other individuals or spaces.

Early Notice

If, at any time, an employee determines that he or she is not comfortable returning to work or that he or she will require an accommodation based on a medical disability or that he or she will need leave for child care, please contact a Supervisor as soon as possible. Notice should be provided pursuant to the individual contract terms where applicable or per board policy, but where not otherwise specified, no less than a minimum of 30 days of notice prior to resignation is preferred. The more notice an employee is able to provide, the more easily the District may be able to accommodate the request while also ensuring the District operations are covered.

Amended Accommodation Policy: To the extent that an employee believes he or she requires a reasonable accommodation based on a medical disability related to COVID-19, the staff member should contact a Supervisor as soon as possible to discuss potential accommodations. The District will provide reasonable accommodations as appropriate. Be advised that conditions that put an employee at higher risk for contracting or suffering extreme symptoms or medical consequences of COVID-19 may be considered legal disabilities for the pandemic time period, even if such symptoms or medical consequences would not previously have qualified under non-pandemic circumstances. Examples of higher risk conditions include being over age 60, or various underlying medical or health conditions, including heart conditions or obesity. If a staff member has been advised by a medical professional that he or she is at higher risk for complications of COVID-19 based on the examples identified or other conditions, please address those concerns to a Supervisor.

Teleworking/Remote Work: While it is not the intent of the District to operate remotely for the entire school-year or for all programs, the District may be able to make reasonable accommodations based on a particular situation to allow individuals to work from home. This policy will be used in response to disability requests discussed above, as well as possibly during times of self-isolation or quarantine where the individual does not display symptoms, but has been asked to avoid coming into the building. Unless otherwise approved, staff is expected to report to the building for the regularly scheduled school day. An individual should contact a Supervisor if the individual believes he or she may qualify for a remote working option. In the event permission is granted to work from home, it is the staff member's responsibility to maintain relationships with students in a manner comparable to in-person classroom relationships. Under such circumstances, the staff member should engage in communication with students to assist in accessing educational resources and instruction.

Amended Discrimination Policies: In addition to the normal prohibitions on discrimination within the school district, this policy adds that no person should be discriminated against based a COVID-19 related disability or high-risk categorization. Additionally, in considering COVID-19-related accommodations, leave requests, or school reopening structure and organization, the prohibitions against discrimination on the basis of race, color, religion, sex and national origin will still apply. Any complaints should follow the discrimination procedure referred to in the Employee Handbook.

Amended Discipline Policies: Anyone who fails to comply with the additional rules set forth in this handbook will be subject to discipline, up to and including termination, if the violation is egregious or repeated. Staff should contact their Supervisor if they have any concerns about their ability to comply with these rules or are concerned that their behavior may be viewed as non-compliant.

Additionally, any bullying related to wearing a mask or not wearing a mask or any perceived high-risk categorization or designation will not be tolerated. Staff members are required to report comments from other staff members or students that are perceived as bullying or if the comments are bullying in nature.

Leave Generally: It is the District's intent to provide access to leave in a flexible manner. Employees may have casual days or sick time available to them that can be used as otherwise provided by the District. In addition, leave under the Families First Coronavirus Response Act, as described below, may be available to use. Employees should contact a Supervisor with any leave questions or concerns to determine if other arrangements can be made. It is the employee's responsibility to communicate concerns to the District.

Non-exempt employees will not be required to pay the prorated District portion of the insurance premium for any leave taken under the Families First Coronavirus Response Act. In the case of an unpaid leave of absence, employees may be required to pay the prorated District portion.

Families First Coronavirus Response Act Policy (Effective April 1, 2020 to December 31, 2020)

Introduction: The federal government passed the Families First Coronavirus Response Act (FFCRA) to assist employees during the current public health emergency. As a covered employer, the District provides the temporary benefits required by the Act as summarized in this policy. This policy is subject to change, including but not limited to a change due to any new or revised guidance or regulations. The leave described in this policy expires on December 31, 2020.

A. Emergency Paid Sick Leave Benefit (EPSL)

1. All full-time and part-time employees are eligible, but part-time employees will receive pro-rated sick leave benefits as described below.
2. Full-time employees will receive up to 80 hours of paid sick leave benefits to be used for coronavirus-related absences described below. Part-time employees will receive a pro-rated paid sick leave benefit based on the number of hours worked on average over a two week period. This paid sick leave benefit is available for immediate use.
3. Employees are not required to exhaust other forms of paid leave before using this new paid sick leave. The coronavirus paid sick leave is in addition to any paid leave employees already have.
4. This benefit is available to employees who are unable to work (in person or remotely) for any of the following reasons:
 - a. An employee is subject to a federal, state, or local coronavirus quarantine or isolation order;
 - b. An employee is advised by a health care provider to self-quarantine due to coronavirus concerns;
 - c. An employee is experiencing symptoms of coronavirus and seeking a medical diagnosis;
 - d. An employee is caring for an individual who is under a coronavirus quarantine or isolation order or has been advised by a health care provider to self-quarantine;
 - e. An employee is caring for a child whose school or child care provider has been closed or is unavailable because of coronavirus;
 - f. An employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
5. The District may require an employee to provide documentation certifying the reason for leave.
6. Pay for the emergency sick leave is as follows:
 - a. If an employee requires leave for reasons 4 (a), (b), or (c) above, the employee will be paid his/her regular rate of pay, up to \$511 per day and not more than \$5,110 in the aggregate.
 - b. If an employee requires leave for reasons under 4 (d), (e), or (f) above, the employee will receive two-thirds of his/her regular rate of pay, up to \$200 per day and not more than \$2,000 in the aggregate.
 - c. If an employee does not have a set schedule of hours, paid sick leave is based on the average number of hours the employee was scheduled per day over the six-month period prior to use of the leave.

7. If an employee is not teleworking, then leave for reasons 4 (a), (b), (c), (d), and (f) above must be taken in full-day increments until the earlier of: (i) the full amount of paid sick leave has been exhausted; or (ii) an employee no longer has a qualifying reason for taking paid sick leave. If an employee is teleworking, an employee may only take intermittent leave for reasons 4 (a), (b), (c), (d), and (f) above, with the District's agreement.
8. An employee may only take leave identified in 4 (e) intermittently with the District's agreement.
9. An employee's ability to use paid sick leave for purposes specified in the law will end upon termination of the qualifying event.
10. Paid leave provided under this law does not carry over year to year and unused leave is not paid out.

B. Temporary Expansion of Family & Medical Leave (EFML)

The District's FMLA policy is temporarily expanded to include a qualifying need related to the coronavirus public health emergency, as declared by federal, state, or local authorities. The conditions of this expansion (EFML) are outlined below.

1. Employees are eligible for leave for a "qualifying need" if they have worked at least 30 calendar days.
2. A "qualifying need" is limited to circumstances where an employee cannot work (in person or remotely) because of the need to care for the employee's child under age 18 due to a coronavirus-related public health emergency school or child care closing or unavailability.
3. Pay for the expanded FMLA leave will be as follows:
 - a. The first 10 days of the leave are unpaid. An employee may elect to substitute accrued paid leave during this time if available. During the first 10 days of unpaid expanded family and medical leave, an employee may not simultaneously take paid sick leave (EPSL) and other preexisting paid leave, unless the District permits the employee to supplement the amount received from EPSL along with other preexisting paid leave, up to the amount of the employee's normal earnings.
 - b. After the first 10 days, an employee will be paid two-thirds of his/her regular rate of pay, up to \$200 per day and \$10,000 aggregate. Employees are required by the District to take their remaining expanded family and medical leave at the same time as any existing paid leave that, under the District's policies, would be available to them in that circumstance.
4. The total annual FMLA leave entitlement for any qualifying reason remains at 12 weeks.
5. Leave under the expanded FMLA may only be taken intermittently with the District's agreement.
6. The District may require an employee to provide documentation certifying the reason for leave.

Concluding Comments

The administration is aware that these conditions will make this year more challenging than most. We appreciate your understanding and consideration as we try to navigate this situation in a responsible manner. Should any questions or concerns arise as to any rule or policy specified in this document, please bring your concerns to a Supervisor. Additionally, if you believe that a situation could be addressed in a different or more effective way, please forward your suggestion to a Supervisor. While there are many factors at play in the decision-making process, we are hopeful that we can address the current COVID-19 situation in a way that is satisfactory to all members of our community.

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Acknowledgement

I, _____, hereby acknowledge that I have received the above *COVID-19 Policy Appendix* to the 2020-2021 Employee Handbook. I understand the information contained herein and agree to comply with the requirements of this Appendix until advised that it has been withdrawn. I further agree that there may be further amendments or changes to this Appendix and understand that I will receive notice if and when such changes take place.

Name

Date