

Staff,

These are certainly unprecedented times. Information and guidance changes by the minute. Unfortunately, with such a late decision on Friday afternoon from the Governor, there have been many questions, some of which I will attempt to answer, but others that will need more consultation and consideration. I continue to work with PDE, and our county superintendents, along with leaders from IU13 and our CTC, to determine the best course of action. If you have questions, please forward them to us, and we will attempt to answer them through emails. We are also going to create and upload more information to our website so parents are kept abreast. I ask for your patience and understanding. We will all get through this together.

First and foremost, here is information related to who should report to work beginning on Monday, March 16, 2020

Teachers - **Do not report to work until further notification.** We are still seeking guidance on the impact of local CBAs as well as the concept of providing enrichment instruction for students.

181 Day Employees - (Paraprofessionals, PCAs, Security (may assign additional days as per Bob Bowman), Cafeteria, LPN/RN) - **Do not report to work until further notification.**

Both teachers and 181 Day employees may come to work on Monday if you need to pick up personal items. All employees will be asked to sign in so we can keep track of who is in the buildings as we begin the process of deep cleaning. If you house a classroom pet, you must pick it up on Monday and take it home.

195 Day Employees (Secretaries)- **Report to work at normally contracted times.**

210 Day Employees (210-Day Assistant Principals, Special Education Supervisors, SAIP Coordinators)- **Report to work at normally contracted times.**

245 Day Employees (Administrators, Confidential Secretaries/Admin. Assts., 245-Day Secretaries, Family Involvement Coordinators, District Translator/Interpreter, Technology Staff) **Report to work at normally contracted times.**

Employees scheduled to work may use vacation and/or personal leave during this time.

On Monday, we will begin to deep clean all of our buildings. Thank you to our Building and Grounds crew!!! We appreciate your hard work and dedication to the task of ensuring our buildings are safe and clean.

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H.O.P.E. Help One Person Every Day

The JOHN MAXWELL **Team**
Certified Coach, Speaker & Trainer