

**HOLDEN R-III BOARD OF EDUCATION  
SPECIAL SESSION MINUTES  
April 1, 2020  
4:55 p.m.**

- Call to Order:** The meeting was called to order by Superintendent Hough at 4:55 p.m. at the M.S. Library.
- Roll Call:** Six board members were present were present, Kevin Coleman was absent.
- Agenda:** A motion by Sarah Abel, second by Georgia Jarman to hold an emergency special meeting due to the Johnson Co. Community Health Services stay-at-home order issued for April 1-April 30, 2020 and approve the agenda as presented. Motion carried 6-0.
- New Business:** COVID-19 District Response—Dr. Hough updated the board members on the District’s response to the COVID-19 pandemic, thus far. The Holden R-III School District initially made the decision to cancel school through April 3 with a tentative date to return on April 6 based upon the COVID-19 pandemic. Food service delivery and instructional resources delivery was set up as options for parents/guardians to utilize. Families were notified through email, text messaging, phone calls, social media, and the district website. As the pandemic continued, the decision to extend the closure through April 24 was made and parents/guardians were given the opportunity to extend or amend their initial choices for food and instructional resources. Instructional staff have been asked to develop virtual and hard-copy instructional resources for parents/guardians to utilize. Weekly email communication to families regarding instructional resources is expected. Administrators are copied on these communications. This will continue throughout the closure. Hard-copy resources are copied and sorted by secretarial staff and can be picked up at the meal pick-up locations and times, or they are delivered to homes by bus. Instructional staff members have also been given the opportunity to volunteer for shifts in the meal packaging and delivery operation. Support Staff members have been given the option to utilize accumulated sick leave or report to work. Those staff members have been helping with office duties, instructional resources, and meal packaging and delivery. Personal protective equipment and social distancing expectations have been reviewed with the employees. Meal preparation operations have been expanded to two kitchens to assist in social distancing protocols. Temperatures of each employee is taken each morning. If an employee has a temperature of 100.4 or higher, they will be sent home. Apple Bus Company has 15 routes running in the morning and 11 routes running each evening to deliver resources to families. OPAA! Food Service is preparing approximately 2,300 meals daily for both Holden and Kingsville district families. District administrators have been asked to develop a list of tasks that would typically be completed during this time of year to close out the school year and to be prepared to open the 2020-2021 school year in August. Plans will be developed on how those tasks will be completed with staff members available to work during the pandemic closure.
- On April 1, 2020, the Families First Coronavirus Response Act (FFCRA) went into effect for employees to utilize during the pandemic. This information was shared on Monday, March 30 with individual support staff members who were at work and mailed to those at home. A few staff members notified Central Office that they would be utilizing Option #5 starting April 1. On March 30, 2020, Johnson County, MO was placed under a stay-at-home order that begins at 12:00 p.m. on April 1 and runs through April 30. The Holden R-III School District is classified as an essential business and is capable of continuing the services as planned. Employees and contractors have been given a letter from the district designating them as essential workers that can be utilized if they are questioned. The following are excerpts from the Johnson County Public Health Emergency Order regarding educational institutions.
- B. "Essential Businesses" means any for-profit, not-for-profit, or educational entity regardless of its corporate or entity structure includes the following:*
- 16. Educational institutions, including public and private K-12 schools, colleges and universities for the purpose of facilitating distance learning or performing essential functions related to distance learning and provision of other services related to student welfare, including but not limited to food provision and delivery, provided that Social Distancing Requirements are maintained to the greatest extent possible;*

New Business:  
(Continued)

*J. School Operations means any institution of elementary or secondary education, including but not limited to public, chartered, private or parochial institutions. School Operations does not include a requirement that school buildings be closed if needed to house individuals, distribute food or clothing, provide medical care or any other services deemed necessary to protect the life and property of Johnson County residents and other critical resources.*

Due to the unique characteristics and risks associated with transmission dynamics, the likely spread of the disease based on factors of social distancing, the clinical severity of COVID-19, the lack of vaccine or antivirals as treatment options, the crowd density, the inability to ensure social distancing and to prevent close contact among groups, in-person classroom-based School Operations are prohibited in Johnson County, Missouri during the duration of this Order. On April 1, 2020, the district called for an emergency Board of Education meeting to be held in the Holden Middle School Library, and virtually through Zoom, for further COVID-19 response discussions. The following is a response proposal to allow our support staff members to maintain their income, ensure personal safety, and continue to assist our families throughout the closure. In conjunction with the actions of surrounding school districts, Dr. Hough recommended that the Board consider an exception to Policy GDBDA which states “In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.” This exception would allow support staff members to stay home and receive their full salary starting April 2<sup>nd</sup> and work with their immediate supervisor to complete required tasks to close out the 2019-20 school year or prepare for the 2020-2021 school year. This exception would be in effect until the end of the closure or the end of the individual’s working calendar for 2019-2020. Dr. Hough also recommended the Board approve a new support staff position entitled COVID-19 Essential Worker with a pay rate of \$20.00 per hour, effective April 1, 2020. In accordance with policy GDI, support staff members who choose to continue to work throughout the closure would be transferred to the COVID-19 Essential Worker position. At the end of the closure, the discontinuing of current operations, or the end of the Board approved school year, those employees will be automatically transferred back to their original positions and pay rates.

A motion by Ray Briscoe, second by Georgia Jarman to make an exception to Board Policy GDBDA and allow support staff to stay home and receive their full salary, starting April 2<sup>nd</sup>, 2020 and work with their immediate supervisor to complete required tasks to close out the 2019-20 school year or prepare for the 2020-21 school year. Motion carried 6-0.

A motion by Sarah Abel, second by Georgia Jarman to create and transfer interested current support staff to a new temporary position COVID-19 Essential Worker at a pay rate of \$20 per hour, effective April 1, 2020. These staff members would automatically transfer back to their original position and pay rate at the end of the school closure, the discontinuing of current operations, or the end of the Board approved school year. Motion carried 6-0.

Adjournment:

A motion by Georgia Jarman, second by Sarah Abel to adjourn open session at 5:30 p.m. Motion carried 6-0.

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Patricia Raker, Secretary

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Bill Faust, Jr., President