

OXFORD HILLS SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
743-8972

www.msad17.org
www.msad17.org/District/School-Board
<https://msad17.zoom.us/j/82300836307?pwd=VW43Mzk2TGlsbkNFdGs5NDJ4SEExZQT09>

In accordance with An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, as enacted to read: Sec. G-1 1 MRSA §403-A Public proceedings through remote access during declaration of state of emergency due to COVID-19, the Board Meeting will be held virtually through a ZOOM Meeting. The Board Meeting will be recorded and made available by NPC TV
<http://npctv11.org/>

All votes will be roll call so that members of the public will know how their Board members voted on agenda items.

Public Participation: Due to the change in the School Committee meeting format, the School Committee is asking the members of the public who would like to participate the evening of the meeting to join the zoom meeting or call 207-743-8972, extension 8201. If you are unable to call-in or your call is not received on other topics not related to the agenda, please send your comments, concerns and/or questions to members of the School Committee and the Superintendent.

Here are the School Committee members' emails:

Ms. Natalie Andrews,	dir.n.andrews@msad17.org	(207) 515-0897
Mr. C. Scott Buffington	dir.s.buffington@msad17.org	(207) 743-5688
Mr. Jared Cash	dir.j.cash@msad17.org	(207) 890-3800
Mr. Curtis Cole	dir.c.cole@msad17.org	(207) 461-3380
Ms. Stacia Cordwell	dir.s.cordwell@msad17.org	(207) 539-2929

Mr. Stephen Cummings	dir.s.cummings@msad17.org	(207) 743-8376
Mr. David Dunn	dir.d.dunn@msad17.org	(207) 539-2280
Ms. Amanda Fearon	dir.a.fearon@msad17.org	(207) 966-2401
Mrs. Judy Green	dir.j.green@msad17.org	(207) 583-6653
Mr. Mark Heidmann	dir.m.heidmann@msad17.org	(207) 583-4698
Mr. Bob Jewell	dir.b.jewell@msad17.org	(207) 743-8117
Mr. Ronald Kugell	dir.r.kugell@msad17.org	(207) 539-2264
Mr. Albert Lisowski	dir.a.lisowski@msad17.org	(207) 583-6379
Mr. Christopher Miller	dir.c.miller@msad17.org	(207) 515-1196
Ms. Diana Olsen (Chair)	dir.d.olsen@msad17.org	(207) 627-4953
Ms. Sarah Otterson	dir.s.otterson@msad17.org	(207) 515-0920
Mr. Barry Patrie	dir.b.patrie@msad17.org	(207) 583-9954
Mr. Troy Ripley	dir.t.ripley@msad17.org	(207)743-6445
Mr. William Rolfe	dir.w.rolfe@msad17.org	(207) 890-4947
Ms. Kristin Roy	dir.k.roy@msad17.org	(207) 577-5154

Mr. Gary Smith	dir.g.smith@msad17.org	(207) 539-2273
Mr. Lewis Williams	dir.l.williams@msad17.org	(207) 966-2312

**OXFORD HILLS SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

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<https://msad17.zoom.us/j/82300836307?pwd=VW43Mzk2TGlsbkNFdGs5NDJ4SEExZOT09>

Per order of the Governor’s emergency proclamation #14 all persons attending the Board meeting in person must wear a face covering while in school buildings or on school property. The meeting will be conducted electronically over Zoom and Board members preferring not to wear masks must participate remotely.

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DATE: Monday, November 2, 2020
TIME: 7:00 p.m.
LOCATION: Central Office, 232 Main Street, South Paris Room 201

A G E N D A

**Welcome to Board Student Representatives Elizabeth Dunn and
Bram Dustin.**

1. CALL TO ORDER. Board Chair Diana Olsen will preside.
2. FLAG SALUTE.
3. WELCOME TO VISITORS.
4. QUESTIONS/COMMENTS FROM THE PUBLIC.
5. REPORTS.

Scheduled Committee Meetings:

Curriculum Committee November 10, 2020 5:00 p.m. Central Office Room 201

6. SUPERINTENDENT'S REPORT.
7. ADJUSTMENTS TO THE AGENDA.
8. CONSENT AGENDA.

A. To see if the Board will vote to approve the Superintendent's recommendation of David Coburn as Assistant Director of Facilities?

NOTE: Mr. Coburn has worked in Facilities Maintenance at both L.L. Bean and MSAD #52. He currently owns Elite Landscaping and has experience in building inspection (heating, ac, roofing), managerial skills, snow removal (commercial and residential), equipment use (plows, backhoes, loaders) and Landscaping.

B. To see if the Board will vote to approve the Superintendent's recommendation of Raymond Daggett as District Bus Driver?

NOTE: Mr. Daggett is currently working in our district as a substitute bus driver. He started in August of 2018 as a van driver and recently received his bus license. He is retired from working at P&G Tambrands.

C. To see if the Board will vote to approve the Superintendent's recommendation of Alexander (Jack) Paley as District Bus Driver?

NOTE: Mr. Paley is currently working in our district as a substitute bus driver. He started in October of 2018 as a van driver and recently received his bus license. He is a retired banking loan originator and restaurant manager.

D. To see if the Board will vote to approve the Superintendent's recommendation of Linda Gilleland as Educational Technician I at Oxford Hills Middle School?

NOTE: Ms. Gilleland holds a Bachelors Degree in International Studies from Wheeling University. She comes to us with 17 years of special education paraprofessional experience within Virginia schools.

CERTIFICATION					
I certify that the November 2, 2020 meeting of the MSAD 17 School Board was:					
<i>[check one box]</i>					
<input type="checkbox"/> conducted as a public meeting with no Board members participating remotely; <div style="text-align: center;">or</div>					

<p>X conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Board's vote on this Resolution was taken by roll call as follows:</p>						
Voting Form						
Maine School Administrative District 17						
Oxford Hills School District Board of Directors						
	Motion: To see if the Board will vote to approve the Consent Agenda?					
Made by:	Seconded by:					
				Yes	No	Abst.
Al Lisowski	Harrison					
Mark Heidmann	Harrison					
Lewis Williams	Hebron					
Amanda Fearon	Hebron					
Jared Cash	Norway					
Stephen Cummings	Norway					
Christopher Miller	Norway					
Curtis Cole	Norway					
Kristin Roy	Otisfield					
Diana Olsen	Otisfield					
David Dunn	Oxford					
Stacia Cordwell	Oxford					
Ron Kugell	Oxford					
Gary Smith	Oxford					
Sarah Otterson	Paris					
Troy Ripley	Paris					
Scott Buffington	Paris					
Bob Jewell	Paris					
Judy Green	Waterford					
Barry Patrie	Waterford					
Natalie Andrews	West Paris					
William Rolfe	West Paris					

Signed : _____
 Richard Colpitts, Secretary

9. ACTION ON MINUTES:

A. To see if the Board will vote to approve the minutes of the October 19, 2020 regular Board Meeting?

CERTIFICATION						
I certify that the November 2, 2020 meeting of the MSAD 17 School Board was:						
[check one box]						
<input type="checkbox"/> conducted as a public meeting with no Board members participating remotely; or						
<input checked="" type="checkbox"/> conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Board's vote on this Resolution was taken by roll call as follows:						
Voting Form						
Maine School Administrative District 17						
Oxford Hills School District Board of Directors						
	Motion: To see if the Board will vote to approve the October 19, 2020 regular Board meeting minutes?					
Made by:	Seconded by:					
				Yes	No	Abst.
Al Lisowski	Harrison					
Mark Heidmann	Harrison					
Lewis Williams	Hebron					
Amanda Fearon	Hebron					
Jared Cash	Norway					
Stephen Cummings	Norway					
Christopher Miller	Norway					
Curtis Cole	Norway					
Kristin Roy	Otisfield					
Diana Olsen	Otisfield					
David Dunn	Oxford					
Stacia Cordwell	Oxford					

Ron Kugell	Oxford					
Gary Smith	Oxford					
Sarah Otterson	Paris					
Troy Ripley	Paris					
Scott Buffington	Paris					
Bob Jewell	Paris					
Judy Green	Waterford					
Barry Patrie	Waterford					
Natalie Andrews	West Paris					
William Rolfe	West Paris					

Signed : _____
Richard Colpitts, Secretary

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

- A. To hear a presentation by Finance Manager Cathy Coffey on the CARES Act and COVID Relief Funds (CRF).**
- B. To hear highlights from Board members and administrators who attended the MSMA Annual Fall Conference.**
- C. To see if the Board will vote to approve the following policies for a first reading:**
 - a. BDA - Board Organization Meeting**
 - b. BDB - Board Officers**
 - c. BE - School Board Meetings**
 - d. BEB - Board Member Use of Social Media**

Note: The Policy Committee recommends these policies to the Board for their approval.

CERTIFICATION

I certify that the November 2, 2020 meeting of the MSAD 17 School Board was:

[check one box]						
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conducted as a public meeting with no Board members participating remotely;
or

conducted through telephonic, video, electronic, or other similar means of remote participation,
and that the Board's vote on this Resolution was taken by roll call as follows:

Voting Form

Maine School Administrative District 17

Oxford Hills School District Board of Directors

Motion: To see if the Board will vote to approve policies BDA, BDB, BE and BEB?

Made by: _____ **Seconded by:** _____

				Yes	No	Abst.
Al Lisowski	Harrison					
Mark Heidmann	Harrison					
Lewis Williams	Hebron					
Amanda Fearon	Hebron					

Jared Cash	Norway					
Stephen Cummings	Norway					
Christopher Miller	Norway					
Curtis Cole	Norway					
Kristin Roy	Otisfield					
Diana Olsen	Otisfield					
David Dunn	Oxford					
Stacia Cordwell	Oxford					
Ron Kugell	Oxford					
Gary Smith	Oxford					
Sarah Otterson	Paris					
Troy Ripley	Paris					
Scott Buffington	Paris					
Bob Jewell	Paris					
Judy Green	Waterford					
Barry Patrie	Waterford					
Natalie Andrews	West Paris					
William Rolfe	West Paris					

Signed : _____

Richard Colpitts, Secretary

- D. To see if the Board will vote to enter executive session (pursuant to 1 M.R.S.A. §405(6)(B) to conduct a hearing to determine if a student should be expelled from the Oxford Hills School District?**

NOTE: This hearing is scheduled for approximately 7:40 p.m. By way of explanation, expulsion is an action to remove a student from school which can only be voted by the Board of Directors. Title 20-A, Chapter 101, Section 1001, § 9: Students Expelled or Suspended:

"Following a proper investigation of a student's behavior and due process proceedings, if found necessary for the peace and usefulness of the school, they shall expel any student:

- a. who is deliberately disobedient or deliberately disorderly;**
- b. for infractions of violence;**
- c. who possesses on school property a firearm as defined in Title 17-A, section 2, subsection 120A, without permission of a school official; or**
- d. who, with use of any other dangerous weapon as defined in Title 17-A, section 2, paragraph A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury; or**
- e. who possesses, furnishes or trafficks in any scheduled drug as defined in Title 17-A, chapter 45."**

CERTIFICATION					
I certify that the November 2, 2020 meeting of the MSAD 17 School Board was:					
<i>[check one box]</i>					

conducted as a public meeting with no Board members participating remotely;
or

conducted through telephonic, video, electronic, or other similar means of remote participation,
and that the Board's vote on this Resolution was taken by roll call as follows:

Voting Form

Maine School Administrative District 17

Oxford Hills School District Board of Directors

Motion: To see if the Board will vote to enter into executive session to conduct a hearing to determine if a student should be expelled from the Oxford Hills School District?

Made by:

Seconded by:

				Yes	No	Abst.
Al Lisowski	Harrison					
Mark Heidmann	Harrison					
Lewis Williams	Hebron					
Amanda Fearon	Hebron					
Jared Cash	Norway					
Stephen Cummings	Norway					
Christopher Miller	Norway					

Curtis Cole	Norway					
Kristin Roy	Otisfield					
Diana Olsen	Otisfield					
David Dunn	Oxford					
Stacia Cordwell	Oxford					
Ron Kugell	Oxford					
Gary Smith	Oxford					
Sarah Otterson	Paris					
Troy Ripley	Paris					
Scott Buffington	Paris					
Bob Jewell	Paris					
Judy Green	Waterford					
Barry Patrie	Waterford					
Natalie Andrews	West Paris					
William Rolfe	West Paris					

Signed : _____

Richard Colpitts, Secretary

E. To see if the Board will vote to expel a student?

CERTIFICATION						
I certify that the November 2, 2020 meeting of the MSAD 17 School Board was:						
[check one box]						
<input type="checkbox"/> conducted as a public meeting with no Board members participating remotely; <div style="text-align: center;">or</div>						
<input checked="" type="checkbox"/> conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Board's vote on this Resolution was taken by roll call as follows:						
Voting Form						
Maine School Administrative District 17						
Oxford Hills School District Board of Directors						
Motion: To see if the Board will vote to expel a student?						
Made by:	Seconded by:					
				Yes	No	Abst.
Al Lisowski	Harrison					
Mark Heidmann	Harrison					

Lewis Williams	Hebron					
Amanda Fearon	Hebron					
Jared Cash	Norway					
Stephen Cummings	Norway					
Christopher Miller	Norway					
Curtis Cole	Norway					
Kristin Roy	Otisfield					
Diana Olsen	Otisfield					
David Dunn	Oxford					
Stacia Cordwell	Oxford					
Ron Kugell	Oxford					
Gary Smith	Oxford					
Sarah Otterson	Paris					
Troy Ripley	Paris					
Scott Buffington	Paris					
Bob Jewell	Paris					
Judy Green	Waterford					
Barry Patrie	Waterford					

Natalie Andrews	West Paris					
William Rolfe	West Paris					

Signed : _____

Richard Colpitts, Secretary

12. QUESTIONS/COMMENTS FROM THE BOARD.

13. ADJOURNMENT.

TO: BOARD OF DIRECTORS
FROM: Rick Colpitts, Superintendent of Schools
DATE: Monday, November 2, 2020
RE: SUPERINTENDENT'S UPDATE

1. ADMINISTRATIVE UPDATES:

2. TRANSFERS:

RESIGNATIONS:

- **Pauline Leadbetter, Elementary School Teacher at Harrison Elementary School, 7 years, effective October 30, 2020.**

3. ENCLOSURES:

3.1 Minutes from October 19, 2020 Policy Committee Meeting

4. I have heard from one Board member who had heard about the Varsity Field Hockey Team being exposed to COVID 19 during a game between Oxford Hills and Fryeburg Academy on Wednesday, October 21. I received the following advisory from Athletic Director Kevin Ryan on Friday morning, October 23, 2020.

“ I wanted to update you on what our procedures that we followed today in response to being notified of an athlete from Fryeburg Academy who tested positive for COVID-19.

I was notified by phone call just after 10:30 AM that a player from the Fryeburg Academy Field Hockey Varsity team had a confirmed positive COVID -19 test.

We had hosted the Fryeburg Academy team here at Oxford Hills on Wednesday, Oct. 21.

I immediately met with Beth Gallagher and informed her of the diagnosis of a positive case at Fryeburg.

I confirmed the players present who were present Wednesday for the Varsity Field Hockey game with Head Coach Goddard.

The JV Field Hockey team was not present on the field during the Varsity game. They warmed up on a separate field area prior to the game. They arrived after the field was cleared of the teams from the first game. Spectators from game one also left the area as spectators for the second game arrived. Event capacity was well below the allowable 100 individuals.

After the rosters were confirmed for the varsity players present at the game, we determined who was present today in the school building for in person instruction.

Coaches were informed of the positive case of the player from Fryeburg. Coaches were not considered to be a primary contact due to distancing on the sidelines from the field of play, the limited time of any possible exposure not nearly close to the 15 minutes of cumulative time to the player and the masks worn on the sidelines throughout the game.

Ted [Moccia] and Beth made phone contact with parents as the individual students were present to hear the conversation. The procedures were explained to the parents and students as to the guidelines required for quarantine and the length of quarantine. They were also notified they could not "test out" with a negative test and would have to follow the quarantine guidelines. Each of the students were then dismissed from school for the remainder of the day after the parents had been notified. The student athlete was given a paper copy of a letter stating the same information that was discussed during the phone call.

Beth then followed up with all other Varsity team athletes not in school today in a phone call home followed by an email that included the digital copy of the letter sent home with the other students.

The members of the JV team did not have to quarantine due to not being in direct contact with the opponent who tested positive.

Officials who had worked at the game were notified of the possible direct contact. Beth was able to determine they will need to quarantine as well due to being on the field with the player. This was based on information Beth was able to gather from the DOE nurse. This information was shared directly with all involved.

Both games scheduled for this afternoon were canceled or postponed. One was against another Fryeburg Academy team. I have been informed that several games at Fryeburg Academy in various sports have been cancelled over the next several days.

We are scheduled to play our Field Hockey JV teams against Edward Little on Saturday. The Edward Little AD was informed of our Varsity team's quarantine requirement and he was comfortable with competing against our JV programs.

All sanitization procedures are being followed at the games and fields. Contact tracing is being done for spectators. Masks requirements are being followed by staff and spectators. Event limitations of 100 individuals are being met. All athletes and coaches are following the masks requirements on the sidelines and non competition times."

5. The administrative team continues to meet weekly to deepen our thinking on the district's COVID response in the event of a change in our county status or significant shifts in parent's election of either remote to in-person or in-person to remote learning. Parents were asked to make a choice in August concerning their preference for in-person or remote learning. They were asked to make a commitment for a full quarter or trimester. Our learning plans were created around their choices.

We are now coming to the tipping point when their choices may impact our fragile system; potentially forcing the district to modify learning to accommodate their choices and still meet state guidelines for distancing. Screening, distancing, mask wearing, personal protective equipment, and quarantining/tracing guidelines keep our students, staff and communities safe and inherently decrease the district's ability to provide in-person learning. While we continue to prefer and will seek ways to provide in-person learning it is becoming increasingly difficult to maintain it - especially if there is a significant shift in parent requests between remote and in-person preferences.

The team has developed the following plan should this occur:

Our stated priorities are:

Students must remain in the selected learning program through the end of the fall quarter (grades 7-12) or fall trimester (PreK-6). Extenuating circumstances to this requirement will be reviewed on a case-by-case situation (July 28 Registration survey).

We prioritize in-person learning for our most educationally impacted learners and discourage their participation in remote learning for health, socialization, and learning reasons. This includes, but is not limited to:

Students in grades PreK-3

Special education students

English Language Learners

Students experiencing significant social or emotional trauma

(July 28 Registration Survey)

We should accommodate for in-person learning those students (and families) who have not met these remote learning expectations:

attend daily classes online

complete and submit assignments

participate in all individual conference sessions

meet academic growth expectations

have reliable internet access (packets will not be provided)

(July 28 Registration Survey)

Under extenuating circumstances parents may request a change in the learning plan assignment prior to the end of the quarter or trimester (August 20 memo to principals).

Process for approving a change in placement:

Letter to parents explaining the current situation and outlining the process they may follow should they wish to change their child's learning experience.

District Registration Form is completed by the parent

Principals assess need based on the information on the form and a conversation with the parent. Principals use the following guidelines in making their decision:

Principals will be the individuals to make the decision in changing the placement of a student prior to the end of a quarter or trimester. This is consistent with current Board policy JGAB-Assignment of Students to Classes.

Decisions should be based on (in order of importance):

1. The principal's ability to accommodate the request and still be able to sustain the model established
2. Changes in student's learning situation that may warrant a transfer back to in-person learning
3. Member of a prioritized in-person learning group (PreK-3, special education, ELL)
4. Ability to meet the remote learning expectations
5. Attend daily classes online
6. Complete and submit assignments
7. Participate in all individual conference sessions
8. Meet academic growth expectations
9. Have reliable internet access

Significant changes in the home learning environment:

10. Has access to the Internet changed?
11. If the student is in elementary school, is supervision during school still adequate?
12. Has something changed at home that would make remote learning impracticable or poor educationally?
13. Has the parent's situation changed significantly?

New student registrations and reassignment of student placements at the end of the quarter or trimester may make it difficult or impossible to meet in-person learning guidelines established by the state (District Operations Plan).

If this should happen at the end of the quarter or trimester the following action should be taken by the principal:

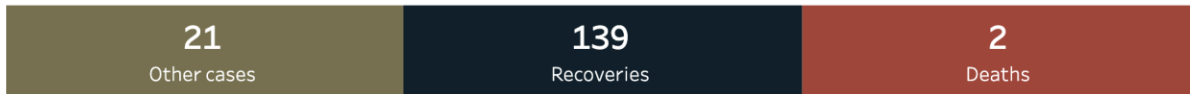
- a. Make every attempt to evaluate existing space in the impacted classroom to see if another student can be placed in any of the existing classrooms without significant modifications. This may include removing non essential furniture, file cabinets, or other moveable objects to create additional space.

- b. If no space exists in the designated placement:
 - ii. Examine larger alternative spaces that could accommodate the additional student(s) and relocate the classroom to that new space
 - iii. Libraries
 - iv. Common areas
 - v. Music and art rooms
 - vi. Stages or cafeterias
 - vii. Contact other MSAD 17 principals to see if they could accommodate an additional student(s) at that grade level
 - viii. Contact the Central Office, OHCHS, or OHMS to see if there are spaces available for you to move a class to accommodate a larger group in their facilities.
 - ix. Contact the Superintendent to see if there are known facilities in the community that could be used to maximize distancing.

If no space exists in the designated classroom and no other space is adequate and available:

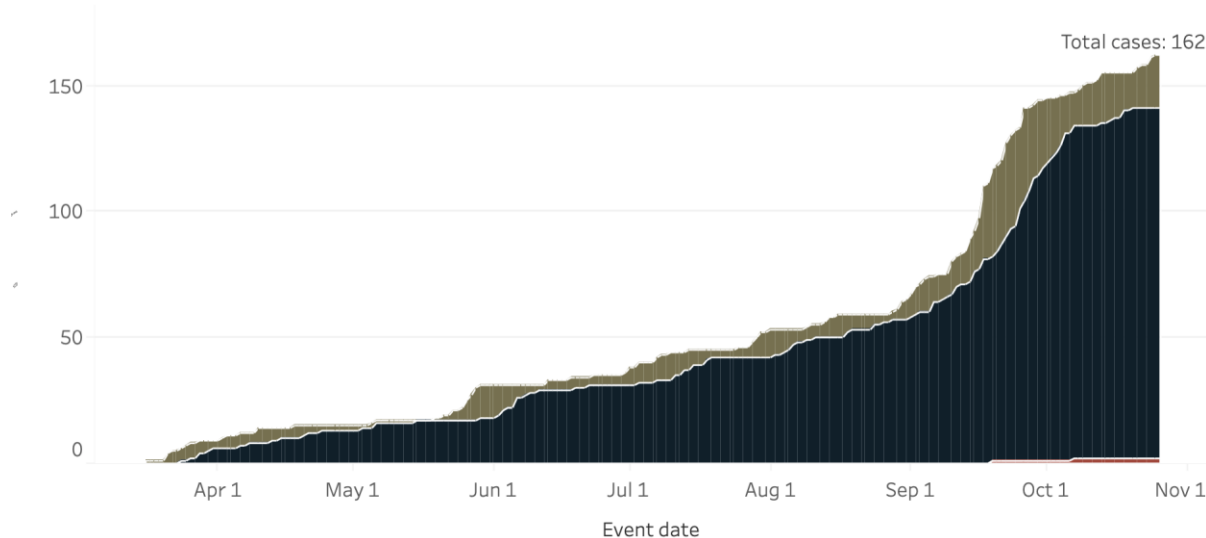
- x. Contact the Superintendent first!
- xi. Place the designated classroom into hybrid mode:
 - 1. Pod A will attend 5 days a week in the morning (8:30-11:30) and
 - 2. Pod B (12:30-3:30) will attend 5 days a week in the PM
- xii. Pods will be arranged by the transportation department to maximize efficiency of time needed to transport students.
- xiii. Notify parents of the shift in learning and provide the reasons for the shift.

6. Covid Update in our region:



Case Status

County: Oxford | Case status: All



The number of active cases in our region continues to indicate a mild community spread of COVID. Most MSAD 17 towns continued to see an increase in positive cases by one or two cases over the last two weeks. People between the ages of 20-50 appear to be most likely to acquire the virus. Persons aged 50-80 have a higher morbidity rate than those between the ages of 10- 49. The district has _____ students in quarantine at this time.

7. We have scheduled a presentation for the November 2 Board meeting to provide an overview of the CARES Act and CRF funding grants that the district applied for and received. The grants provided a combined relief package of 6.8 million to the district. The grants come with specific purposes, impossibly tight deadlines and most importantly, must address COVID related unbudgeted needs. The Finance Committee has met twice to review the allocation of the funding. These funds can not be used to supplant or replace local school funds. We have tried to leverage the resources in ways that will help the district next year should a curtailment in state funding occur. Cathy Coffey will review the grants received, their purpose and the projects we have allocated the resources to.

8. I am planning to present the DM Group study of the district's special education program at the November 16 Board meeting and anticipate it will require an hour.

9. I have received several inquiries about "remote learning snow days" or "backpack days" now that forecasters are predicting some snow later in the week. There are some opportunities afforded by the pandemic that could provide some relief around the issues involved with snow days. Now that we have become more practiced in the art of teaching remotely it makes sense we might want to teach remotely on snow days rather than make them up at the end of the year.

We are not there yet. We need more time to work on the idea before asking the board to weigh in. We believe the instructional component can be addressed in grades 7-12 but elementary students still lack access to technology and staff will need some time to develop remote learning experiences. We need to work on a system to distribute food to students ahead of the snow and we need to address the needs of our hourly staff who could potentially lose work if a remote learning snow were implemented. We need to explore other opportunities for these people to contribute to the learning process outside of their traditional roles. Policy EBCE did not anticipate the allowance of "backpack or remote snow days" so any plan would require board approval.

- 1. We have planning to do before we can implement a "backpack" or "remote snow day". This is in process but not ready for implementation at this time.**
- 2. If we have a snow storm in the next couple of weeks that requires school to be closed due to poor driving conditions we will close school and reschedule the day at the end of the year.**
- 3. When a plan is ready and approved by the Board we will inform staff and parents.**
- 4. Pray for rain this week!**