TO: District Employees and Union Leadership  
FROM: Cassandra Washington, Executive Director  
DATE: April 13, 2020  

UPDATE: EMPLOYEE RETURN TO WORK WITHIN THE CONTEXT OF THE DISTRICT’S CONTINUITY OF LEARNING PLAN

We have been taking the COVID-19 situation day-by-day and evaluating our plan of action while keeping in mind what is best for our students, staff, and communities.

As announced by Governor Whitmer, the Executive Order (“EO”) executed on April 2, 2020 closed Michigan schools and suspended face-to-face instruction for the remainder of the academic year in response to the continued spread of COVID-19.

The EO requires school districts to develop a distanced continuity of learning plan for students. Authorizing bodies must be prepared to review and approve or reject plans beginning on April 8, 2020. Plans must be implemented no later than April 28, 2020. A district with an approved plan is eligible to receive continued payments from the State School Aid Fund for the 2019-2020 school year.

Our Distance Learning Plan is due to the GISD for approval this week. There are several essential details of the EO that must be considered for developing and implementing continuity of learning for our students. The Board of Education, union leaders, teacher and paraprofessional representatives engaged in the development of how we plan to move the learning forward for our students through the remainder of the 2019-2020 school year. School employees will be instrumental in providing meaningful work in the context of the Plan.

We are committed to ensuring all students continue to learn—regardless of their ability to access technology. Therefore, we write to share important information about the plan for staff to work remotely to accomplish the goals and objectives of providing the ongoing continuity of learning experiences for all students.

So, What’s Next?
The work of the District will continue remotely through electronic correspondences and telephone calls. Our essential goal is to provide continued learning and meaningful feedback for students without creating additional challenges and barriers for employees, students, and their families. The Plan promotes remote work to the fullest extent possible and includes alternate modes of instruction for distance learning that varies across grade levels and courses. Teachers and staff will work with families to provide a variety of continuity of learning activities that are accessible to all families.

1. RETURN TO WORK
   - Staff will return to work remotely effective today, April 13, 2020
   - Principals were informed to begin planning how to best meet the learning needs of students specifically for their student population. Accordingly, you may have already been contacted by your administrator to return to work.
     o We recognize that contract staff may be needed to support the distance learning to students within the context of the Plan. However, the District will not be resuming all contract services, only specific staff that will be instrumental in facilitating student-services activities (e.g., long-term substitute teachers of record, etc.).
     o Principals and Central Office administrators have been informed to communicate their need to Human Resources who will contact the contract agencies directly to recall contract staff.
     o The expected return to work date for contract staff will be this week. Human Resources will inform administrators accordingly.
2. WORK HOURS
• 8:30 AM – 3:30 PM, Monday – Friday
• Staff should have designated work hours that they will be accessible to students and families to ensure consistency and structure

3. PAY & RESPONSIBILITIES
• Employees will be paid in accordance with their standard work hours
• Every employee is "On call" and therefore subject to remote requests of their supervisor, each person shall accomplish the work assigned to them
• This week's activities will involve planning and transitional activities for facilitating continuous learning to students within the context of the Plan for the remainder of the school year.
  o Moving forward instructional staff will begin calling students in their respective classes to offer encouragement, academic support and assistance.
  o School counselors and social workers are available to support students with non-instructional needs.
  o Instructional staff and social emotional staff will be documenting their contact and contact attempts with all students and families.
  o We encouraged staff to utilize communication methods that provide for two-way communication and real time conversations.
• Staff may be redeployed to provide meaningful work within the context of the plan once approved. Your administrator will inform you accordingly.

4. TECHNOLOGY
• During the next several weeks, we will be working to distribute technology devices to families that are in need of devices and also helping families to access various providers of low/no cost internet to support the use of their devices.
• While the District has equipped central office employees, building administrators and other essential staff to work remotely, we recognize that access to technology may be a challenge for some now that all employees are returning to work.
• We are working out a plan to obtain such information and remedy any barriers to connectivity by issuing devices or assisting with access to technology (e.g., internet) for which they can accomplish their job responsibilities remotely.

5. WELLNESS CHECK-INS
• We will continue to support the social emotional well-being of our families by continuing the Wellness Check-In calls to families in addition to the academic support that will be given by the instructional staff.
• MTSS social workers, behavior specialist, parent engagement facilitators, K-3 Success Technicians, nurses and clinical social workers will continue to make calls to families to provide support and resources for additional needs that families may have during this time.
• At a minimum, a student/family would be contacted twice each week
  o once by a teacher for learning support, and
  o once by a Wellness Team member for social emotional support
• The frequency of calls beyond that minimum will be establish by the student/family and the educator or wellness team member

6. FOOD DISTRIBUTION
• Food will be distributed two days out of the week, Tuesdays and Thursdays between the hours of 10:00 AM and 1:00 PM for breakfast and lunch.
• Please visit www.flintschools.org for the distribution locations and schedule
• Families unable to make it to the Food Distribution Sites can contact the Flint Community Schools at superintendent@flintschools.org

The District will follow the terms of the existing Collective Bargaining Agreements and the evolving application the laws of the state of Michigan, the Federal Government and the Executive Orders of the Governor of the State of Michigan.
While this is an unusual and unsettling time that will impact us all in different ways, as a school community, we are fortunate to continue onward and upward with each of you – even from a distance. We remain passionate about educating our students and preparing them for a future full of possibilities.

We will keep you informed and share important information through correspondence, robo calls, as well as updates to the district website and on social media as news and relevant information become available.

Thank you for your patience and understanding as we continue to work through ever-changing circumstances. We appreciate your continued service and commitment to the students of Flint Community Schools.