

**Board of Education Special Meeting**

Wednesday, March 18, 2020 7:00 AM

Board of Education Room at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

1. Call to Order
2. Announcement of the Open Meetings Act Posting
3. Action Items
  1. Presentation, discussion and or official action regarding the Resolution for Classified hourly and or non-exempt staff members
4. Closed Session
5. Emergency Operations Information
6. Next Regular Meeting
7. Adjournment

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Chairperson

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Superintendent



## Southeast District Health Department

*Serving Johnson, Nemaha, Otoe, Pawnee, and Richardson counties*

March 17, 2020

ESU 4 School Administrators

RE: School Closure Recommendation

The Southeast District Health Department (SEDHD) continues to monitor the unfolding novel coronavirus (COVID-19) pandemic and continues to collaborate with its federal, state, and local response partners to prepare for its impact on Nebraska. Currently, there are no confirmed cases of COVID-19 in Johnson, Nemaha, Otoe, Pawnee, or Richardson counties.

In an abundance of precaution, SEDHD recommends that ESU 4 schools suspend classroom instruction and school events for two weeks starting no later than March 20th. This time frame allows school administration, staff, and families to prepare for long term closures in the event community transmission develops within southeast Nebraska. SEDHD and ESU 4 school administration will reevaluate school cancellations, after the initial two-week recess, to ensure that these measures are adequate and determine if longer-term closures are needed.

SEDHD understands the inconvenience this recommendation will place on ESU 4 school staff, students, families, and local communities. However, the department's primary objective is to limit exposure to and prevent community transmission of COVID-19. SEDHD is confident that these measures will reduce COVID-19 morbidity should community transmission develop in southeast Nebraska.

Residents within the Southeast Health District are encouraged to call the Nebraska Department of Health and Human Services COVID-19 information line, (402) 552-6645, for general inquiries and to learn about available resources. The information line is open daily from 8 am to 8 pm CST.

Grant Brueggemann, MPH  
Executive Director

**RESOLUTION**

**WHEREAS**, District OR-1 (“the District”) anticipates that it may need to temporarily close its operations at some point for health and safety reasons; and,

**WHEREAS**, if the District closes on a temporary basis, then the District employees who work on an hourly and/or non-exempt basis may not be able to work at the District; and

**WHEREAS**, it is in the best interests of the District to pay the District’s hourly and/or non-exempt employees while the District is temporarily closed for a variety of reasons, namely: to ensure that said the District employees do not leave employment during the temporary closure, to avoid the spread of any illness to other employees, for staff morale, and for other legitimate reasons.

**NOW, THEREFORE, BE IT RESOLVED** that, in the event of the temporary closure of the District, the Superintendent or Superintendent’s designee is hereby authorized to pay the District’s hourly and/or non-exempt employees in an amount that the Superintendent or Superintendent’s designee deems fair and reasonable, but not to exceed such employee’s customary and regular pay, for up to 15 working days during the temporary closure. If the District operations continue to be closed after 15 working days, then the Board shall reconvene and determine what authority, if any, the Superintendent or Superintendent’s designee has to continue paying the District’s hourly and/or non-exempt employees during the temporary closure. Nothing in this Resolution shall prevent the Superintendent or Superintendent’s designee from assigning hourly and/or non-exempt employees to work or perform services and be compensated for such services.

The foregoing Resolution having been read in its entirety, Member \_\_\_\_\_ moved for their passage and adoption. Member \_\_\_\_\_ seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_

\_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_

\_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_.

The above Resolution having been consented to by a majority of the quorum of the Board, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

**DATED** this \_\_\_ day of March, 2020.

**DISTRICT OR-1 PUBLIC**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

**WORK AGREEMENT**

\_\_\_\_\_ (the “Employee”) and District OR-1 (the “District”) hereby enter into this Agreement on the following terms and conditions:

WHEREAS, on March 18, 2020, the District closed its operations for health and safety reasons; and

WHEREAS, during said closure, the Employee is not entitled to be paid for work that the Employee does not actually perform; and

WHEREAS, in order to continue paying the Employee during said closure, the District and Employee desire to enter into this Agreement to address the Employee’s compensation and work condition.

NOW THEREFORE, in consideration of the following, the District and Employee agree that:

1. For each workday that the District’s operations are closed (a “Closed Day”), the Employee will be paid their regular hourly rate for the number of hours that the Employee was scheduled to work on such workday (“Pay for Closed Day”).

2. In exchange for the Pay for Closed Day, the Employee agrees that the District will schedule additional workdays in which the Employee will receive no compensation of any kind.

3. Any additional workdays will not require the Employee to work more hours than the Employee was scheduled to work on a Closed Day.

4. If the Employee receives Pay for Closed Day and the Employee does not (for whatever reason) work the additional workdays, then the Employee hereby authorizes the District to deduct such pay from the Employee’s final paycheck.

5. The Administrator shall schedule the additional workdays and will do so in his discretion. The Administrator need not consult the Employee in scheduling the additional workdays.

6. If the Administrator determines that the Employee needs to perform work during a Closed Day, then the Employee will be entitled to pay for the actual work performed during a Closed Day and will not be required to work additional time to receive such pay for work actually performed.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Authorized the District Representative



## **DISTRICT OR-1**

**PALMYRA JUNIOR-SENIOR HIGH SCHOOL--BENNET ELEMENTARY**

**P.O. BOX 130 PALMYRA, NE 68418 402-780-5327 [www.districtor1.org](http://www.districtor1.org)**

**Robert Hanger  
Superintendent**

**Heath Johnson  
Secondary Principal**

**Linde Walter  
Elementary Principal**

**Aaron Hoeft  
Activities Director**

OR-1 Parents, Students and Staff,

As of the March 16, 2020 recommendations from the Commissioner of Education and Governor Ricketts, District OR-1 schools will be closed until April 6, 2020 pending any further information from our partners at County Health, NDE and our neighboring institutions. This includes all NSAA activities as per their directive through April 2, 2020. Our buildings in Bennet and Palmyra will be open Wednesday, March 18, 2020 from 7:30 a.m. to 3:00 p.m. in order to allow students to pick up personal items and most importantly “Home Based Enrichment” packets that have been prepared by our staff. March 18<sup>th</sup> also allows time for parents and students to visit with staff regarding the enrichment materials they have prepared, how materials will be shared in the future and how they can be returned when completed. With that said this represents a very important day for students and staff. If this date does not meet your scheduling needs please contact your respective office to arrange a time to pick up your material from clerical staff no later than Thursday, March 19, 2020. Please remain in contact with instructional staff by email as needed.

As we have stated from the onset of this situation it remains fluid and information will continue to arrive to us on an hourly basis. While there has not yet been a confirmed case in our area the goal is to ensure that we assist in slowing the spread of the virus to community and family members.

We understand that our closure raises the level of concerns for families. Our staff has a plan in place to continue Enrichment opportunities that present a unique mix of traditional and e-learning opportunities for students each week that the closure remains in place. We hope this blended approach will provide a bridge to continued learning for our students. Additionally we have requested through application to provide breakfast and lunch to those students who may need that service. We will contact you again with our process for rolling out those opportunities when NDE has reviewed our application.

In closing we wish to express our gratitude for your patience and understanding during these difficult and unprecedented times. Please pay close attention to our Twitter feed, website and mobile app for additional updates as they become available.

Robert L. Hanger

Superintendent of Schools

**Together we prepare our students to successfully meet the challenges of the future.**



STATE *of* NEBRASKA  
OFFICE OF THE GOVERNOR  
LINCOLN

**EXECUTIVE ORDER NO. 20—03**  
**CORONA VIRUS – PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER**

**WHEREAS**, In order to provide flexibility to assist in meeting the emergency conditions and subsequent impacts brought on from COVID-19, a state of emergency was declared in Nebraska on March 13, 2020; and

**WHEREAS**, the State of Nebraska is committed to providing seamless government operations to the people of Nebraska throughout the state of emergency; and

**WHEREAS**, state and local governmental boards, commissions and other public bodies must comply with the Open Meetings Act so that citizens may exercise their democratic privilege of participating in meeting of public bodies; and

**WHEREAS**, for public health purposes, meetings and gatherings have now been limited to no more than 50 people and may be further limited if the presence of COVID-19 warrants;

**NOW THEREFORE**, I, Pete Ricketts, Governor of the State of Nebraska, by virtue of the authority vested in me by the Constitution and laws of Nebraska, hereby issue this limited waiver of certain requirements of the Nebraska Open Meetings Act.

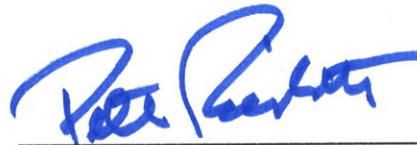
Pursuant to this declaration, I hereby order the following:

1. This executive order applies to all governing bodies as defined in Neb. Rev. Stat. §84-1409 (1) and to all public meetings as defined in Neb. Rev. Stat. § 84-1409 (2).
2. All governing bodies may meet by videoconference or by telephone conferencing or by conferencing by other electronic communication so long as there is made available at such meeting access to members of the public and to members of the media.

3. The advanced publicized notice and the agenda requirements for meetings that are set forth in Neb. Rev. Stat. §84-1411 and the remaining provisions of Nebraska's Open Meeting Act shall continue to be complied with by all governing bodies and are not waived by this executive order.
4. This waiver shall apply to all public governing body meetings that occur from today through May 31, 2020.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Great Seal of the State of Nebraska to be affixed on this 17th day of March, 2020.

**ATTEST:**



\_\_\_\_\_  
Pete Ricketts, Governor



\_\_\_\_\_  
Robert B. Evnen, Secretary of State



# PANDEMIC PROTOCOL

I. **First Level** - Standard Health Protocol - always teaching what, why needed; Teachers and coaches/sponsors have supplies for SHP ordered by central office, School will purchase bleach/wipes when there is a need for major cleaning; as needed - when concerned about students, the school will communicate with parent, possibly send home, make recommends, refer to physicians, etc.

II. **Second Level** - building cleaning over night without closing schools (may request additional help -volunteers)

III. **Third Level** - Health Department, CDC, NDE directions to clean deeper or more frequently due to increased viral threat (may request additional help -volunteers)

IV. **Fourth Level** - enough information to close and/or direction to close from state health department, SE District Health Department, CDC, NDE

— Most likely all buildings at minimum of one day

Cleaning: Will use in-house staff (masks, gloves, etc. will be provided in accordance with health professional directions, our employees and approved volunteers)

Communications with teachers, students, public:

Phone notification protocol

District Mobile App, Twitter, Web site

KOLN/KGIN, WOWT, KFOR, Teacher APPS

Phone lists of students in your classes (for direct student-teacher contacts)

Wait until third day of schools closed for announcement on status or plan to continue work; Admin Team and School Nurse meet on third day to plan; include/

-What do teachers need to do?

-What do students need to do?

Central Office: finance, etc. will continue from home; may have to create direct deposit, etc. electronic activity

V. **Fifth Level** - School re-open? Information and decisions from Health Dept. and local agencies, CDC regarding return to school. Physician releases required only for students and employees diagnosed with the virus of concern, Continue standard health protocol and periodic cleaning; Principals check with teachers on first day back regarding impact of absences to determine any further decisions needed about schedules, events, etc.; Admin Team determine if calendar changes need to be made; Evaluate protocol and NDE requirement/waivers etc.

VI: **Return to First Level** and monitor