

# General Quarters

Salem Central School

3/5/2020

Edition 2, Volume 7

## Coronavirus Update

I am intentionally not giving a status update on the virus and its progression in New York State as any information I would give you in this newsletter would be inaccurate by the time you read it. There are accurate online resources (e.g. cdc.org) that can provide updates along with state websites

(<https://www.health.ny.gov/diseases/communicable/coronavirus/>) that can keep you updated. For local activity, Washington County has a webpage too: <https://washingtoncountyny.gov/coronavirus>.

To that end, we've been asked to start contemplating a "what if" scenario where we need to close the district due to the virus and how to continue instruction during that time. This is simply a brain exercise at this point for a possible situation that may not occur. I will be sending you an email in the near future that discusses this in more detail.

This is not the first time we've encountered a virus that caused schools to have to alter its practice to help prevent the spread of illness, H1N1 "Swine Flu" for example. So please continue to be vigilant with the following:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Heavily soiled hands should be washed.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

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### **Black History Month**

Thank you for your efforts in celebrating Black History Month. The displays in the hallways and showcase were great.

Please know that the situation is being monitored closely and that we will act on any guidance given to us by the State to help ensure the safety of everyone at school and in the community.

## Budget Update

Budget season is well underway. We've started reviewing the budget for next school year at our board meetings. The latest presentation may be found [here](#). We'll be looking at the program portion of the budget at the next meeting on March 25<sup>th</sup>.

## Building Project Update

With the board's approval of the bids, the pre-planning stages of the building project are done. We are about to embark on the construction phase of the project. The construction kick-off meeting is next week where we'll start the planning for the actual work to start this spring. The initial work will be preparatory in nature, setting up staging areas outside, ordering materials, etc. However, we'll start the interior work sometime in May.

The work in May will be in the gym locker rooms (initially the boys, then the girls) and the copy room area. We're planning the work so it will not interfere with exams or graduation. The lease on our copiers has recently expired, so we're changing our copier approach to allow for copiers in each of the academic areas (high school, upstairs in the main building, primary building). We'll also be temporarily moving mail to the respective offices.

The full project work will start in earnest the Monday after graduation and happen throughout the summer. Work will back off a little as the school year starts. Work will continue during next school year in a manner that's least impactful to operations and learning. We'll have a better idea on scheduling after the kick-off meetings as we get contractors coordinated on the work they are doing.

We will have some work to do to. Principals are working with you on getting schedules completed sooner than normal so we can plan around the construction work. Once we have the "unmovable" things established, we'll be working together on how to make the logistics work. We will be moving the primary folks into the main building, which means we'll be moving some folks around. I would not plan on having access to your classrooms during the summer until mid-to-late August; pending how things stay on schedule. We'll set a moving schedule in time to allow us to obtain moving supplies not already on hand and you to pack-up your room for the end of this school year.

There's a lot of moving parts with the start of a project and the process does make things feel unsettled but it's exciting to get the work started. You are part of this planning process so If you have any questions, please ask.

# Ed 2D Law

Just an update to let you know that the new regulations are now in place. There's a series of things that the district is working on to be compliant with the new law and regulations. They are as follows:

1. *Appoint a Data Protection Officer*

We are working with BOCES to share this position with other school districts. At last count, around 20 school districts are going to participate in the program. I took part in the interviews last month and hope to have someone for our district in the near future.

2. *Post a Parent Bill of Rights for Data Privacy and Security*

We already have a draft version of these protections posted on our website. This will be updated once we have it reviewed by the new DPO. You may find it [here](#).

3. *Approve a policy outlining the district obligations for Ed 2 D and Part 121 of Commissioner regulations.*

We currently have policies related to this issue (3320 – Confidentiality of Computerized Information, 7234 – Student Data Breaches, 5672 – Information Security Breach and Notification); however, these policies are not specific to the new regulation. WSWHE BOCES is currently working with Erie 1 BOCES on new policy language so that Board policy will allow the district to delegate this work to BOCES. I'd anticipate a new policy by the end of the school year.

4. *Training for Staff*

Staff training was completed at the end of January for this school year.

Work in this area will be very similar to our work surrounding school safety; it's about continually getting better. Thank you for your diligence in this area. If you have any questions, please let me know.

## Joint-Faculty Meeting Calendar Change

We need to adjust our training in March to accommodate the 3-8 testing schedule. As a result the March 30<sup>th</sup> training will now be held on March 16<sup>th</sup>, same location, topic, and time. Please adjust your calendars accordingly. We will have a sign in for this meeting for SED recordkeeping purposes on test security integrity. The updated calendar is below.

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
September 30, 2019	2:35	Sexual Harassment	BOCES Staff
October 28, 2019	2:35	Safety: Incident Prevention and Response	NYS Troopers
November 25, 2019	2:35	Mental Health/Suicide Prevention	Washington County Council of Prevention
December	NO	MEETING	BREAK
January 27, 2020	2:35	Technology Training – new computers	BOCES Staff
February 24, 2020	2:35	Restorative Justice	TBD
March 16, 2020	2:35	State Testing Administration	BOCES Staff
April 27, 2020	2:35	Restorative Justice	TBD
May	NO	MEETING	BREAK
June 22, 2020	2:35	Celebrations	Staff