



GREENFIELD UNION SCHOOL DISTRICT

493 El Camino Real, Greenfield, CA 93927

Tel. (831) 674-2840 Fax (831) 674-3712

www.greenfield.k12.ca.us



March 17, 2020

Dear GUSD Staff Family,

Thank you all for your patience as we seek to manage the ever-changing conditions we face with COVID-19. Our top priority is to keep our students and staff safe and healthy. This global pandemic has resulted in declarations of international, national, state and local emergencies, whereby unprecedented actions are being taken to control the spread of the virus. The purpose of this communication is to inform employees of our planned closure and our expectations for employees during that time.

Before doing so, I want to thank you for your commitment and dedication to support our students and community during these extraordinary times. On March 16 and 17, GTA, CSEA, and all management team members collaborated with each other to prepare all needed services, including preparing curriculum packets for students, preparing and providing nutrition meals, providing family assistance and so many other duties that were necessary during this unpredictable time. I am incredibly impressed to have witnessed the creative thinking, focus on learning and consideration of equity issues, as plans take shape to continue the educational, nutritional, and social-emotional experiences for our students.

Starting, Wednesday, March 18, 2020, GUSD will be in “Shelter in Place” by Monterey County order and will observe a non-work day for all employees, with the exception of “essential” staff members that are contacted by their direct supervisors. For tomorrow, March 18th, only nutrition services, food delivery drivers, audit staff, school principals, and the superintendent will report to work.

Beginning on Thursday, March 19, 2020, all school site offices will be closed to the public and will have very limited school staff that will operate nutritional programs, and other “essential” functions. Our schools were scheduled to remain closed through March 31st, but GUSD will now need to **EXTEND this time through April 17th**. With the Monterey County “Shelter in Place” order through April 8th and the following week being our Spring Break, we feel this is necessary at this time. We are now scheduled to re-open on Monday, April 20th with more details to follow if we need to extend beyond that date.

Also starting Thursday, March 19, 2020, the District Office will be partially-closed, remaining open only to ensure necessary and “essential” functions are finalized at which time the offices will also closed to the public. In general, the District Office will not be open to provide regular or routine services.

The remaining portion of this communication describes guidelines for employees during the period when our schools and the District Office are closed.

1. All regular employees who are scheduled to work, but are not permitted to do so because of the school and District Office closures, will be paid at their regular rate of pay during the

Zandra Jo Galván, *Superintendent*

Sonia Heredia, *Board President* ■ Cynthia Aguirre, *Board Vice President* ■ Denise Jaime, *Board Clerk*
Mayra Perez-Diaz, *Board Trustee* ■ David Kong, *Board Trustee*



GREENFIELD UNION SCHOOL DISTRICT

493 El Camino Real, Greenfield, CA 93927

Tel. (831) 674-2840 Fax (831) 674-3712

www.greenfield.k12.ca.us



closure. This does not apply to employees on leaves of absences during this period of time. Employees on leaves of absences will be paid according to their respective leave status.

2. All GUSD employees are deemed to be “on call” and must be available to work during your regularly-scheduled work day/shift.
 - a. Only school site employees deemed “essential” will continue to report to work until certain tasks approved by the superintendent are completed. These tasks include curriculum packets preparation and distribution, student technology preparation and distribution, daily breakfast and lunch preparation and distribution, and other such tasks identified by the superintendent and school principals.
 - b. It is our intent to also minimize the number of employees working at the District Office and only those deemed “essential” will continue to report to work until certain tasks approved by the superintendent are completed. Contact your direct supervisor for specific direction.
 - c. If you are unable to be “on call” you will need to use Personal Necessity or Illness leave time, which should be reported to AESOP and your direct supervisor.
3. Consistent with public health guidelines, the District will continue to not ask employees age 65 and above, or employees with chronic medical conditions, to report as an “essential” employee and they will continue to be “on call” from home only for any “work from home” types of tasks. Specific questions should be addressed to our Director of Human Resources, Tina Martinez.
4. Teachers will implement the prepared curriculum packets, including responding to emails and being available during work hours for students and parents. Additionally, teachers should use video-conferencing (Google Hangout) or other available remote access tools to collaborate with your grade-level or department colleagues and site administration, regarding support for student learning during the period of school closure. More information to come from Assistant Superintendent Laura Cortez on Educational Services and our transition to online learning. If any teacher needs access to their classroom during our school closure, please contact your site principal to coordinate access.
5. Certificated substitute teachers serving in a Long Term Assignment (“LTLA”) for a teacher of record that is assigned to students will continue to be paid at the appropriate rate, provided you are facilitating the home learning experiences described in #4.
6. Special Education teachers are expected to support implementation of IEP goals, in as much as possible. These regulations are still being determined and you should be in communication with Director of Special Education, Kristine Vasquez for specific questions. IEP meetings may be conducted via phone or another means of remote access.

Zandra Jo Galván, *Superintendent*

Sonia Heredia, *Board President* ■ Cynthia Aguirre, *Board Vice President* ■ Denise Jaime, *Board Clerk*
Mayra Perez-Diaz, *Board Trustee* ■ David Kong, *Board Trustee*



GREENFIELD UNION SCHOOL DISTRICT

493 El Camino Real, Greenfield, CA 93927

Tel. (831) 674-2840 Fax (831) 674-3712

www.greenfield.k12.ca.us



7. All professional learning opportunities are postponed until further notice, including our in-person March 30th professional development day. If we need to meet with any of our teacher teams, we will plan for virtual meetings during our regular work day hours.
8. Regarding Spring Break (April 10-17), unless asked to provide necessary and essential service, classified employees will use Vacation or Personal Necessity for the eight (8) (non-holiday) days of Spring Break. There will be no Spring Break (non-essential) work assignments.
9. Instructional Assistants and Paraeducators should work with their school principal or direct supervisor to provide support as requested.
10. Individuals responsible for business and payroll reporting are asked to contact our Chief Business Official, Annette Mooneyham for direction.
11. Paychecks/direct deposit stubs issued for certificated and classified employees will be mailed. Paychecks/direct deposit stubs will not be available for pickup at your site or the District Office. This practice will continue until schools reopen.
12. Employees may be asked to perform duties that the District deems necessary and “essential.” These include, but are not limited to, providing nutrition services, campus security by rotation, and actions necessary for maintenance and operation of facilities. Every effort will be made to rotate requests within classifications. Please seek guidance and direction from Executive Director, Fernando Nieto.
13. For your information, all permitted-use activities, and joint use activities (City of Greenfield) are cancelled until further notice.
15. Remember to visit and follow these important guidelines, directed by the Monterey County Health Department and the Center for Disease Control.
<https://www.montereycountyclinicservices.org/>

On behalf of the District, I acknowledge how hard it is on employees and families when we take the drastic step of closing our schools and the District Office. We thank each one of you for your cooperation, understanding and professionalism during this difficult time. District staff will continue to communicate with you in the coming days and weeks. Please be safe and take care of yourself, your families and others who need your support.

Sincerely,

Zandra Jo Galván

Zandra Jo Galván
Superintendent

Zandra Jo Galván, *Superintendent*

Sonia Heredia, *Board President* ■ Cynthia Aguirre, *Board Vice President* ■ Denise Jaime, *Board Clerk*
Mayra Perez-Diaz, *Board Trustee* ■ David Kong, *Board Trustee*