



107 Layman Street • Liberty, Indiana 47353 • P: 765-458-7471

August 9, 2020

Welcome. I am anxious to start a new school year with our team as we prepare to welcome our students to the 2020-21 school year.

We have a lot of work ahead of us for the first three days before students get here, so I will give a brief introduction on Zoom at 8:30 a.m. and let everyone get to work.

Aron Borowiak is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/92848199773?pwd=aE1HNUZlVTMyTXlqQ0hGQmU4Z0lzZz09>

Meeting ID: 928 4819 9773

Passcode: y6knSn

I have attached a lot of information to help you with this new year as we operate during COVID-19. If you don't understand something or have questions, please don't hesitate to ask questions.

For everyone who is with us, here, and ready for our students - THANK YOU! I believe this will be one of the best years you have ever had working in schools.

Sincerely,

Aron Borowiak

Aron Borowiak

COVID-19 SELF REPORTING

STAFF SELF REPORTING CHECKLIST

One thing we have learned as other schools in the state have opened is that positive cases are inevitable due to exposure outside of school. That is why it is extremely important that you follow the checklist before showing up for work.

DO NOT GO TO WORK IF ANY OF THE FOLLOWING OCCUR

Symptoms: Do you have any of these symptoms	Exposure or 'Close Contact': Have you been in close contact with:
Shortness of breath / difficulty breathing	Anyone who is sick or has symptoms (and has not been diagnosed with a different condition)
Fever of 100° or higher or chills	Anyone who has tested positive
Coughing	Anyone who is waiting on a test result
Sneezing	Do not go to work if you are waiting on a test result.
Headache	
Sore throat	
Diarrhea	
Loss of taste or smell	
Runny nose or congestion	
Muscle or body ache or fatigue	

WELCOME NEW STAFF!

Let's welcome these new members. Remember how difficult your first year was? Now imagine that times COVID! Please reach out and make all these new staff members feel welcome!

UCHS New Staff



Christopher Spradlin--Chemistry/Physics

Dr. Spradlin graduated from The University of Alabama at Birmingham with a Masters in Physics, and a PhD in Physics. He has taught at The University of Alabama and at Cincinnati State Technical and Community College. He will be enrolling in the Transition to Teaching Program in the State of Indiana. Dr. Spradlin is moving to Oxford with his wife and 10-week old daughter as his wife has received a professorship at Miami University. We welcome Dr. Spradlin to our staff!



Chad Lieberman - School Counselor

Chad comes to us from Franklin County. He has been teaching English and Social Studies and has completed ½ of his School Counseling courses. He will be on an emergency license this year as he completes his studies. Chad graduated from Ball State University. Chad resides in Liberty with his wife and child. We welcome Chad to our staff!



Abby Huber - Special Education Teacher

Abby has earned a BS with a major in English and a minor in Theatre & Dance and Criminal Justice. She is enrolled in a transition to teaching program to earn her Special Education Teaching Degree. She is a graduate of Indiana University. Her references stated that she is an extremely intelligent, kind-hearted, caring, compassionate young lady who would be a perfect fit for our position. We welcome Abby to our staff!



Taylor Isaac - OSS/Substitute Teacher

Taylor currently works at Hopebridge with autistic students. She comes highly recommended to fill the OSS position as a caring, compassionate individual who is always willing to work with the most difficult students. She will be subbing for the district when not assigned to the OSS room.

Karen Kahl (no photo available) - Study Hall Supervisor

Karen has retired from the Union County Public Library. She holds a teaching licence and has done long-term subbing in our district in the past. We are excited to have Karen with us this year and look forward to her working with our study hall students--potentially assisting them in finding reading materials that will appeal to them!

Liberty Elementary New Staff 2020



Falisha Rosenberger - Special Education Teacher

Falisha comes to us from Franklin County. She graduated from Western Governors University this past December. Falisha is dual-licensed in Exceptional Needs/Mild Interventions and Elementary K-6. She will be joining our Special Education team, working at both LES and CCUS.



Samantha Elleman - 4th Grade Teacher

Samantha (Sammie) is a graduate of Union County HS and most recently of Indiana University East. She has also been a substitute teacher in the corporation. Sammie will be teaching 4th grade this year.

UCMS Staff 2020



Diane Long- Custodian

Diane is new to UCMS and has been here since June. She is married to Chuck who is also a custodian at the High School. Diane and Chuck have 3 kids and 6 grandchildren. Diane has lived in Union County for 30 years.

Welcome Diane!!



Mike Baker- Custodian

A known face with a new location. Mike has been a custodian for 4.5 years at College Corner. Mike and his wife, Diana have 3 boys and 3 grandchildren. Mike has lived in Union County for 41 years.

Welcome Mike!!



Kelley Dalton- Science Teacher

Kelley is a UC graduate and will be our long term science teacher. She has a 4 year old son, Elijah. She enjoys reading and spending time with family.

Welcome Kelley!!



Samantha Strait- Special Education Teacher

Samantha is a UC graduate, lifelong resident of the community and will be our new Special Ed teacher. She will also be coaching JV girls basketball. Samantha enjoys spending time with her family, especially her nephew! Welcome Samantha!!

College Corner Union School



Blaise Rogers - Preschool Teacher

Blaise comes to us just graduating from Miami University with a degree in early childhood education. If you went to a Miami U game, you may have seen Blaise dressed as the Miami Redhawk or cheering from the sidelines. *The one and only* Mr. Rogers currently lives in Oxford, OH.



Maria Cummins - 3rd Grade Teacher

Maria is a graduate of Richmond HS and most recently of Bowling Green State University. She graduated with a major in Inclusive Early Childhood Education. Maria spends her free time working at the Richmond YMCA where she has honed her passion for teaching young children. Maria currently lives in Richmond, IN.



Denver Neal - Custodian

Denver comes to us after working in student housing at Miami University. He has quite a few stories about cleaning up after college kids and is much looking forward to reverie of working at CCUS. Denver currently resides in College Corner and is a former student from UCCCJSD.

UCCCJSD District-Wide Staff



Cierra Blakley - Social Worker

Cierra is a 2016 graduate of Union County High School. She received her Bachelor's Degree in Social Work and a Drug and Alcohol Certificate from Indiana University East in 2019. Last school year, Cierra was employed with Meridian and was a behavioral clinician at CCUS. Cierra will be managing all the social workers who are outsourced in our buildings through Meridian and Centerstone.

COVID-19 CLASSROOM CHECKLIST

- ☐ Cleaning Supplies provided:
 - ☐ Spray (Quat TB) and paper towels
 - ☐ Cleaning roll towels
 - ☐ Gloves
 - ☐ Hand sanitizer
 - ☐ Hi-touch surface areas should be cleaned frequently during the day
- ☐ Mask Guidelines
 - ☐ Post signs for individual classroom mask requests
 - ☐ Teacher may remove mask when distanced at least 6' from students
 - ☐ Masks must be worn when entering and leaving the classroom, and also in the cafeteria line and serving area.
 - ☐ Masks in classrooms
 - ☐ Students may take 'mask breaks' guided by the teacher. To do so, it is recommended to let a few students remove their masks at a time instead of letting the whole class remove their mask.
 - ☐ Masks are not required for students when
 - ☐ Students are facing the same direction, and
 - ☐ Students can be spaced more than 3' apart
 - ☐ Masks are not required for teachers when
 - ☐ Instructors can space 6' apart from students
 - ☐ Tips for talking with masks on
 - ☐ Project more than normal
 - ☐ Hydrate frequently
 - ☐ Use hand gestures since students cannot read your face
- ☐ Contact Tracing
 - ☐ Seating charts must be used to assist with potential contact tracing
- ☐ Social Distancing
 - ☐ Teacher desks should be 6' from the nearest student desk.
 - ☐ Teacher can remove mask when 6' from students while teaching.
 - ☐ Students in class must be 3'-6' apart with 6' being the optimal spacing.
- ☐ Technology
 - ☐ Use technology (Google or Zoom) for group work
 - ☐ Use technology (Google apps) for manipulatives
 - ☐ Use technology for textbooks and handouts
 - ☐ Load all assignments in Google Classroom or Canvas to help students who are remote for COVID-19 related situations such as a quarantine and for responsible parents who keep their children home with symptoms.
- ☐ Symptom checker
 - ☐ Monitor your students for symptoms. If you observe a symptom, call the office / nurse's office and send them with a mask on.

HUMAN RESOURCES for COVID

The following link answers many human resources questions related to COVID-19. We will continually update this document as information becomes available.

<https://docs.google.com/document/d/1cTS0AsDymsErsNEuULtEzFwOB02uSwcyAU1EusvGca0/edit?usp=sharing>

This document is linked in above. Make sure you review this chart.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

CHANGES OVER THE SUMMER

- The high school gymnasium has a new floor and bleachers.



- 20 of our talented teachers spent time training with Five Star technologies. These staffers are becoming Techy Google Experts and who will be giving spectacular lessons to our students. Use them as a resource to help you in your Google expeditions. (Erin Hensley, Heather Hardin, Ashley Rutherford, Madeline Honerlaw, Lisa Gayhart, Joel Hofmann, Arika Lathery, Libby Adams, Grace Chimenti, Susan Graham, Amy Fields, Rita Lawrence, Tammy Drudy, Carrie Treadway, Shannon Hill, Christine Volz, Kelly OSullivan, Katie Welty, Cheryl Wewe).
- All teachers should now have Google Chromebooks to help them with their instruction.
- All middle school students now have Google Chromebooks. We will be phasing out our laptops and all students will have Google Chromebooks in a few years.
- The entire district has transitioned to Google Suite and is now using gmail and google products. Please take advantage of these opportunities to share and collaborate digitally with these new tools.
- Our middle school will be implementing Computer Science courses this year!



STAFF TRAINING

Staff Required Training 20-21

Training	Who Should Train	Location to document your training and/or viewing
Bullying Prevention Slides - Policy - Staff Training	Everyone who has direct contact with students. Must train at least once.	Pyxis.edu
Child Abuse and Neglect	Everyone who has direct contact with students. Train once every two years.	Pyxis.edu
Homelessness and Human Trafficking	Everyone who has direct contact with students. One hour every two years.	Pyxis.edu
Seizure Training	Everyone who has direct contact with students. One hour every five years.	Pyxis.edu
Bloodborne Pathogen	Everyone. Every year.	Pyxis.edu
Stop the Bleed	Everyone at least one time.	Pyxis.edu
IDOE COVID-19	Everyone. Just this year.	Google Sheets
Suicide Prevention	2 hours every 3 school years	Pyxis.edu

See the next page for instructions on accessing pyxis.edu.

Some of you may need to create a Pyxis.edu account. To do this, follow these steps:

1. Make sure you're logged into your school Google account.
2. Visit www.pyxisedu.com.
3. Find "Sign Up with an Existing Account" and select the appropriate path (Clever or Google).



4. Sign in using your school email address.
5. Complete your profile!

FRESH AIR!

Wouldn't it be better if I just opened my window? (No.)

We have economizers on our outdoor fresh air make up units and they are set to turn on two hours before school is occupied and two hours after the buildings are unoccupied. This is what brings the fresh air into the buildings.

The Indiana State Department of Health recommends that the best approach is to adjust the outside air dampers to open more. This way, the fresh air coming into the school is still filtered and conditioned to the correct temperatures.



Having windows open, poses other issues such as bringing in asthma and allergy triggers along with increasing the humidity in the classrooms to a level that could possibly promote mold growth.