



# WEST OTTAWA PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

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To: West Ottawa Public School employees

From: Jens Milobinski (Asst. Supt. of Human Resources), Jeff Malloch (Asst. Supt. of Business)

Date: 4/8/20

Re: State of Michigan Executive Order No. 2020-35

Governor Whitmer issued executive order No. 2020-35 on 4/2/20, outlining the “*Provision of K-12 education during the remainder of the 2019-2020 school year*”. Please follow the link for the entire [executive order](#) and a [one-page summary](#).

Per the executive order Section II., West Ottawa Public Schools (WOPS) must submit a Continuity of Learning Plan (COL Plan) to the OAISD. This COL Plan must comply with the entirety of the executive order and include all of the elements in Section II.B. If the OAISD approves our COL Plan, then “*the district will be operating a Department-approved education program...and is NOT subject to forfeiture of money under section 101 of the School Aid Act*”. The executive order also states that “*district employees and contractors are permitted to be physically present in district buildings, as determined by district administrators*”.

### **There are two main topics of Executive Order 2020-35 that this memo will address:**

- 1) One of the crucial elements is located in Section II.B.11 of the executive order. Stating the requirement to “*continue to pay school employees while REDEPLOYING staff to provide meaningful work in the context of the COL Plan, subject to any applicable requirements of a collective bargaining agreement*”. **This further solidifies the districts stance to continue to pay our hourly and salaried employees their regularly scheduled hours or contracted salary throughout the duration of the district’s fiscal year ending 6/30/20 (certified staff through 8/30/20).**
- 2) Another element identified in the executive order is the requirement to “*provide or arrange for continuation of food distribution*” during the duration of the school year. To date, we have been able to provide over 60,000 meals to our families in need across the district. This work could not have been done without the dedication of our transportation and food service employees, as well as other volunteers throughout the district.

The goal of this memo is to provide you with some key points from executive order 2020-35 and give clarity to Section II.B.11 “*deploying staff to provide meaningful work in the context of the Continuity of Learning Plan*”. Our students need us during this time when they are forced to be physically disconnected from us. Leadership from our employee groups have been collaborating

with district administration to develop a remote learning plan to meet the academic, social, and emotional needs of our students during this difficult and uncertain time. We appreciate the collaborative effort and ask all parties to extend grace throughout this time as it feels like we are building the car while we are driving.

Employees will continue to get paid for their regularly scheduled hours but may be required to work some or all of those hours onsite or remotely in order to implement the COL Plan. **The district will continue to promote remote work for all our employees whenever possible.** However, onsite work including limited interaction (while maintaining social distancing) with students and the community may be necessary (i.e. food service and transportation).

As we redeploy staff, please keep in mind that various positions may be called upon to work at different capacities than others across the district. We continue to strive for equity and equality but understand that this process may not look the same for each employee. Some employees may work 20% of their regularly scheduled hours and other may be required to work 100% of their regularly scheduled hours. We also understand there are needs to care for self and family during this difficult time and encourage you to continue to communicate with your supervisor or administrators.

There are hundreds of families across our community who have lost jobs or had their employers reduce their hours in the past few weeks. We also recognize parents are trying their best to stay employed while working from home and providing structure for their kids confined to their home. **This executive order clearly identifies the state's commitment to continue valuing the work our school employees do daily. However, it is mandating that we redeploy our staff to implement our COL Plan as we strive to provide the best learning environment for our students during this unique time.**

Your immediate supervisors will reach out to you, if they haven't already, regarding any needs you currently have or may have in the future regarding your "redeployment" in order to assist with our COL Plan. The COL Plan will have a link on our website as soon as it is approved by the OAISD.

Thank you for all the work you continually do, to support ALL our students and the greater community. Please reach out to either of us if you have any questions.

Jens and Jeff

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