Memorandum:

To: All ACSD#1 Employees  
From: Jubal Yennie, Superintendent  
Re: COVID-19 Update  
Date: March 18, 2020

Good evening,

I hope everyone is doing well, and you have taken a few days to prepare yourself for the upcoming outbreak of the coronavirus. The school board met this evening and “made permanent” in accordance with board policy, their decision on Monday to close schools through April 3, 2020.

We closed schools at noon on Monday, because I wanted to make sure that all of our employees had time to prepare for the upcoming outbreak. Maintenance and custodial workers were permitted to leave as well, but many of our employees have been off for Spring Break. We also closed our buildings, so we can do our part to mitigate and slow the spread of the coronavirus. I realize that we do not have a known, verified case in Albany County, but many of us know someone who is ill and may be infected. Please see the attached “15 Days to Slow the Spread” guidance from the CDC.

What to Expect in the Next Few Days

First and foremost I want to be sure that everyone is healthy (physically and mentally). Here is a good website to help lessen your anxiety about the coronavirus. I hope you find this resource helpful.

I will send a quick survey tomorrow to ask you a few questions about your capability to work from home. We are going to use a few days early next week to help get our employees set up to work remotely. We want to take care of our employees, so you have the confidence to remotely provide instruction and communicate effectively. We will schedule remote professional development times for next week, and you will have a choice of times to participate.

We will continue to pay employees during the coronavirus crisis, and we may have to relax time clock rules and expectations, but everyone will be working and being paid. We will also take care of our part time employees, so they do not have to worry about their pay during this time.
Helping our Students and Families

We will provide resources on our website for parents to use with their children, and I will communicate with our families that our schools and teachers will be contacting them during the next couple of weeks to “check-in” and to start setting up and providing instructional materials. Our expectation during this crisis is not education and business as usual—we will be creating engaging lessons to stimulate minds to keep students actively learning. There are still some questions about equity, assessments, and accountability, but we will address those issues as we move forward during the next couple of weeks.

As a quick reminder, the Wyoming Department of Education will not require schools to make up these days missed, so our current intention is to not extend the school year. Please note that this may change as this situation develops. Some states and schools have closed for the remainder of the school year.

We will take care of our families who have students who receive free and reduced lunch. In a separate communication, our families will be notified of five sites (Linford, Spring Creek, Centennial, Rock River, and Laramie Middle School) that will provide meals starting Tuesday, March 24, 2020. We may need some assistance delivering meals and helping our families during this crisis, so if you have the time and can assist, please let me know.

Uncertainty and Fluid Circumstances

I hope everyone had a restful Spring Break. If you did get away, please monitor your symptoms and stay home. We will keep the school buildings closed next week, so we can limit movement in our county. In the following weeks, if we can use the buildings for our employees to develop instructional materials, etc., we will establish a procedure to limit people in the buildings. Right now, please stay home and away from the school buildings.

We can meet the challenge this situation presents. We must first mitigate the spread of the coronavirus by social distancing and practicing good hygiene. You can make a difference by taking care of yourself. Secondly, we must work collaboratively to use our expertise to help our students and families engage educationally with some creative models. We need to be patient with our students and ourselves. Finally, we have an opportunity to demonstrate care and love for everyone in our community. We need to take care of ourselves and our families, but altruistically, we can lend a helping hand to others. I reminded the school board this evening that our employees’ hearts are generous and caring, and we can meet the challenge this uncertain, fluid situation presents.

Respectfully,

Jubal

Jubal C. Yennie