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# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Lapeer County Intermediate School District

**Address of District:** 1996 W. Oregon Street Lapeer, MI 48446

**District Code Number:** 4000

**Web Address of the District:** [www.lapeerisd.org](http://www.lapeerisd.org)

**Name of Intermediate School District:** Lapeer County Intermediate School District

**Name of Authorizing Body (if applicable):** Steven A. Zott, Superintendent

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

## [LCISD Continuity of Learning Plan](#)

### **Center Program**

In addition to the [LCISD Continuity of Learning Plan](#), the following will be added to meet the needs of our students.

#### Mental and Social-Emotional Wellbeing

To address the mental and social-emotional well-being of students, The school social worker will continue to provide resources to families through “[Parent Connect](#)” Newsletter, and monitor student’s well-being during zoom meetings. Center program students are unable to complete self-assessment surveys. Teachers have weekly case-conferences and discuss any student/family concerns, as well as rapid-response referrals received directly by the school social worker. Building-level staff have completed a 6 hour training and PLC on “Trauma-Informed Resilient Schools” to promote wellness and prevent further trauma. Staff will be participating in Professional Development July 22, 2020 that addresses their own mental health wellbeing.

#### Instruction

Teachers will provide at least 5 sessions virtually - with a greater emphasis on addressing IEP goals. This might include recordings of lessons, posting/paper assignments, and ZOOMing with the class. Center program students will be introduced to the new safety protocols for returning in person, in addition to working on goals and objectives. Parents were surveyed following the completion of the 2019-20 school year to gather feedback on their experience with remote learning. A remote learning committee was formed to incorporate this feedback along with feedback from teachers to improve the effectiveness of remote learning. The committee shared its findings and recommendations during staff training on July 14, 2020. Administration has been in touch with families and students on a regular basis regarding the status of reopening, Additional communication systems were added (School Messenger).

Plans are in place to monitor and assess the following:

- Connectivity and Access:
  - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
- Attendance:
  - System in place to monitor and track students’ online attendance on a daily basis.

### **Education and Technology Center - CTE Programs and Early Middle College**

In addition to the [LCISD Continuity of Learning Plan](#), the following will be added to meet the needs of our students.

#### Mental and Social-Emotional Wellbeing

To address the mental and social-emotional well-being of students, a Mental Health Screen Checklist (MHSC) has been developed. Instructional staff will be working closely to monitor students. They will host 2 hour long class periods and two hour long “office hour” sessions each week. Additionally teacher and paraprofessional will communicate with each student at least one additional time during the week. Any student who demonstrates concern will be immediately referred to the counselor for that program. Counselors will start working with those students who are struggling and offer resources that can be tapped to help the student. Counselors will address the MHSC to assist students. Students who are struggling will become “high contact” for the teacher and counselor: daily attempts at communication will occur for the counselor and the teacher. Student Services personnel will be responsible for logging referrals, communicating with families, and referring wellness materials. The CTE counselors will be the school based mental health liaisons between the school and community agencies.

#### Instruction

A remote learning committee was formed to incorporate this feedback along with feedback from teachers to improve the effectiveness of remote learning. The committee will share its findings and recommendations during staff training on August 25, 2020. Professional Learning is being developed at multiple levels (beginner to advanced) to help teachers become proficient in Google Classrooms. At the start of the 2020-21 school year Teachers will provide at least 4 sessions virtually (two for 1st year students and two for 2nd year students). Teachers will use Google Classrooms, Moodle, or other classroom platforms to present instruction, assignments, grades, and to send feedback. All instruction will lead to standards based proficiency. Students will demonstrate proficiency through the completion of assignments, virtual presentations, videos, and portfolios. Assessment will be in the form of quizzes, tests, virtual presentations, assignment completion, and State Certification Testing (as applicable and allowable). Feedback will be in the form of grades and student meetings (email, phone, messaging) and all feedback will be noted in the student information system (Synergy).

Teachers responsibilities will include:

- Host two class sessions of one hour each for 1st year and 2nd year students.
- Host two hour long Office Hours sessions to
  - help students with classwork,
  - answer questions, and
  - to communicate with students to gage their social-emotional wellbeing.
- Contacting each student in class at least once during the week via email, phone, or messaging.
  - The contact will:
    - Verify academic progress, and
    - Conduct a wellness check for the students’ social-emotional status.

Paraprofessionals responsibilities will include:

- Participating in each class session.
- Host two hour long Office Hours sessions to
  - help students with classwork,
  - answer questions, and
  - to communicate with students to gage their social-emotional wellbeing.
- Contact each special needs student at least twice per week via email, phone or messaging.
  - The contact will:
    - Verify academic progress, and
    - Conduct a wellness check for the students’ social-emotional status.

The instruction vision for the 2020-21 school year is that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every program. Each student will be assessed on their understanding of prerequisite skills, and grade-level

proficiencies using formative assessments, pre-tests, and screeners. Every student's academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning and strengthening connections between teacher and student.

## Adult Education

In addition to the [LCISD Continuity of Learning Plan](#), the following will be added to meet the needs of our students.

### Mental and Social-Emotional Wellbeing

To address the mental and social-emotional well-being of students, a Mental Health Screen Checklist (MHSC) has been developed. Instructional staff will be working closely to monitor students. Teachers participated in a Social and Emotional Learning training through Michigan Virtual, and will continue to meet in order to develop instructional methods for including these standards for the student.

### Instruction

We will offer classes through the PLATO system for the majority of our classes. The various teachers will be available to the student for a total of 28 hours a week, and will conduct Google classroom and Zoom meetings with students to address individual concerns. Students will demonstrate proficiency through the completion of assignments, and scoring above an 80% on the class final exam.

Teachers responsibilities will include:

Classroom teachers and students will be supported by the Adult Education Navigator, in the form of student contacts and Zoom meetings for check in with students who are struggling.

The instruction vision for the 2020-21 school year is that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials. Every student's academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning and strengthening connections between teacher and student.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

## Center Program

Staff Training was provided on July 13, 2020 regarding policies and procedures for personal protective equipment.

[Special Education Return to Learn Policy and Procedures - PPE](#)

## Early On / 32p Early Childhood

Staff Training was provided on July 13, 2020 and reviewed on July 14, 2020 regarding policies and procedures for personal protective equipment for home-based services.

[Return to Learn Policy and Procedures Home Visiting](#)

## **Education and technology Center - CTE Programs and Early Middle College**

The CTE programs at the Education and Technology Center are composed of students in grades 10, 11, and 12. Students must wear facial covering while in the building, except for meals. Staff must wear facial covering while in the building and will wear the covering throughout the day while in the building except for meals. Any student/staff who is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature. A facial covering may be homemade (washed daily) or disposable (disposed at the end of the day).

All guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times except meals. Instances of non-compliance will result in the guest being escorted from the building by the building administrator. Any guest who is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature.

A Teens and Tots pre-school is offered in our Careers in Education Cadet Teaching CTE Program. The high school students and staff will wear facial covering at all times except for meals. Any student or staff that is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature. The preschool students are of the age range from 3-4 years. Facial coverings are not recommended for use with this age student.

The local school districts of Lapeer County (Almont Community Schools, Dryden Community Schools, Imlay City Community Schools, Lapeer Community Schools, and North Branch Area Schools) provide bus transportation to the Education and Technology Center. The local schools have established guidelines for cleaning and sanitation along with policies and procedures on the bus. All students will wear a facial covering on the bus to and from the Education and Technology Center. Any student who is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature. As students leave the Education and Technology Center they will use hand sanitizer prior to entering the bus.

Staff Training will be provided on August 26, 2020 regarding policies and procedures for personal protective equipment.

### **Adult Education**

The Adult Education program is made up of adults of varying ages. All students and staff will be required to wear masks for the entire time they are in the building.

The classroom that is used for our PLATO Learning Lab has an entrance, and students coming to this lab will use that entrance. The teacher will be able to monitor entrance and ensure students are wearing masks.

Students entering through the front entrance will need to be wearing a mask when they enter the building, and that will be monitored by staff at the front desk. Any student/staff who is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature. A facial covering may be homemade (washed daily) or disposable (disposed at the end of the day).

All guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times except meals. Instances of non-compliance will result in the guest being escorted from the building by the building administrator. Any guest who is unable to medically tolerate a facial covering must not wear one but must provide documentation with a physician's signature.

Staff Training will be provided on August 26, 2020 regarding policies and procedures for personal protective equipment.

## 2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

### Center Program

Staff Training was provided on July 13, 2020 regarding policies and procedures for personal protective equipment.

[Special Education Return to Learn Policy and Procedures - Hygiene and Sanitation](#)

### Early On / 32P Early Childhood

Staff Training was provided on July 13, 2020 and reviewed on July 14, 2020 regarding policies and procedures for personal protective equipment for home-based services.

[Return to Learn Policy and Procedures Home Visiting](#)

### Education and technology Center - CTE Programs and Early Middle College

CTE staff will spend time each day, at the start of each session, talking about necessary/proper hygiene (handwashing, sanitizing, covering for sneezing/cough). Staff will schedule hand washing before and after moving to another area of the program (Class to lab or lab to class). As most programs have access to a sink multiple handwashing will be encouraged. Staff will check soap and sanitizer dispensers daily and notify Maintenance if refills are necessary. Hand Sanitizer dispensers are in place throughout the building. Other hygiene supplies are in stock. Signage is placed throughout the school building: hallways, entry doors, bathrooms, and classrooms. Students are issued individual lockers and will be required to keep personal property and materials in their own space. There will be no shared supplies and equipment will be sanitized between uses.

Signage is posted around the school to remind staff/students of handwashing/hygiene, social distancing, and facial coverings usage.

Staff Training will be provided on August 26, 2020 regarding policies and procedures for personal hygiene.

### Adult Education

Staff will spend time each day, at the start of each session, talking about necessary/proper hygiene (handwashing, sanitizing, covering for sneezing/cough). Hand Sanitizer dispensers are in place throughout the building. Other hygiene supplies are in stock. Signage is placed throughout the school building: hallways, entry doors, bathrooms, and classrooms.

Signage is posted around the school to remind staff/students of handwashing/hygiene, social distancing, and facial coverings usage.

## 3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

### Center Program

Contract with Cleaning company has been updated and increased to add an additional .5 FTE who will be assigned to the Center program in anticipation of the additional cleaning needed. A specialized cleaning machine was purchased for use 3x per week.

[Special Ed Return to Learn Policy and Procedures - Hygiene and Sanitation](#)



## Education and technology Center - CTE Programs and Early Middle College

Discussions and improved measures have been discussed with the contracted cleaning company. This staff has been trained about PPE and cleaning/sanitizing materials they will be using. A deep cleaning of each area of the building has occurred over the summer.

CTE staff will be responsible for cleaning/sanitizing frequently touched areas prior to and after each class session. Students desks/tables/computers/equipment will be wiped down with an EPA-approved disinfectant prior to and after each use. The pre-school staff has been instructed on cleaning requirements for their playground area and that equipment will be cleaned prior to and after each use using an EPA-approved disinfection. A specialized ionizing cleaning machine was purchased for use 3x per week. Appropriate PPE will be used when performing cleaning activities.

Administration has identified alternate classrooms that could be used in case of contamination. Unused areas of the building are identified if there is a need to move a class. If a room needs to be quarantined it will be shut down for 24 hours prior to cleaning and sanitizing by the custodial services. Proper PPEs will be used by custodial services to clean/sanitize a quarantined room.

Purchases have been made over the summer to have necessary cleaning/sanitizing materials in stock for the start of the 2020-21 school year. A three month inventory is in place and reliable providers are identified when inventory needs to be replaced.

Building Maintenance has evaluated each room for use, size, and ventilation. Social distancing guidelines state recommended class size when feasible. HVAC and air filters are on a regularly scheduled rotation to be changed. Regularly scheduled meetings are scheduled between the head of maintenance at the Education and Technology Center and management of our contract cleaning services.

### Adult Education

Discussions and improved measures have been discussed with the contracted cleaning company. This staff has been trained about PPE and cleaning/sanitizing materials they will be using. A deep cleaning of each area of the building has occurred over the summer.

Adult Education staff will be responsible for cleaning/sanitizing frequently touched areas prior to and after each class session. Students desks/tables/computers/equipment will be wiped down with an EPA-approved disinfectant prior to and after each use. . A specialized ionizing cleaning machine was purchased for use 3x per week. Appropriate PPE will be used when performing cleaning activities. Purchases have been made over the summer to have necessary cleaning/sanitizing materials in stock for the start of the 2020-21 school year. A three month inventory is in place and reliable providers are identified when inventory needs to be replaced.

Building Maintenance has evaluated each room for use, size, and ventilation. Social distancing guidelines state recommended class size when feasible. HVAC and air filters are on a regularly scheduled rotation to be changed. Regularly scheduled meetings are scheduled between the head of maintenance at the Education and Technology Center and management of our contract cleaning services.

#### 4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

There are no necessary protocols in this area as the Lapeer County ISD offers no athletic programs.

## 5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

### **Center Program**

[Special Education Return to Learn Policy and Procedures - Health Screenings](#)

### **Early On / 32P Early Childhood**

[Return to Learn Policy and Procedures Home Visiting  
Family Health Screening](#)

### **Education and technology Center - CTE Programs and Early Middle College**

The Lapeer County ISD is working closely with the Lapeer County Health Department.

CTE staff will complete a Health Screen prior to entering the building and prior to the arrival of students. A QR code is placed at each entry door to scan and be directed to the online health screen. After entering the building staff will self-check their temperatures. Temporal thermometers can be found in three locations around the building: the main office, student services, and at the school supply store. Staff will sanitize the temporal scanner prior to and after each use. A staff person whose temperature is 100.4 or higher should report to the quarantine room to be rescanned. After 5 minutes, if the staff person continues to record a temperature of 100.4 or higher they will be sent home and should consider COVID-19 testing. Staff who report positive concerns on the health screen or have a temperature of 100.4 or higher should stay home.

Parents should conduct a health screen of the student at home prior to their departure for school. Any student who appears symptomatic should stay home. Students' temperatures will be taken as they enter the front door of the Education and Technology Center. Students displaying a temperature of 100.4, or higher, will be moved to the quarantine area and will have another temperature scan after 5 minutes. Students who continue to record a temperature of 100.4, or higher, will be kept in the quarantine room until a parent can pick them up. Students who become ill will be quarantined in the conference room of the main office (Room 137). The CTE Program Secretary will monitor and care for students who become ill at school. Symptomatic students will be allowed to return to school when they have tested negative for the COVID-19 virus or have completely recovered according to CDC guidelines.

### **Adult Education**

The Lapeer County ISD is working closely with the Lapeer County Health Department.

Staff will complete a Health Screen prior to entering the building. A QR code is placed at each entry door to scan and be directed to the online health screen. After entering the building staff will self-check their temperatures. Temporal thermometers can be found in three locations around the building. A staff person whose temperature is 100.4 or higher will be sent home and should consider COVID-19 testing. Staff who report positive concerns on the health screen or have a temperature of 100.4 or higher should stay home.

Any student who appears symptomatic should stay home. Students' temperatures will be taken as they enter the Education and Technology Center. Students displaying a temperature of 100.4, or higher, will be sent home. Symptomatic students will be allowed to return to school when they have tested negative for the COVID-19 virus or have completely recovered according to CDC guidelines.

## 6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

### Center Program

[Special Education Return to Learn Policy and Procedures - Suspected Case](#)

### Early On / 32p Early Childhood

[Return to Learn Policy and Procedures Home Visiting](#)

### Education and technology Center - CTE Programs and Early Middle College

The school will cooperate with the local health department with regard to screening protocols that are deemed necessary for students and staff.

At the Education and Technology Center CTE programs there are plans are in place to receive students as they exit their bus after being transported from the local school to our building:

- One bus will disembark at a time.
- Students will form a single file to enter the building through the main doors identified as "Entrance."
- Students will use hand sanitizer on the way into the building.
- Upon entering the building all students will have a temperature scan.
  - Personnel performing these scans will have proper PPEs in use:
    - Gloves
    - Facial Covering
    - Face Shield
  - If a student has a temperature of 100.4 or higher they will be sent to the quarantine room.
    - Their temperature will be scanned again in five minutes.
    - If their temperature has dropped below the threshold they will be scanned again in 5 minutes.
    - If still below they will be released to class.
    - If the temperature is above 100.4 the student will be sent home.
    - If after 5 minutes their temperature is still 100.4 or high they will be sent home.
- Hallways will be divided and marked to allow for social distancing guidelines and a "Keep to the Right" passage to improve the flow of movement.

Staff and students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and will be sent home. The sick person should report to off-site testing to be evaluated. Staff and students who display COVID-19 symptoms should stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

Local school district administration will be notified of a confirmed case. A letter will be sent to families to notify them of the presence of any laboratory positive or clinically diagnosed case of COVID-19 in the classroom. If a confirmed case is identified efforts will be made to contact close contacts to the student or staff member. (A close contact is another person who was less than 6 feet from the confirmed person for 15 minutes or more.) A close contact should be quarantined for 14 days at home and should be closely monitored for any symptoms of COVID-19.

### Adult Education

The school will cooperate with the local health department with regard to screening protocols that are deemed necessary for students and staff.

Students in the PLATO Learning Lab will enter the outside door in that lab, all other students and staff will enter through the main entrance.

- Students will use hand sanitizer on the way into the building.
- Upon entering the building all students will have a temperature scan.
  - Personnel performing these scans will have proper PPEs in use:
    - Gloves
    - Facial Covering
    - Face Shield
  - If a student has a temperature of 100.4 or higher they will be sent home.
- Hallways will be divided and marked to allow for social distancing guidelines and a “Keep to the Right” passage to improve the flow of movement.

Staff and students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and will be sent home. The sick person should report to off-site testing to be evaluated. Staff and students who display COVID-19 symptoms should stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

A letter will be sent to families to notify them of the presence of any laboratory positive or clinically diagnosed case of COVID-19 in the classroom. If a confirmed case is identified efforts will be made to contact close contacts to the student or staff member. (A close contact is another person who was less than 6 feet from the confirmed person for 15 minutes or more.) A close contact should be quarantined for 14 days at home and should be closely monitored for any symptoms of COVID-19.

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

### Special Education Center Program

N/A Local Districts provide transportation

### Education and technology Center - CTE Programs and Early Middle College

Local districts provide transportation to and from their districts to the Education and Technology Center. The local districts have established guidelines for bus cleaning and sanitation. They also have established policies and procedures for transporting students.

At the Education and Technology Center CTE programs there are plans are in place to receive students as they exit their bus after being transported from the local school to our building:

- One bus will disembark at a time.
- Students will enter the building, form a single file and follow the testing procedures identified above.

At the end of each session and students depart the building to return to their local school:

- School Districts will be dismissed one at a time by the PA
- Schools whose busses park near the Special Ed wing or in front of the building will exit through the front door.
- Schools whose busses park at the north end of the sidewalk will exit the doors to the staff parking lot.
- Students will use hand sanitizer as they leave the building and prior to entering the bus.

A master schedule of arrival/departure times (by school) will be developed by August 17, 2020.

### **Adult Education**

N/A Students provide their own transportation.

## **C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

### **Center Program**

Due to the fact that Students enrolled in the Center Program are at higher risk for serious complications related to COVID-19, All protocols in phase 4 as outlined above will remain in place.

### **Early On / 32p Early Childhood**

Due to the fact that young children are at higher risk for serious complications related to COVID-19, All protocols in phase 4 as outlined above will remain in place.

### **Education and technology Center - CTE Programs and Early Middle College**

Due to the fact that the career and technical education programs offered at Lapeer Education and Technology Center are an extension of the offerings of the local districts there are no athletic offerings, food services, or special class considerations. We will keep protocols described in Phase 4 in place.

### **Adult Education**

We will keep protocols described in Phase 4 in place.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

### **Center Program**

All protocols that are strongly recommended will continue in Phase 5

### **Early On / 32P Early Childhood**

All protocols that are strongly recommended will continue in Phase 5

### **Education and technology Center - CTE Programs and Early Middle College**

All protocols that were strongly recommended in Phase 4 will continue in Phase 5. The only change would be that staff and students may practice for skills opportunities in Career and Technical Student Organizations beyond school hours. If this is the case all students and staff will be required to wear a face mask and if medically unable to do so will provide documentation including a physician's signature.

### **Early / Middle College Adult Education**

All protocols that were strongly recommended in Phase 4 will continue in Phase 5.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

### **Center Program**

All protocols will remain in place.

- D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

### **Center Program**

All protocols will remain in place.

### **Early On/32P Early Childhood**

All protocols will remain in place.

### **Education and technology Center - CTE Programs and Early Middle College**

All protocols will remain in place.

### **Adult Education**

All protocols will remain in place.

## **Final Steps for Submission**

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: 7/15/20**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: Attached**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

[http://lcisd.ss3.sharpschool.com/UserFiles/Servers/Server\\_78652/File/KJB/LCISD%20Continuity%20of%20Learning%20Plan.pdf](http://lcisd.ss3.sharpschool.com/UserFiles/Servers/Server_78652/File/KJB/LCISD%20Continuity%20of%20Learning%20Plan.pdf)

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan:** Steven A. Zott,  
Superintendent of Lapeer County Intermediate School District

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:** August 17, 2020

Board of Education  
Lapeer County Intermediate School District

Minutes of the Organizational Meeting  
July 15, 2020  
Education and Technology Center, Room 137  
690 N. Lake Pleasant Road  
Attica, MI 48412

MEMBERS PRESENT: Lawrence Czapiewski, President  
Paul Bowman, Vice-President  
Cheryl Howell, Secretary  
Lisa Novak, Treasurer

MEMBERS ABSENT: Rod Dewey, Trustee

STAFF PRESENT: Daniel Allen  
Kendra Bostian  
Dr. Dale Moore  
Anthony Najor  
Cheryl Porter  
Ann Schwieman  
Carrie Smith  
Steven Zott

GUESTS PRESENT: None

## I ROUTINE MATTERS

### **Call to Order**

Steven A. Zott, Superintendent, called the meeting to order at 7:00 PM with the Pledge of Allegiance.

### **Approval of Minutes**

Moved by Mr. Bowman, supported by Mr. Czapiewski, the Board of Education approve the Minutes of the Regular Meeting of June 17, 2020 as presented.

The motion carried unanimously by a roll call vote.

### **Approval of Agenda**

Moved by Mr. Czapiewski, supported by Mrs. Howell, the Board of Education approve the Agenda as amended.

The motion carried unanimously by a roll call vote.

## II PUBLIC PARTICIPATION

## III ELECTION OF THE BOARD OFFICERS FOR THE 2020-21 SCHOOL YEAR

I move that nominations be waived closed and a unanimous vote be cast for the current officers to succeed in their current positions for the 2020-21 School Year.

The motion carried unanimously by a roll call vote.



|                |   |
|----------------|---|
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

**IV BOARD DESIGNATIONS FOR THE 2020-21 SCHOOL YEAR**

Moved by Mrs. Novak, supported by Mr. Bowman, the Board of Education approve the designations for the Lapeer County Intermediate School District for the 2020-21 school year as presented.

The motion carried unanimously by a roll call vote.

|                |   |
|----------------|---|
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

**V SCHEDULE OF REGULAR MEETINGS FOR THE 2020-21 SCHOOL YEAR**

Moved by Mrs. Novak, supported by Mr. Bowman, the Board of Education approve the 2020-21 Schedule of Meetings of the Lapeer County Intermediate School District Board of Education at the Lapeer County Intermediate School District Education and Technology Center, 690 North Lake Pleasant Road, Attica, Michigan, at 7:00 p.m. as presented.

The motion carried unanimously by a roll call vote.

|                |   |
|----------------|---|
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

**VI FINANCE**

**Approval of Bills**

Moved by Mrs. Novak, supported by Mr. Bowman, the Board of Education approve the Accounts Payable in the amount of \$881,997.43.

The motion carried unanimously by a roll call vote.

|                |   |
|----------------|---|
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

**Treasurer's Report**

Mrs. Novak, Treasurer, presented the Treasurer's Report.

**VII CONSENT AGENDA**

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education approve the following items listed on the consent agenda:

The motion carried unanimously by a roll call vote.

**A. Personnel**

**i. Resignations**

1. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education acknowledge the Superintendent’s acceptance of the following resignations with regret and best wishes.
  - Jean Baber – Secretary for Special Education for the Center Program
  - Ramon Diaz – CTE Paraprofessional for Culinary Arts
  - Roslyn Owen – Barn Manager

**ii. Posting Recommendation(s)**

1. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education approve the posting for the position of Information Systems Specialist.
2. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education approve the posting for the position of Secretary for Special Education for the Center Program.
3. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education approve the posting for the position of Secretary for Speech – Language Pathologist
4. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education approve the posting for the position of CTE Paraprofessional.
5. Moved by \_\_\_\_\_, supported by \_\_\_\_\_, the Board of Education approve the posting for the position of Secretary for Adult and Community Education.

|                |   |
|----------------|---|
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

**VIII BUSINESS**

Moved by Mr. Bowman, supported by Mrs. Novak, Board of Education approve the contract with Sunbelt Staffing, LLC. for School Social Worker services as presented.

The motion carried unanimously by a roll call vote.

|                |   |
|----------------|---|
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; <input type="checkbox"/> Nay |

Moved by Mr. Bowman, supported by Mrs. Novak, the Board of Education approve the contract extension with Axium Services, Inc. as presented, with a copy of the Custodial Service Contract to be attached to the official minutes of this meeting.

The motion carried unanimously by a roll call vote.

Minutes of the Organizational Meeting

July 15, 2020

Page 4

Mr. Bowman  Aye;  Nay  
Mrs. Howell  Aye;  Nay  
Mrs. Novak  Aye;  Nay  
Mr. Czapiewski  Aye;  Nay

Moved by Mrs. Novak, supported by Mrs. Howell, the Board of Education approve the settlement agreements with LISEA and LIESP re: the 2020-21 Special Education Calendar as presented, a copy of which to be attached to the Official Minutes of this meeting.

The motion carried unanimously by a roll call vote.

Mrs. Howell  Aye;  Nay  
Mrs. Novak  Aye;  Nay  
Mr. Bowman  Aye;  Nay  
Mr. Czapiewski  Aye;  Nay

Moved by Mr. Bowman, supported by Mrs. Novak, the Board of Education approve the purchase of CPI Nonviolent Crisis Intervention blended learning seats, to be purchased from Crisis Prevention Institute for an amount not to exceed \$7590.00.

The motion carried unanimously by a roll call vote.

Mrs. Howell  Aye;  Nay  
Mrs. Novak  Aye;  Nay  
Mr. Bowman  Aye;  Nay  
Mr. Czapiewski  Aye;  Nay

Moved by Mr. Bowman, supported by Mrs. Howell, the purchase the Xello College and Career Readiness Software package and provide it to the local district buildings housing students in grades Kindergarten-12 at a cost not to exceed \$28,850.25.

The motion carried unanimously by a roll call vote.

Mrs. Novak  Aye;  Nay  
Mr. Bowman  Aye;  Nay  
Mrs. Howell  Aye;  Nay  
Mr. Czapiewski  Aye;  Nay

Moved by Mr. Bowman, supported by Mrs. Novak, the Board of Education approve the "Resolution of Support for the District's Preparedness and Response Plan for the 2020/2021 School Year" as presented.

The motion carried unanimously by a roll call vote.

Mr. Bowman  Aye;  Nay  
Mrs. Howell  Aye;  Nay  
Mrs. Novak  Aye;  Nay  
Mr. Czapiewski  Aye;  Nay

**IX POLICY**

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education approve the revisions to Policy 5540 as presented.

The motion carried unanimously by a roll call vote.

|                |  |                              |
|----------------|--|------------------------------|
| Mrs. Novak     | <input checked="" type="checkbox"/> Aye; | <input type="checkbox"/> Nay |
| Mrs. Howell    | <input checked="" type="checkbox"/> Aye; | <input type="checkbox"/> Nay |
| Mr. Bowman     | <input checked="" type="checkbox"/> Aye; | <input type="checkbox"/> Nay |
| Mr. Czapiewski | <input checked="" type="checkbox"/> Aye; | <input type="checkbox"/> Nay |

**X PUBLIC PARTICIPATION**

**XI SUPERINTENDENT /ADMINISTRATIVE REPORTS**

Mr. Zott, Superintendent, discussed the following items Special Education Center Program return to learn, Adult Education grant, grant for summer reading initiative, Windstream refund, MESSA discount, and the U of M Deep discountx

Ms. Schwieman, Director of Administrative Services and Personnel, shared that there are interviews scheduled for July 16, 2020.

Mr. Allen, Director of Technology, spoke about Lapeer District Library will be joining the MISEN services. MISEN Board approved that no charges would be incurred for usage for the 2019-20 and 2020-21 school years. Damage done to fiber in St. Clair County has been repaired.

Mr. Najor, Assistant Principal, gave an update on the house.

Dr. Moore, Principal, spoke about the ice cream social being held for Top Seniors, the restart committee will be meeting for their 3<sup>rd</sup> and 4<sup>th</sup> meetings to continue creating a plan, the Cosmetology program is planning to resume and the 2020-21 CTE enrollment numbers.

The Board also discussed the Goal Setting discussion second part of August or the beginning of September.

**XII OTHER**

**XIII ADJOURNMENT**

President Czapiewski declared the meeting adjourned at 8:24 PM.