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1 Marauder Boulevard  
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March 16, 2020

To the NY Mills Union Free School District Community:

As I have stated all along, the extended closing of schools is unprecedented and all of our decisions would be fluid and reactive to the most current information regarding COVID-19.

This morning, we were provided with more guidance that frames what this school closing means for our students, staff, and families. Following this guidance, the plan for this district is as follows:

- Faculty and staff will not be in school beginning Tuesday, March 17<sup>th</sup>
- Maintenance staff will be sanitizing each classroom and then sealing those classrooms
- Transportation staff will be sanitizing each bus and then sealing those buses
- Access to the building will be limited following Thursday, March 19<sup>th</sup> when students will only be allowed to enter cafeteria for lunch pickup and, if needed, picking up student work
- District office staff and building administrators will be available on site
- Other than lunch pick-up, buildings will be closed on Fridays.

As I stated in yesterday's call, administration, faculty, and staff have begun the work of planning and providing instruction and support to students during this time. Many of our staff have already reached out to students with invitations to join the classrooms electronically. Faculty and staff will continue work to develop plans and create resources that may be a blend of hard-copy, Google Classroom and web-based lessons.

Beginning Tuesday, the cafeteria will be open from 11:00-12:30 for a bagged lunch. Other lunch sites, which will be available beginning Wednesday, are Hapanowicz at 11:00, NY Mills Village Offices at 11:30, and Yorkville Village Offices at 12:00. The lunch sites off school grounds will be open for 30 minutes. Any child 18 years old or younger will be allowed to take a bag lunch. The bag lunch will include the following day's breakfast. Please let Mary Ellen Peters, our Cafeteria Manager know if your child has dietary restrictions or allergies that must be considered and which site you will be using so that the appropriate bag lunch is available. The direct number for Mrs. Peters is 315-768-3399 x 1761.

Many online resources and sites have been posted to our webpage. We will update that list as resources become available. Teachers have already begun communicating with students using online platforms such as Google Classroom and BUZZ. Again, please stress with your children the importance of maintaining a schedule to complete assignments and maintain a healthy mind and attitude during this stressful time and to maintain academic progress.

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As more details become available we will share it via school messenger, webpage, and email. The school will be accessible beginning Tuesday to pick up books, workbooks, and belongings from lockers and classrooms. The principals will be sending out separate emails explaining procedures/process for gathering materials.

As more guidance becomes available from the Oneida County Health Department, the County Executive's Office, the Governor's Office and/or the State Education Department, I will be sharing it with you. As always, if you have any questions or concerns, please do not hesitate to call. The main offices will be reachable with questions and concerns during the closure. As always, the health and safety of our students, their families, and our staff is vitally important. By working together, we will strive to meet the social and instructional needs of all of our students. Again, this is a very fluid situation that puts all of us in uncharted territory and we must work together to make progress as we navigate this process.

Respectfully,

Joanne Shelmidine, Ed.D.  
Superintendent of Schools