

TO: TCSC Board of Education
FROM: Dr. Ryan Glaze
DATE: 5/27/21
RE: COVID-19 Stipends

Tipton Community School Corporation employees have been working tirelessly throughout the COVID-19 emergency. To be clear, our employees are ESSENTIAL! Our employees have pivoted to online learning for students, added and intensified measures that increase overall hygiene efforts, adjusted schedules and classroom configurations to assist with social distancing measures, and so much more.

In consideration of the tremendous efforts our employees have put forth to keep our students safe, while moving instruction forward and opening our schools to the maximum extent possible; I am recommending a small token of appreciation in the form of a financial reward be provided to all qualified employees in honor of their hard work and dedication to Tipton Community School Corporation students and the school community,

Due, in part, to additional grant funds being awarded in the estimated amount of \$1,217,000 of federal funding through the ESSER III (CRRSA) allocation, I recommend a one-time payment of appreciation grants during the Summer of 2021 for all qualified Board-approved employees. The payment is pending approval of our ESSER III grant. While we do not anticipate a rejection of our grant and our request to utilize a portion of our ESSER III grant for appreciation grants, a rejection of this request will prohibit the distribution of these funds for the purposes recommended within this memo.

One appreciation grant stipend of one thousand dollars (\$1000) per qualified employee will be paid on June 18, 2021 to all Board-approved employees. Qualified employees must be actively employed as of May 17, 2021.

The cost of the stipend will be approximately \$238,000, including benefits, and will be paid from the ESSER III (CRRSA) grant allocation.

Please describe all additional duties performed for safety and health requirements as a result of the pandemic or during the pandemic (March 2020-May 2021).

Administrators: Ordering and maintaining supply of COVID supplies such as desk shields, hand sanitizer. Assisting corporation nurses and Tipton County Health Department in contract tracing, communication of new protocols and mitigation strategies, sending potentially infected personnel and students home or placing them in quarantine. Assisting with COVID tracking for all employees and students. 24/7 Availability via text, phone, or email to maintain a safe school environment. Deep cleaning and sanitizing; employing new mitigation strategies as needed or

requested; send additional communications and instructions as needed to families and school staff.

Bus Drivers/Transportation Department: Delivery of meals. Including taking my personal car to drop off Backpack Blessings as needed. Assisting as needed with navigation for efficient meal deliveries. Doing extra routes as needed for meal deliveries. Wipe down, sanitization spray down, extra cleaning of buses. Besides after school sporting events, decontamination of the bus after each route. Mixed all covid spray jugs for the buses and drivers weekly. Drove a couple times for drivers that were sick with Covid. Helped fulfill drivers with gloves and masks when needed.

Custodial Staff: Cleaning and disinfecting with Covid cleaner classrooms and bathrooms including desks, sinks, handles, doorknobs, bathroom fixtures, toilet sets, handles and frames of existing doors. Making sure each classroom has their Covid bottle filled daily and I also collected, washed and redistributed the cleaning rags 3x a week. Wash, dry, fold, count and pass out covid rags, helped with classroom lunch deliveries, keep hand sanitizer filled in halls.

Food Service: Prepping sack meals for students, washing walls, sanitizing & making sure staff are wearing masks, deep cleaning after staff/students were symptomatic, cleaning walls daily, taking temps of staff.

Office Support Staff: Ordering COVID supplies Assisting with Contract Tracing, Assisting with COVID day tracking for all employees, Assisting with COVID education for staff I kept my office table, chairs and door sanitized and ready for employees. Performed the extra duty of adding additional pay to checks for those who assisted with lunch prep and delivery or custodial work during the shutdown. Distributed insurance/COVID information to employees in a timely fashion. Tracked COVID days and following the FFCRA. Contact Tracing, Covid protocol for crowd size, covid protocol for all practices, games, and ect. Online ticket sale for covid protocol. Team safety and coach protocol for proper care and safety of athletes, equipment and fans. Three sports seasons overseeing numerous teams and crowd safety. Deep Cleaning in the office with bleach water when students were not allowed in the building.

Para-educator or Aide (Special Education, Title 1, Classroom, EL): Installed desk Shields in classrooms. Sprayed down Multi Surface Cleaner & Disinfectant on desks, tables & chairs daily. Used Lysol Wipes to wipe off iPads & computer keyboards used by the students on a daily basis. Remind students to mask up and stay socially distanced. Morning duties to stand in the cafeteria and greet the students and remind them to mask up while they get their breakfast. Prepare Lessons for Kindergarten through 5th Grade and put them on Google Classroom for the students to complete.

Teachers: Cleaning desks, surfaces, doorknobs in the classroom. Separating and discussing social distancing with students throughout the year. Making sure students were masked up during the day. Purchasing or providing individual materials for students so they did not share. Spraying/sanitizing my therapy table and ALL of my therapy objects/flashcards between sessions and between preschool evaluations. Preparing virtual lessons. Changing schedules to allow individual lessons to maintain social distancing. Preparing seating arrangements for meetings as well as therapy in larger rooms in order for distancing to be met. Purchasing extra hand wipes/sanitizers in bulk for my therapy materials to be daily cleaned. Purchasing special masks to allow oral demonstrations to be presented for teachers of special needs students.

Payment of COVID-19 Stipends for all Tipton Community School Corporation Staff was approved on Tuesday, June 8, 2021.

Gary Plumer, Board President

Date

April Overdorf, Board Vice President

Date

Jennifer Hunrichous, Board Secretary

Date