


March 14, 2020

## MEMORANDUM

**TO:** All BPS Employees

**FROM:** Beth Thedy, Ed.D., Deputy Superintendent   
Chief Human Resources Officer

**RE:** **Update: COVID-19**  
**Saturday, March 14, 2020 10:30 am**

At the direction of the State, schools will remain closed to students for an additional week following spring break. Students will not return before March 30, 2020. Monday, March 23 is scheduled to be a teacher workday/student holiday and will remain a teacher workday with teachers able to work from home to complete grades for the 3<sup>rd</sup> quarter. Student instruction will not begin prior to Monday, March 30, online or in person.

All employees scheduled to work during spring break, March 16-20 will report to work as scheduled unless on previously approved leave. The narrative below is the schedule for reporting to work during the week of March 23-27, unless an employee is on approved leave. All employees will continue to be paid on schedule; payroll adjustments and/or make up days and hours are yet to be determined. All information contained in this memo is subject to change based on local, state, or federal guidance or organizational needs in the coming days.

### Week of 3/23 through 3/27:

- 1. Report to work Monday, March 23**  
**Do not report to work Tuesday through Friday, March 24-27**  
10 Month Teachers\*  
POTA\*  
ROTC Instructors\*  
Cafeteria Managers  
Security Specialists  
10 Month Clerks  
\*may work at home on Monday, March 23  
(Cal EA: E; Cal EA: L; Cal EA: NK6; Cal GA: G; Cal GL: G; Cal G7: G; Cal: O1: O; Cal 10: L)
- 2. Do not report to work Monday, March 23**  
**Report to work Tuesday through Friday, March 24-27**  
11 Month Clerks  
Child Care and Intern Coordinators, Head Start Supervisors  
(Cal 11: LH; Cal CQ: C, LD5)
- 3. Report to work Monday, March 23 – Friday, March 27**  
12 Month Non-Bargaining  
12 Month Cafeteria (ESF), Clerical, Custodial, Maintenance, Facilities, Warehouse, Bus Drivers  
Psychologists/ Behavior Analysts  
Technology Specialists  
Family Advocates  
12 Month Teachers  
10 Month Administrators  
(Cal 12: D,C,L,O,J, R; Cal C7-8: C; Cal E7-8: E,L; Cal BA: B; Cal E7-8: C)

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer  
Phone: (321) 633-1000, ext. 200 • FAX: (321) 633-3565



**4. Do not report to work Monday, March 23 – Friday, March 27**

Group Leaders

Instructional Assistants, Media Assistants, School Office Clerks (9M), Campus Monitors

Food Service Workers

Bus Drivers

(Cal: N7: N; Cal NK: L, N,M; Cal: OK: O; Cal RG: R)

If you are unsure of your classification, please check your MIC account or contact your school or department secretary on Monday. The information above is based on the Dates of Service Calendar (click [here](#)).

Thank you for your patience as we continue to address this fluid situation. We wanted to get this information out as quickly as possible while still ensuring accuracy. Please monitor BPS social media sites such as Facebook and Twitter, as well as the BPS website for updates as they become available. The most important priority for our School Board and Superintendent is for all of us to stay well, and we will continue to keep your well-being in the forefront of our minds as we make critical decisions.

Thank you.