



MUNCY SCHOOL DISTRICT

206 Sherman Street, Muncy, PA 17756 | Telephone: (570) 546-3125 | Fax: (570) 546-6676

Dr. Craig R. Skaluba
Superintendent
cskaluba@muncysd.org

Dr. Kimberly A. Hamilton
Assistant to the Superintendent
for Curriculum & Instruction
khamilton@muncysd.org

Mr. Andrew T. Seese
Business Administrator/
Board Secretary
aseese@muncysd.org

December 18, 2020

Dear Muncy Family,

I hope this letter finds you and your family in good health.

I would like to provide you with a quick summary of changes approved to the District's Health and Safety Plan by the Muncy School District Board of Directors at our December 7th Reorganization Meeting and our December 14th Regular Board Meeting.

1. School Calendar

The Board added Friday, February 12th as an Act 80 Day/Student Holiday. Please note this was originally scheduled as a snow make-up day and it will now remain a day off for all students. Monday, February 15th is now a day of school for all students as it is the snow make-up day for Friday, December 18th.

The Board added Friday, February 26th and Friday, March 12th as distance learning days.

A summary of these changes are available in the following revised school calendar link:

<https://www.muncysd.org/cms/lib/PA06000076/Centricity/Domain/1/2020-2021%20School%20Calendar%20-%20Revised%2012-14-20.pdf>

2. Instructional Model for Ward L. Myers Elementary School

In acting in accordance with our Health and Safety Plan, Ward L. Myers Elementary School will be in remote instruction on the following dates: **(a) 12/21 and (b) 12/22**. All students should attend Zoom sessions to be hosted by their teachers on these days. **The elementary school will return to in-person instruction on 1/4.**

Meals for December 21st and December 22nd will be available for all students by drive through pickup at the front entrance of Ward L Myers Elementary school on Monday, December 21st from 11:00 a.m. to 1:00 p.m.

If other arrangements for meal pickup are needed, please contact our food service director Mr. Tom Kuntz at tkuntz@muncysd.org or 570-546-3129 extension 1120

3. **Instructional Model for Muncy Jr. / Sr. High School**

Muncy Jr. / Sr. High School will be in remote instruction on the following dates: **(a) 12/21, (b) 12/22, (c) 1/4, (d) 1/5, (e) 1/6, (f) 1/7 and (g) 1/8**. All students should follow their schedule and attend Zoom sessions to be hosted by their teachers on these days. **The high school will return to in-person instruction on 1/11.**

The **district will provide transportation from the high school to LycoCTC** for students to attend **LycoCTC on 12/21, 12/22 and 1/4 through 1/8**. Students may also arrange for their own transportation to LycoCTC on those days or students may log into their LycoCTC classes via Google classroom.

Meals for December 21st and December 22rd will be available for all students by drive through pickup at the front entrance of Ward L Myers Elementary school on Monday, December 21st from 11:00 a.m. to 1:00 p.m.

Meals for January 4th through January 8th will be available for high school students by drive through pickup at the front entrance of Ward L. Myers Elementary school Monday, January 4th from 11:00 a.m. to 1:00 p.m.

If other arrangements for meal pickup are needed, please contact our food service director Mr. Tom Kuntz at tkuntz@muncysd.org or 570-546-3129 extension 1120.

4. **Building Case Limits** – The Board increased the case limit for temporarily transitioning from in-person instruction to remote instruction from 3 cases to 4 cases. Please reference the updated instructional model matrix at the end of this letter.
5. **Number of Days Out of Building** –The Board decreased the number of days to transition to remote instruction from 5-7 days to 3-5 days if a building reaches 4 cases. The transition to remote instruction remains at 14 days if a building reaches 5 or more cases. Please reference the updated instructional model matrix at the end of this letter.

We will continue to provide timely updates to our Health and Safety Plan as a result of new guidance or by Board action. We hope all of our students, families and staff impacted by COVID-19 have a quick recovery.

As there seems to be an increase in phishing e-mails, texts and phone calls at this time of year, please consider using the following resource from the Federal Trade Commission (<https://www.consumer.ftc.gov/articles/how-recognize-and-avoid-phishing-scams#protect>) to help protect you and your family from these types of activities. This resource reviews the following information: (a) How to Recognize Phishing, (b) How to Protect Yourself From Phishing Attacks, (c) What to Do If You Suspect a Phishing Attack, (d) What to Do If You Responded to a Phishing Email and (e) How to Report Phishing.

Please note some of these phishing acts make it seem like the e-mail you are receiving is coming from individuals you may know. For example, we were notified of two different e-mails that made it seem as if the e-mails were coming from school district personnel. One of the e-mails

looked like it was coming from Dr. Hamilton (Assistant to the Superintendent for Curriculum and Instruction) and the subject of the e-mail was related to a potential employment opportunity. The other e-mail made is seem like it was coming from Mrs. Farrell (Special Education Coordinator) and the subject of the e-mail was related to the sharing of secure files.

Please do not hesitate to contact the school district to verify either the authenticity of any e-mail received from the school district or report any suspect e-mails you may have received.

As always, thanks for your cooperation, patience, flexibility and support throughout this school year.

The continuity of our educational environment involves every individual working together to practice universal precautions as follows:

- **If sick, please stay home.** Please use the updated [symptom-screening tool](#) prior to having your child(ren) ride the school bus or attend school in the morning. Immediately seek medical advice/attention if one has symptoms of COVID-19.
- **Practice good hand hygiene** by regularly washing your hands, using hand sanitizer when unable to wash your hands and avoid touching your face and eyes.
- **To the maximum extent possible, maintain a physical or social distance from others.** If possible, try to maintain a physical or social distance of at least six (6) feet from others. If not possible, maintain as much physical or social distance as possible based on the circumstances.
- **Wear face coverings at all times with [limited exceptions](#),** even when able to keep six feet apart. All face coverings need to cover both the mouth and the nose. Face coverings should be worn by all individuals at all times while on school property.

As always, please e-mail us or give us a call if you have any questions or concerns. We will continue to work as quickly as possible to answer individual inquiries.

1. For school health related question and concerns, please contact Jay Drumheller at jdrumheller@muncysd.org or 570-546-3125 ext. 1160.
2. For district related questions and concerns, please contact Linda Kneedler at lkneedler@muncysd.org or 570-546-3125 ext. 2040
3. For high school related questions and concerns, please contact Nicole Edwards at nedwards@muncysd.org or 570-546-3125 ext. 3220
4. For elementary school related questions and concerns, please contact Vickie Conner at vconner@muncysd.org or 570-546-3125 ext. 1100
5. For special education related questions and concerns, please contact Cheryl Good at cgood@muncysd.org or 570-546-3125 ext. 1250
6. For food service related questions and concerns, please contact Tom Kuntz at tkuntz@muncysd.org or 570-546-3125 ext. 1120

7. For athletic related questions and concerns, please contact Curt Chilson at cchilson@muncysd.org or 570-546-3125 ext. 3630
8. For transportation related questions and concerns, please contact Kay Buck at kay@susquehannabus.com or 570-935-0542
9. For questions and concerns related to cleaning products or cleaning procedures, please contact Jerry Knier at jknier@muncysd.org or 570-546-3125 ext. 3720
10. For questions and concerns related to technology, please contact Chris Frey at cfrey@muncysd.org or 570-546-3125 ext. 7777

Happy Holidays to All!

Stay Safe, Stay Healthy, Stay Strong!

Sincerely,

Craig

Craig R. Skaluba, Ph.D.
Superintendent
Muncy School District
206 Sherman Street
Muncy, PA 17756
(570) 546-3125
(570) 546-6676 FAX

Updated Instructional Model Matrix

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a Rolling 14-Day Period: 1-3 students/staff	Number of Cases of COVID-19 Within a Rolling 14-Day Period: 4 students/staff in same school building	Number of Cases of COVID-19 Within a Rolling 14-Day Period: 5+ students/staff in same school building
Low	<ul style="list-style-type: none"> Continue In-Person Instruction or other selected option (ex. Distance Learning, Homeschooling). Continue In-Person athletics and extracurriculars 	<ul style="list-style-type: none"> Distance Learning for 3-5 days for all students before returning to In-Person instruction.** Postpone athletics and extracurriculars for at least 3 days. 	<ul style="list-style-type: none"> Distance Learning for 14 days for all students before returning to In-person instruction.** Postpone athletics and extracurriculars until In-Person instruction resumes.
Moderate	<ul style="list-style-type: none"> Continue In-Person Instruction or other selected option (ex. Distance Learning, Homeschooling). Continue In-Person athletics and extracurriculars 	<ul style="list-style-type: none"> Distance Learning for 3-5 days for all students before returning to In-Person instruction.** Postpone athletics and extracurriculars for at least 3 days. 	<ul style="list-style-type: none"> Distance Learning for 14 days for all students before returning to In-person instruction.** Postpone athletics and extracurriculars until In-Person instruction resumes.

Substantial*	<ul style="list-style-type: none"> • Continue In-Person Instruction or other selected option (ex. Distance Learning, Homeschooling). • Continue In-Person athletics and extracurriculars 	<ul style="list-style-type: none"> • Distance Learning for 3-5 days for all students before returning to In-Person instruction.** • Postpone athletics and extracurriculars for at least 3 days. 	<ul style="list-style-type: none"> • Distance Learning for 14 days for all students before returning to In-person instruction.** • Postpone athletics and extracurriculars until In-Person instruction resumes.
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** The rolling 14-day period resets upon return to in-person instruction from distance learning.