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SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

March 13, 2020

**Sent Via Electronic Mail**

School District and Charter School Leaders

**Re: Alternate Work Expectations for School Staff Members During Closure Period**

**Dear School District Superintendent/Charter School Leaders:**

The NMPED has received many questions regarding expectations for staff during the next three weeks. Districts and charter schools are expected to work collaboratively with employees and unions to determine how to most effectively utilize paid staff during the closure to the best of their ability. Through this collaborative planning, schools and districts should still be meeting the expectations for social distancing, complying with the Governor's public health order, and managing employee needs. These expectations can be met through telework, video/teleconferencing, and live reporting to work under controlled circumstances. Generally, all staff should be considered available to participate in activities that contribute to the ongoing improvement of the educational process and/or to assist with ongoing services to be provided by the school district or charter school (i.e. cafeteria services, health services, staffing district call centers, community support, and student/family support).

Examples of this work include but are not limited to:

- **Administrators**
  - Academic planning
  - Strategic planning
  - PED reporting
  - Safety planning
  - Budget planning

- Constituent support
- Food service oversight
- Communication
- Early warning system/attendance review and planning
- Data review and analysis
- Grant writing
  
- **Teachers/Educational Assistants**
  - Academic planning
  - Curriculum development and review
  - Lesson planning
  - Virtual student instruction
  - PLC meetings
  - Room preparation
  - Parent/family communication
  - Collaboration between special education and general education educators
  - Staffing school or district call centers
  - Data review and analysis
  - Completion of mandatory trainings
  - Grant writing
  
- **Maintenance/Custodial Staff**
  - Cleaning and disinfecting schools per CDC guidelines
  - OSHA training
  - Catching up on cleaning and maintenance
  - Painting
  - Scheduled maintenance
  - Grounds maintenance
  - Staffing school or district call centers
  
- **Counselors/Behavioral Health Workers/Therapists/Contractors**
  - Telephonic/virtual support for students and families
  - Crisis management planning and support
  - Maintain documentation
  - Staffing school or district call centers
  - Early warning system/attendance review and planning
  - Data review and analysis
  - Providing professional development for staff
  - Collaboration with general education or special education staff
  - PLC meetings
  - Grant writing

- **Central Office Staff**
  - Budget development
  - Maintain payroll and HR services
  - Maintain PED reporting
  - Data review and analysis
  - Staffing school or district call centers
  
- **Transportation Employees**
  - Assistance with food delivery
  - Completion of mandatory trainings
  - Professional development
  - Staffing school or district call centers
  - Cleaning and disinfecting vehicles per CDC guidelines

Sincerely,

Ryan Stewart, Ed.L.D.  
Secretary of Education  
State of New Mexico