



# *St. Charles Public Schools*

**District Office**  
600 East 6<sup>th</sup> Street  
St. Charles, MN 55972  
(507) 932-4420

**High School Building**  
600 East 6<sup>th</sup> Street  
St. Charles, MN 55972  
(507) 932-4420

**Elementary Building**  
925 Church Avenue  
St. Charles, MN 55972  
(507) 932-4910

March 20, 2020

Dear Parents and Guardians,

I am writing to update you on the efforts our school district is making to meet the expectations of the Executive Order issued by Governor Walz on March 15, 2020.

The shutdown period of March 18-27 is essentially a spring break for our students.

After sending our students home this past Tuesday, roles and responsibilities for our staff changed to help accommodate three missions that the State of Minnesota has required all public school districts to complete by the end of the day on March 27<sup>th</sup>. The first is the development of an equitable distance-learning plan for all students. The second is to provide breakfast and lunch for our students and the third is to provide free childcare for Emergency Responders and Healthcare workers.

Significant progress has been made preparing our District's distance learning plan for our students. I have been impressed by the professionalism of our staff and their willingness to accept the challenge of developing our plan. I believe the collective vision for how we will meet the educational needs of our students through a plan designed and created from the minds of our teachers is excellent, and am confident that we will be able to continue to provide a high quality education to our students should we have to put our plan into play. We will be ready to communicate the details of our plan by the end of next week.

This past week our paraprofessionals and support staff have been called upon to provide support in a variety of different areas outside the scope of their regular job descriptions including Technology Support, Maintenance, Food Service, and School Age Care.

Our Technology Support team has worked to prepare laptops that we had been using for student instruction to be used by our teachers to enable them to work remotely should the need arise. Our Technology Support team has also been working to prepare our District's supply of Chromebooks to make sure they are student ready so that we can work to distribute Chromebooks starting on March 30<sup>th</sup> to all students grades 2-12.

Our Food Service program has been working to provide breakfast and lunch to District students. Over the past three days, our Food Service program distributed 595 meals. Breakfast and lunch will be provided for any student interested during the shutdown period on days following our academic calendar. For next week, meals will be able to be picked up at the Elementary School March 23<sup>rd</sup> through 26<sup>th</sup> from 9:30 a.m. until 10:30 a.m. (March 27<sup>th</sup> is a scheduled teacher workshop day on our calendar). If you or your children are not able to make it to the school to pick up meals, you can request that the meals be delivered to your home. If you are interested in continuing to participate in our school lunch program during the shutdown click [here](#) for more information and to fill out the order form so that we can add your children to the list.

School Age Care is being provided free during the shutdown period for children whose parents' jobs have been deemed by the State of Minnesota as essential. The guidelines for whom qualifies change on a daily basis and the list of jobs that qualify for free care continues to grow. If you are in need of free child care for your children, click [here](#) to review the current list of jobs that qualify to see if you are eligible. Click [here](#) if you are wanting to register your child. If you have questions about the program and your eligibility please contact Amanda Stevens at [astevens@schs.k12.mn.us](mailto:astevens@schs.k12.mn.us).

Aside from the three missions that our staff is working to tackle in our buildings during the shutdown period, all other in-person school-sponsored activities and events that were initially scheduled to take place during the shutdown are suspended until in-person school resumes on March 30th.

The COVID-19 Pandemic has created challenges for all of us. As we move forward, we will continue to encounter different challenges. Regardless of the challenges our schools face you can count on our staff to put forth their best effort in meeting the educational needs of your children.

I will work to provide you with a weekly update throughout the pandemic on the efforts our school district is making to take on the challenges we are faced with. You can expect to receive a message from me on Friday evenings.

Thanks for your patience and understanding.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Apse', written in a cursive style.

Jeff Apse  
Superintendent of Schools