

From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: Continuity of Instruction Update (DUB)
Date: Tuesday, March 17, 2020 4:26:08 PM

Here is the focus for the day....

- Staff from the Departments of Technology, Curriculum, Instruction and Assessment, Special Education, Program Innovation and Student Well-Being, and the Division of School Management and Instructional Leadership continue working to plan for continuity of instruction in the event that school closures extend beyond two weeks. Highlights include...
 - Developing a plan to collect 15,000 devices from school. (Dismantle mobile carts, clean devices, check devices and perform updates, etc.) This will take at least one week.
 - Plan for the purchase of 1000 hot spots and 20,000 new devices (Chrome Books) to support access and connectivity. (available in 3-4 weeks)
 - Develop a plan for deployment aligned to the prioritization of services described below.
- Continuity of Instruction (3-17-20 Update)
 - The priority for advancing digital learning options will be service to high school students and teachers. The goal is to have high school students fully connected and ready for learning by April 1. Middle schools' students are the second priority and finally elementary students. (Timeline still in development)
 - Elementary students would engage in an enhanced version of the current strategy during a hypothetical second two weeks of closure. (more resources and more options)
 - Middle school students would likely engage in a model that fell somewhere between what is offered in high and elementary schools.
 - There are discussions about teacher engagement, professional learning, and developing a template for a "typical teacher week" and a "typical student day" when engaged in distance learning.
 - Significant considerations for serving students with disabilities are being discussed. As soon as our expectations shift from an optional support model to a mandatory learning model, we are required to provide FAPE and support IEP/504 goals. We are working to develop models and guidelines for serving all of our students. (see special education update)

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From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: DUB - DOA
Date: Wednesday, March 18, 2020 4:32:03 PM

Division of Academics

- The Department of Curriculum, Instruction, and Assessment continues to develop plans for longer term, continuity of instruction. The plan will feature a phased in model based on the availability of devices. The earliest that the first students would be engaged in a blended learning model would be April 6th. We continue to work with the Office of Technology to develop details for device distribution.
- The Department of Special Education worked with general council to develop communication to principals and teachers regarding special education compliance. Serving students who receive special education services, 504 services, EL services, etc. continue to be part of the discussions related to continuity of instruction.
- The Department of Program Innovation and Student Well-being continue to support continuity of instruction efforts as well as planning for continuity of mental health services.
- The Chief Academic Officer continues to work with leaders from other school systems to gather/share information related to instructional planning.

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From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: DUB Report - DOA
Date: Thursday, March 19, 2020 3:50:35 PM

Good afternoon,

Trying to get a jump on this...

The Division of Academics

- Engaged in briefing the Office of Communications and the Superintendent for the continuity of instruction in the event that schools are closed for more than 2 weeks. Major questions remain regarding providing FAPE to students with IEP/504 and meeting federal requirements for supporting English learners. The team continues to collaborate with all divisions to support device deployment, communication, printing resources, and other key elements of the plan.
- The Department of Special Education engaged in a statewide briefing featuring a review of the federal requirements for providing FAPE - <https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf> . It remains clear that MSDE will rely on local school districts to develop solutions to meet these expectations. Staff continue to work on solutions to address 1) how we might conduct IEP meetings as to adjust goals to include emergency provisions, 2) develop professional learning to support school-based special educators and general educators making decisions to support IEP goals, 3) developing solutions for related service providers, and other, numerous details related to IDEA.
- The Department of Curriculum, Instruction, and Assessment met with leaders from HCEA and HCAA to share and elicit questions regarding the continuity of instruction in the event that schools are closed for more than 2 weeks.

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From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: DUB - March 20
Date: Friday, March 20, 2020 3:50:16 PM

Division of Academics

- Department of Curriculum, Instruction, and Assessment leaders met with select members from HCEA (teachers) and HCAA (principals and assistant principals) to vet the continuity of learning plan. The plan remains under construction with a deep focus on the development of professional learning for central office and school-based staff. We continue to wait for direction regarding extended school closures AND the expectation for learning in that event. There is an Asst. Supt. meeting on Monday hosted by MSDE that will focus on state guidance.
- Department of Special Education Leadership team shared current OSEP and MSDE guidance for special education service delivery and procedures, discuss current continuity of instruction plan and MSDE directives for continued FY21 grant development and timelines.
- Program Innovation and Student Well-Being leaders are investigating special education requirements for virtual learning, internship programs, supporting homeless population, 504 requirements, dual enrollment/HCC decisions, etc.

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From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: 3/23/20 DUB for DOA
Date: Monday, March 23, 2020 3:00:17 PM

Division of Academics

- Participated in an MSDE briefing focused on bringing districts together to share “continuity for learning” (new phasing) plans. Each district shared an update and, as of today, is still offering the same instructional two-week solution as the HCPSS. State leaders from Special Education, CTE, and digital learning to provide updates from their teams.
- Received additional federal guidance from the Office for Special Education and Rehabilitative Services on March 21, 2020. This provided clarification to the initial guidance of providing access, including FAPE, to the greatest extent possible. Key is that we will be held accountable for all efforts to provide services and will have some flexibility for delivering FAPE although it has not yet been defined. Focused time with the Union may still be necessary to discuss the guidance received thus far.
- The Continuity for Learning Professional Learning Design Team met to draft a rough insider’s agenda for the first virtual meeting/training session with staff and for the virtual meeting for administrators. The team is also working on developing plans for subsequent professional learning experiences throughout the week.\
- Develop a scope of work expectations for Department of Program Innovation and Student Well-Being staff (School Counselors, PPWs, health services staff, etc)

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From: [William J. Barnes](#)
To: [Karalee Turner-Little](#)
Subject: Division of Academic DUB
Date: Tuesday, March 24, 2020 3:30:15 PM

Here is today's report...

- Supported the donation of 60,000 pairs of surgical gloves and 5,800 surgical masks to distribute to local hospitals and medical providers.
- Division staff, in collaboration with staff in other divisions, are developing a *Continuity of Learning Brief*, an internal document to be used as a tool aiding in the communication and messaging. There are hundreds of moving parts to the plan and it is important that we provide all of our leaders with tools and resources to communicate with confidence. (, especially those who will be describing the plan in high-stakes, public places)
- Staff met today to discuss 504/IEP guidance to prepare for training of administrators and school-based staff. Information would include questions people will need answers to in order to engage initially. The development of systems and processes for supporting students, while providing essential documentation, continues to be a Herculean task.
- Staff continues to work on the professional learning plan for staff and administrators. The schedule for staff and students has been revised to ensure students needing meals have time to visit the food sites.

As always, please feel free to prune liberally.

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From: [William J. Barnes](#)
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Subject: DOA DUB
Date: Wednesday, March 25, 2020 4:27:32 PM

Here you go...

Division of Academics

- The enhanced “Supporting Students at Home Guides” will be available at food distribution sites beginning tomorrow, March 26th. They will also be posted online. These resources are designed to provide a bridge from this phase of continuity of learning to the teacher-directed model that will be begin in high schools.
- The Professional Learning Design Team has modified the professional learning logistical plan to allow for school-based staff meetings on Monday, March 30th. The team has been developing the presentation and facilitator notes for the administrator trainings on Thursday, March 26th and Friday, March 27th, as well as Virtual Training 1 for all instructional staff.
- Curriculum leadership have been working with Division of Academics and other division leaders to enhance messaging for continuity of learning to be sent to administrators, families, and community.
- Special education leadership met and drafted the minimum service model for programs/ providers, and groups
- Program Innovation and Student well-being leaders facilitated Coordinators’ meeting to share overview of current drafts of instructional plans and PL plans by level in order to support further development of such plans for student services staff
- Health Services:
 - Messaging for continued COVID-19 positive cases in our school communities
 - Device deployment logistics (safety, cleaning)
 - Looking into HIPAA compliant online communication methods for student conferencing (e.g., health services, school counseling, school psychologists, etc.)

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From: [William J. Barnes](#)
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Subject: DOA DUB
Date: Thursday, March 26, 2020 4:36:16 PM

Good afternoon,

Here it is...

Division of Academics

- The special education leadership staff attended MSDE Special Education meeting. MSDE reinforced our responsibility for meeting existing IEP goals while explaining details for how those goals might be modified. More details to follow.
- The phase 2, expanded "Supporting Students at Home" guides are now available at food distribution sites. Translated documents are also included on the website. Tables are staffed with volunteers and families are began accessing resources today. We received feedback about a broken link on the grade 2 guide. We are revising, reprinting, and reposting.
- HS and MS administrators are receiving training on the Continuity of Learning Opportunities plan, expectations for next week, and strategies for supporting teachers as they transition to an online model for learning. Administrators will receive an approved email to send to staff outlining expectations for Monday and advance notice of live meetings during next week.
- Staff is working closely with communication's staff to share details for the continuity of learning opportunities plan to the Board, to teachers, school leaders, and the community. We will provide direction to teachers who will be charged to connect with students beginning on Monday, March 30. All grade level teachers will be empowered to engage students in optional learning opportunities as we work provide the resources and training required for a more formal model. All students will engage withal teachers throughout the month of April.
- Staff is developing guidance for suicide intervention, crisis, threat, child abuse, etc.; drafted Telehealth Notice/Consent
- Staff participated in calls/conferences w/ County Executive and Hispanic leaders, w/ Chin pastors/leaders, w/ APL MESA

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From: [William J. Barnes](#)
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Subject: Division of Academic - DUB
Date: Friday, March 27, 2020 1:16:11 PM

Division of Academics

- Developed communications for the launch of a Virtual National History Day Event. Today, communications regarding this event will be pushed out to the community and advertised on the website. We will begin with a call for judges and follow closely behind (on Monday and Tuesday) with directions to families for how students may submit projects. Judging will occur in an asynchronous manner and awards will be communicated within two weeks. This permits students to participate in the national event in mid- to late-April.
- Staff completed their 5th and final virtual training for school-based administrators. The training focused on developing a deep understanding for the Continuity for Learning Opportunities including guidelines for device deployment, facilitating staff meeting on Monday, and expectations for staff communications to all students beginning on Monday.
- Staff met to review and finalize communication documents, instructional documents, and instructional tools for special educators. Procedural guidance for IEP services was reviewed and determined based on MSDE updates from 3/26/20 meeting with DEI/SES Assistant Superintendent. These resources will be shared with the Board of Education after they have been reviewed and edited by cabinet.

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