**Learning Options for Extended School Closure**

**March 6, 2020, 8:30 a.m.**

**Meeting Notes**

# ODE has published a [Coronavirus (COVID-19) Frequently Asked Questions (FAQ) for Ohio's Schools and Districts](http://education.ohio.gov/Topics/Student-Supports/Coronavirus-COVID-19-FREQUENTLY-ASKED-QUESTION-1)

* **District expectations**
	+ Stay current on Coronavirus information
	+ Review and update school safety plans:  Each school building in Ohio is required to submit a safety plan that outlines procedures for emergency situations. As a best practice, safety plans also should incorporate hazards such as widespread flu and pandemic disease outbreaks.
	+ Schools and districts are expected to make all decisions in the best interest of students
* **Plan Considerations** (generated by the discussion)
	+ **Plan for school/s vs district closure**
	+ **Continuity of Operations**: develop a plan for continuing operations in the event the district central operations need to close
	+ **Continuity of Instruction**
		- Virtual platform and/or resources to be used
		- Equitable access to resources: Does every student have access to wi-fi and a device, and the ability to connect? What happens if they do not?
		- Grade level considerations: how does a plan for kindergarteners or youngers students who go to baby sitters or other child care providers look different than a middle or high schooler?
		- What is the union’s stance on reasonable expectations of teachers during extended closure?
		- What is expected of classified staff during closure?
		- How does the plan differ if a student has the virus vs a teacher who may be responsible for instruction, planning, and grading?
		- What would the plan be for closure during testing? (requesting ODE guidance)
		- How will schools and districts remain compliant with supporting students with disabilities? (seeking guidance from ODE)
		- Utilize Blizzard Bags: this is still an option approved by ODE, considerations include:
			* Duration of use (seeking guidance from ODE)
			* Approval ((seeking guidance from ODE)
			* How to make it instructional and not just busy work
			* Grading
		- Prepare, practice, and simulate – how to ensure all stakeholders know what the plan is, how to access the resources, etc.
	+ **Continuity of Communication**
		- Pre closure – sharing the plan
		- Closure – expectations and resources to be used during closure
		- Returning after closure
* **Recommendations from Meta, Dr. Paul Craft**
	+ Operations Continuity
		- Ensure fiscal teams are set up for VPMs and can continue their work for payroll processing, etc. remotely
		- Ensure folk know how to use and set up VOIP communications – call forwarding, etc.
		- Video conference resources – regular meeting may need to still occur, which systems will be used? Recommendations:
			* CISCO Webex offering free 90 day trail
			* Zoom
		- Ensure outreach messenger programs are functional and up to date (phone dialer or other districtwide communication tools)
		- Train custodians
	+ Instructional Continuity
		- Make sure district LMS is active and updated, ensure everyone has or could have access
		- Provide training
		- Establish and identify local hot spots that can be used (Meta can help with this)
		- If instruction is recorded FERPA is applied, currently OEA says Zoom is not approved, working on getting approval
* **Recommendations from ESC, Lori Dray**
	+ APEX, Newsela, and other resources are available and could be available at a discounted rate through ESC Consortiums, if interested in a particular product let ESC know
	+ Reiterated training and practice for staff – often digital resources aren’t used because of comfort and lack of practice and/or experience with the tools, ESC available to help as needed
* **Other Comments from the group**
	+ Breakfast and lunch programs for students in need: identify and work with local partners and boards to identify what resources will be made available during extended closure
	+ Spring Break Travel Guidance – CDC has guidance
* **Questions for ODE**
	+ Compliance guidance for students with IEPs
	+ Blizzard Bag exceptions and approvals
	+ State and AP test provisions
	+ Guidance on cleaning and disinfecting – what does it take to get district and/or schools open again?
* **Next Steps**
	+ [**ESC COVID-19 Resources Website**](https://www.escco.org/COVID-19Resources.aspx)– ESC has developed a webpage designed to be a one stop resource for our member districts that will provide general information about the virus, plans other districts have developed and other helpful resources
	+ Please share plans and future questions with Joe Weitz and he will post them to the website. His email is Joseph.Weitz@escco.org

Thank you for your time and collaboration. If we can be of any further assistance, please let us know.

Sincerely,

Paul Craft, CEO of Meta

Sharee Wells, Director of Professional Learning, ESCCO

Lori Dray, Director of Technology and Digital Learning, ESCCO

Joe Weitz, Senior Policy Consultant, ESCCO