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Thomaston Public Schools

Coronavirus (COVID-19) and Distance Learning Report

January 27, 2020-April 15, 2020

Respectfully submitted by Francine Coss, Superintendent of Schools

Summary

In late January 2020, information about the Coronavirus was shared with Connecticut Superintendents. The initial focus of the potential impact of the Coronavirus on schools was on cleaning and disinfecting of facilities; this focus moved quickly to include and emphasize personal handwashing.

In early February 2020, the Connecticut Department of Public Health described Coronavirus outbreaks as evolving quickly and focused mainly on people who returned to the United States from mainland China on or after February 3, 2020. For the most part, this guidance was unrelated to the known and common behaviors of Thomaston Public Schools staff and students. Recommendations were to avoid stigmatizing people who had recently traveled to China.

By early March 2020, the Connecticut State Department of Education provided districts with a “Planning Tool in the Event Novel Coronavirus (COVID-19) Impacts Connecticut Public Schools.” The focus at that time was still on cleaning and disinfecting of facilities with the Connecticut Department of Administrative Services distributing a Guidance Regarding “Green Cleaning” Requirements and Coronavirus/COVID 19. On March 6, 2020, a Thomaston High School Teacher with G-Suite for Education Level 2 Trainer Certification, reached out to the Superintendent and offered to “assist in developing a distance learning model for continuity of education in the event of closures.” A new position was created on March 19, 2020: G-Suite for Education Training and Support Facilitator. This Level 2 Google-trained Thomaston Public Schools Teacher filled this position. On the same day the Facilitator was hired, the “Google Classroom for Teachers” was created which contained training videos and supportive resources and which assigned all teachers and paraprofessionals as “students” in that Google Classroom.

The focus of the Connecticut State Department of Education in early March 2020 was guidance related to the Coronavirus-related school closures and crowd size. For school closures:

“...if districts make decisions, with the recommendation of municipal health departments or district health department directors, to close school for up to 2 weeks that those days are made up during vacations or in June...A second option, to provide distance learning in lieu of on-site schooling, must be approved by a waiver.”

Additionally, on March 12, 2020, the Governor's Executive Order No. 7 stated about school closures:

“For the 2019-2020 school year, the mandates of Sections 10-15 and 10-16 of the Connecticut General Statutes, and any associated implementing regulations or policies, requiring 180 school day sessions and the associated requirements for a threshold number of hours of actual school work, are immediately suspended for all schools that are closed for any period of time due to COVID-19 risks and, upon the reopening of the schools, hold school sessions through June 30, 2020. Nothing in this order shall preclude schools from satisfying the existing mandates of Sections 10-15 and 10-16 sooner than June 30, 2020 through distance learning or other alternatives approved by the Commissioner of Education.”

With knowledge of the waiver process and the typical outcomes (denial) and with available make up days (April 2020 vacation week and unscheduled school days at the end of June 2020) to meet the mandated 180 school days in the 2019-2020 school year, the Superintendent announced the cancellation of Thomaston Public Schools' April 2020 school vacation on March 17, 2020.

The second focus by the Connecticut State Department of Education at this time, crowd size, resulted in the Superintendent's cancellation of all Thomaston Public Schools field trips and public events yielding a crowd size of greater than 100 attendees.

Also in mid-March, the Connecticut Commissioner of Education and the Governor announced to Superintendents that there may be a school closure period of a duration of two-weeks related to the Coronavirus. In response to a potential school closure, the Superintendent requested the distribution of Chromebooks to School/District Secretaries to enable telecommuting as future conditions would warrant. On March 12, 2020, the Connecticut Commissioner of Education held a conference call with Superintendents, which did not yield a definitive school closure date. The Thomaston Superintendent, who is also the President of the Litchfield County Superintendents Association (LCSA), scheduled a conference call with LCSA members immediately after the Commissioner's call; after much deliberation and after including the Director of the Torrington Area Health Department on the call, the group decided to close area schools.

The school closure period was called officially in Thomaston one day prior to the Governor's announcement of the statewide school closure period; Thomaston's school closure began on Saturday, March 14, 2020 and was scheduled to end on Sunday, March 29, 2020.

Supplemental learning opportunities were posted on the district's website and announcements to parents on March 18, 2020 with the hand-delivery of the first supplemental learning paper packet following on March 19, 2020. In parallel to the implementation of supplemental learning opportunities, the Distance Learning Plan was being developed. Within two days of the initial announcement about supplemental learning, on March 20, 2020, an announcement about the transition from supplemental learning to online distance learning was made to Board of Education, staff and parents. Specifically:

- Friday, March 20, 2020: The District's G-Suite for Education Training and Support Facilitator sent online training information related to G-Suite for Education to certified staff.

- Monday, March 23, 2020 and Tuesday, March 24, 2020: Teachers participated in G-Suite for Education online training.
- Wednesday, March 25, 2020 and Thursday, March 26, 2020: Teachers prepared student orientation lessons that instructed students on how to use the G-Suite for Education platform. Teachers prepared their first two instructional lessons.
- Friday, March 27, 2020: Distance Learning went live. Teachers delivered instruction online specifically: student orientation lessons.
- Monday, March 30, 2020 and every school day until further notice: Teachers deliver course instruction online.

Monday March 23, 2020 and Tuesday, March 24, 2020 were designated as teacher training days when teachers would be obligated to participate in online training in the “Google Classroom for Thomaston Teachers.” Wednesday, March 25, 2020 and Thursday, March 26, 2020 were designated as teacher lesson creation days with a requirement to produce two lessons using the G-Suite for Education applications (Lesson 1 – Student Orientation; Lesson 2 – The first distance learning academic content lesson). Paraprofessionals were given access to the “Google Classroom for Thomaston Teachers” but were not mandated to complete any specific training at that time. Seventeen (17) Chromebooks were purchased on March 27, 2020 for use by Paraprofessionals, changing the training obligations and providing access for their online responsibilities.

Student Chromebooks were organized, checked for functionality and assigned to students in Preschool through Grade 6 with initial distribution of Chromebooks per parent request beginning Thursday, March 19, 2020. The district-wide Chromebook distribution date was scheduled for Tuesday, March 24, 2020 at Black Rock School. All students seeking access to a district-owned Chromebook were given one that day. Late requests for Chromebooks continue to occur with more than sixty (60) Chromebooks distributed after March 24, 2020.

The Thomaston Public Schools Distance Learning Plan commenced on Friday, March 27, 2020 with student orientation lessons. On the same day, School Principals and Directors observed all student orientation lessons and gave feedback to teachers as prudent. Daily lesson observation began on Monday, March 30, 2020, commensurate with daily lesson observation schedules that were in place prior to the school closure period.

Around the same time as the start of the Distance Learning Plan, the Governor announced an extension of the school closure period, scheduling schools to reopen on Wednesday, April 1, 2020. Two weeks later, the Governor announced an additional extension to the school closure period: schools would reopen on Monday, April 20, 2020.

Just before the Governor’s announcement, School/District Secretaries were given the flexibility to telecommute. All school-level telephone calls were forwarded to the Central Office Executive Secretary to ensure parent access if a School Secretary chose to telecommute. By April 1, 2020, it was clear that telecommuting by the School Secretaries would be the norm for the remainder of the school closure period. A mandated, online training had been scheduled for School Secretaries before the school closure period, which required access to specific software; the district-provided Chromebooks distributed to the School/District Secretaries in March 2020 could not run this software. Therefore, district-owned laptops were distributed to School/District Secretaries, which gave access to the requisite software for the mandated training when telecommuting.

On April 3, 2020, the IT Senior Support Technician informed the Superintendent of a lack of availability for parts to repair damaged Chromebooks in-house. Contractors were refusing to repair Chromebooks that were no longer under warranty, like those distributed to students in Preschool through Grade 3. The typical number of screen repairs occurring during the typical school year was assumed to increase during the distance learning period as students in Preschool through Grade 6 had not been permitted to take home the district-issued Chromebooks in the past. In order to maintain student access to distance learning under the assumption of higher than typical repair needs and with the lack of availability of replacement parts, the Superintendent requested three quotes for the purchase of replacement Chromebooks. On April 3, 2020, the IT Senior Support Technician secured three quotes and the Business Manager confirmed the availability of funds to make the purchase. A meeting was held with the Superintendent and Board of Education Officers on April 9, 2020 to endorse the purchase. Five hundred (500) Chromebooks were ordered the same day.

On April 8, 2020, the first Distance Learning Plan update was sent to staff, students and parents which identified Fridays as “no new content” days. New lessons would continue to be posted every Monday, Tuesday, Wednesday, and Thursday, however no new lessons would be posted on Fridays. Fridays would serve as recovery days for students. Teachers would hold office hours, schedule meetings, and participate in professional development each Friday of the school closure period beginning on Friday, April 17, 2020.

On April 9, 2020, the Governor extended the school closure period through May 20, 2020. The Governor stated he will provide an update on the school closure period on or about April 24, 2020.

In summary, the formal distance learning plan was finalized and distributed to staff on March 23, 2020 with parents receiving it soon after. The turnaround from the last day of in-person instruction (March 13, 2020) to the first day of supplemental learning (March 18, 2020) was five (5) calendar days. The turnaround from supplemental learning to online teacher training to implement distance learning (March 23, 2020) was five (5) calendar days. And, the turnaround from teacher training to the first day of online distance learning (March 27, 2020) was four (4) calendar days. The full turnaround period from in-person instruction to online distance learning was fourteen (14) calendar days (or ten (10) school days).

Further details of the evolution from in-person to distance learning are found in the timeline that follows this summary. The timeline is as comprehensive as practical. An appendix follows the timeline, which contains links to Connecticut State Department of Education Coronavirus-related memoranda and the Thomaston Public Schools Distance Learning Plan documents.

Timeline

- **Monday, January 27, 2020:**
 - SchoolMessenger Announcement to Parents – [Coronavirus Information](#)
- **Thursday, February 6, 2020:**
 - [Information on the 2019 Novel Coronavirus \(2019-nCoV\) for K-12 Schools](#)
- **Wednesday, February 26, 2020:**
 - Meeting – Meeting – Weekly Pupil-Personnel Services Meeting (Attendees: Superintendent and Director of Pupil-Personnel Services) – Pandemic Planning
 - Email – From Superintendent to Director of Pupil-Personnel Services – [Timely Topic Not Covered During Today's Meeting](#)
- **Thursday, February 27, 2020:**
 - SchoolMessenger Announcement to Parents – [Corona Virus Update \(COVID-19\)](#)
- **Monday, March 2, 2020:**
 - Email – From Superintendent to Director of Play and Learn - [Fwd: COVID 19 guidance for schools](#)
- **Tuesday, March 3, 2020:**
 - Meeting – Litchfield County Superintendents Association (LCSA)/[Torrington Area Health District Coronavirus Communication and Preparedness](#) (Thomaston Attendees: Superintendent, Nurse Coordinator, and Black Rock School Principal)
 - Meeting – Coronavirus (COVID-19) Plan
 - SchoolMessenger Announcement to Parents – [Informative Video on Coronavirus \(COVID-19\)](#)
- **Wednesday, March 4, 2020:**
 - Meeting – Pandemic Planning (Attendees: Superintendent and Administrative Council)
- **Thursday, March 5, 2020:**
 - Email – From Connecticut State Department of Education (CSDE) – [Planning Tool in the Event Novel Coronavirus \(COVID-19\) Impacts Connecticut Public Schools](#)
 - Email – From Superintendent to Nurse Coordinator – [COVID Green Cleaning Guidance and Memorandum Guidance Regarding “Green Cleaning” Requirements and Coronavirus/COVID 19](#)
 - Meeting – Response to Coronavirus (Attendees: Superintendent and Nurse Coordinator)
- **Friday, March 6, 2020:**
 - Request – From Superintendent to IT Helpdesk – [Webmaster – Repair Broken Links on Policy Page Starting with Pandemic-Related Policies](#)
 - Email – From Thomaston High School Teacher to Superintendent – [Re: COVID-19 Guidance](#)
 - Meeting – Pandemic Plan (Attendees: Superintendent and Administrative Council)
 - SchoolMessenger Announcement – [Follow-Up to Recent Coronavirus Message](#)

- **Sunday, March 8, 2020:**
 - Email – From Superintendent to All Staff – [COVID-19 FAQ 3.2.2020.pdf](#)
 - Email – From Superintendent to First Selectman Mone – [An Important Message Regarding Novel Coronavirus](#)
- **Monday, March 9, 2020:**
 - Meeting – Weekly Pupil-Personnel Services Meeting (Attendees: Superintendent and Director of Pupil-Personnel Services) – Distance Learning
 - Telephone Call – From Superintendent to Torrington Area Health District
 - Email – From Superintendent to Head Custodians – [Cleaning Product Message from the State](#)
 - Email – From Superintendent to Staff – [Coronavirus \(COVID-19\) Update](#)
 - Conference Call – Governor Lamont
 - Meeting – Board of Education [Policy Committee](#)
 - Policies 6114-6114.6 – Instruction – Emergency and Disaster Preparedness
 - Optional Policies 6114.8 – Instruction – Emergencies and Disaster Preparedness – Pandemic/Epidemic Emergencies
- **Tuesday, March 10, 2020:**
 - Meeting – School/District Secretaries – Distribution of Chromebooks to Secretaries/Set Up of Remote Access for telecommuting (Attendees: Superintendent and School/District Secretaries)
- **Wednesday, March 11, 2020:**
 - Email – From Superintendent to Director of Curriculum, Instruction and Assessment – [Fwd: \[Coronavirus information related to special education\]](#)
 - Email – From Superintendent to Administrative Council – [Events and Field Trip Protocol During the State of Emergency](#)
 - Email – From Superintendent to All Staff – [Event and Field Trip Protocol Until Further Notice](#)
 - Email – From Superintendent to Director of Curriculum, Instruction and Assessment – [Altice Connects - Low Income Broadband Service offer](#)
 - Email – From Superintendent to Director of Curriculum, Instruction and Assessment – [Preparing for School Closures: Key Takeaways from New State Guidance and Special Education Considerations](#)
 - Email – From Superintendent to All Staff – [MDLIVE for Connecticare Participants](#)
 - SchoolMessenger Announcement – [Thomaston Coronavirus \(COVID-19\) Status Update](#)
 - Email – From Superintendent to Thomaston High School Drama Coaches – [High School Musical](#)
 - SchoolMessenger Announcement – [Update on Events and Field Trips in Thomaston](#)

- **Thursday, March 12, 2020:**

- Email – From Superintendent to All Staff – [4:15 Conference Call](#)
- Conference Call – Connecticut Commissioner of Education
- Email – From Superintendent to All Staff – [Coronavirus Update](#)
- Tweet – [School Closure Related to Coronavirus](#)
- SchoolMessenger Announcement – [School Closure Related to Coronavirus](#)
- SchoolMessenger Announcement – [FYI: Cleaning and Disinfecting Protocols](#)

- **Friday, March 13, 2020:**

- Email – From Superintendent to First Selectman Mone – [FW: Municipal input on statutory/regulatory waivers - COVID 19](#)
- Email – From Superintendent to All Staff – [Expectations for Staff During the Closure Period](#)
- Email – From Superintendent to All Staff - [Protocol for Visiting Schools During the 2-Week Closure Period](#)
- Email – From Superintendent to All Staff – [Employee Assistance Program](#)
- Email – From Superintendent to All Staff – [IRS Flexibility Related to Employee Benefits](#)
- Email – From Superintendent to All Staff – [State and District Assessment Schedule Update](#)
- SchoolMessenger Announcement – [Expectations for 2-Week Closure of School](#)

- **Sunday, March 15, 2020:**

- Email – From Superintendent to Connecticut Commissioner of Education - [AASA Webinar with School Closure Duration](#)
- Email – From Superintendent to Administrative Council and Director of Play and Learn - [AASA Webinar with School Closure Duration](#)

- **Monday, March 16, 2020:**

- Meeting – Weekly Pupil-Personnel Services Meeting (Attendees: Superintendent and Director of Pupil-Personnel Services) – Distance Learning
- Email – From Superintendent to Administrative Council – [From Commissioner](#) and [March 16, 2020 Letter from Commissioner of Education](#)
- SchoolMessenger Announcement – [Tips from Yale Center for Emotional Intelligence](#)
- SchoolMessenger Announcement – [Free Meals for Thomaston Public Schools Students](#)
- Email – From Superintendent to First Selectman, Board of Education Chairperson and Board of Finance Chairperson – [Free Meals for Thomaston Public Schools Students](#)
- Conference Call – Governor Lamont
- Request – From Superintendent to IT Helpdesk – [Please Create a New Email Address](#)

- **Tuesday, March 17, 2020:**

- Tweet – [Coronavirus School Closure Update](#)
- Email – From Superintendent to Administrative Council - [Message to U.S. Senators and Representatives RE: Federal Special Education Equity Issue](#)
- Email – From Superintendent to All Staff – [April Break Cancellation](#)
- SchoolMessenger Announcement – [Coronavirus School Closure Update](#)
- SchoolMessenger Announcement – [Meals to Go for Thomaston Families](#)

- **Wednesday, March 18, 2020**

- Meeting – Coronavirus Response to Contractual Obligations (Attendees: TBOE Attorney, TBOE Officers)
- Meeting – Pandemic Planning Update (Attendees: Superintendent and Administrative Council)
- Email – From Superintendent to Staff – [Supplemental Learning and Online Instruction](#)
- Request – From Superintendent to IT Helpdesk – [Webmaster](#)
- Email – From Director of Curriculum, Instruction and Assessment to TEAM Teachers and Mentors – [Fwd: Updates to TEAM Dates for Beginning Teachers](#)
- SchoolMessenger Announcement – [Thomaston Supplemental Learning Options](#)
- SchoolMessenger Announcement – [Access to Supplemental Learning Options](#)

- **Thursday, March 19, 2020:**

- Creation and Hire of New G-Suite for Education Training and Support Facilitator by Superintendent
- Creation of Google Classroom for Teachers (Distance Learning PD Resources) by G-Suite for Education Training and Support Facilitator
- Delivery by Superintendent – Printed Supplemental Learning Packet to Family without Internet Access
- Phone Call/Scheduled Pick Up by Superintendent to Parent – Student Chromebooks per Family Request
- Email – From Superintendent to Administrative Council – [MOAs for TEA and AFSCME](#)
- Email – From Superintendent to First Selectman Mone – [FW: CCM -- We just wanted to check in with you](#)
- SchoolMessenger Announcement – [Two New Distance Learning Resources](#)
- Meeting – Board of Education [Special Meeting](#)
 - Meeting for the Purpose of Discussing Memorandum of Agreement for the 2019-2020 School Year
 - 2.1. Thomaston Education Association
 - 2.2. AFSCME Local 1303-97
 - 2.3. Non-Affiliated

• **Friday, March 20, 2020:**

- Meetings – Distance Learning Plan:
 - Meeting 1 (Attendees: Superintendent and Director of Curriculum, Instruction and Assessment)
 - Meeting 2 (Attendees: Superintendent and BRS Principal)
 - Meeting 3 (Attendees: Superintendent and TCS Principal)
 - Meeting 4 (Attendees: Superintendent, THS Principal and Assistant Principal)
 - Meeting 5 (Attendees: Superintendent and Administrative Council)
- Email – From Superintendent to Board of Education Chairperson – [Distance Learning PD for Certified Staff](#)
- Email – From Superintendent to All Staff – [Transition from Supplemental to Distance Learning](#)
- Conference Call – Governor Lamont
- Tweet – [Transition from Supplemental to Online Instruction](#)
- SchoolMessenger Announcement – [Transition from Supplemental to Online Instruction](#)

• **Saturday, March 21, 2020:**

- Email Thread to/from CAPSS Executive Director – [FW: UPDATE: FYI: Governor Lamont COVID-19 Update 3-20-2020](#)

• **Sunday, March 22, 2020:**

- Email – From Superintendent to Board of Education Chairperson – [Chromebook Distribution and Coronavirus Data](#)
- SchoolMessenger Announcement – [Distance Learning Reminder and Chromebook Pickup](#)

• **Monday, March 23, 2020:**

- Email Thread to/from CABE/Executive Secretary – [Emergency Suspension of Policy and Optional Policy 6114.81 – Instruction – Emergencies and Disaster Preparedness – Pandemic/Epidemic Emergencies](#)
- Email – From Superintendent to Director of Curriculum, Instruction and Assessment – [Grading Guidance for Distance Learning](#)
- Email – From Superintendent to Administrative Council – [COVID-19 Update from CSDE and Associated Documents](#)
- Email – From Superintendent to All Staff – [MindBeat: Your Weekly Student Mental Health Toolkit, Week of 3/23/2020](#)
- Email – From Superintendent to Administrative Council – [CAPSS' input as requested by Commissioner Cardona](#) and [March 22, 2020 Request for Input from Commissioner Cardona](#)
- Meetings – District Learning Plan (Attendees: School Principals/Directors and Team Leaders)
- Tweet – [School Closure Extended](#)
- SchoolMessenger Announcement – [School Closure Extended by Governor Lamont](#)
- Conference Call – Governor Lamont

- **Tuesday, March 24, 2020:**

- Tweet – [Successful Distribution of Over 240 Chromebooks](#)

- **Wednesday, March 25, 2020:**

- Email – From Superintendent to Director of Pupil-Personnel Services – [LEA Memo-Special Education](#) and [March 24, 2020 Letter Continued Educational Opportunities and Special Education During the COVID-19 Pandemic](#)
- Meeting – Distance Learning Plan (Attendees: Superintendent and Superintendent and Director of Curriculum, Instruction and Assessment)
 - Principal’s Plan in Template - Final Review
 - Student Orientation Information for Parents and Students
 - How teacher resources should be posted online
- Email – From Superintendent to IT Senior Support Technician – [Student Data Privacy Flexibilities](#) and [Memorandum Temporary Flexibilities – Student Data Privacy Act](#)
- Email – From Superintendent to Thomaston Education Association (TEA) President – [MOA – Coronavirus](#)
- Email – From Superintendent to Local 1303-97 President (AFSCME) – [MOA - Coronavirus](#)
- Tweet – [Community Caring Convoy](#)
- SchoolMessenger Announcement – [Community Caring Convoy - TOMORROW!!](#)
- SchoolMessenger Announcement – [Distance Learning Update](#)
- Email – From Superintendent to All Staff – [Distance Learning Plan](#)
- Email – From Director of Curriculum, Instruction and Assessment to Certified Staff – [Distance Learning FAQs](#)
- Email – From Superintendent to Thomaston Board of Education (TBOE) Attorney – [CAPSS Memorandum – Transportation](#) and [March 25, 2020 Letter Request for Input regarding Transportation Contracts](#)
- Email – From Superintendent to All Staff – [YAY---Distance Learning!](#)
- Email – From Superintendent to Administrative Council - [Temporary Waiver of C.G.S. Section 10-151b: Educator Evaluation Requirements](#) and [March 25, 2020 Memorandum Temporary Waiver of C.G.S. Section 10-151b: Educator Evaluation Requirements](#)

- **Thursday, March 26, 2020:**

- Parade – Community Caring Convoy
- Meeting – Weekly Pupil-Personnel Services Meeting (Attendees: Superintendent and Director of Pupil-Personnel Services) – Distance Learning
- SchoolMessenger Announcement – [You Got This Thomaston!](#)

- **Friday, March 27, 2020:**

- Tweet – Distance Learning Kickoff: [THS](#); [TCS](#); [BRS](#)
- Email – From Director of Curriculum, Instruction and Assessment to Certified Staff – [Important! - Live Group Instruction is Not Allowed](#)
- Email – From Superintendent to Administrative Council – [Google Classroom Viewing and Distance Learning Team Meeting Schedule](#)
- Email – From Superintendent to Director of Curriculum, Instruction and Assessment, Thomaston High School Principal and Assistant Principal – [College Board - Update on Practice Exams and Student Supports](#)
- Expenditure – Seventeen (17) Chromebooks for Paraprofessional Use during Distance Learning
- Email – From Director of Curriculum, Instruction and Assessment to Certified Staff – [Thank you! TPS Distance Learning Page](#)
- Email – From Superintendent to Non-Affiliated Employee - [Notice of Continuation of Pay](#)

- **Monday, March 30, 2020:**

- Tweet – [Thomaston Teacher Uses Thomaston High School's 3D Printer to Make Masks](#)
- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Preschool Lesson Posted](#))
- Email – From Superintendent to Business Manager and Accounts Payable/Payroll Staff Accountant – [RE: TRB COVID-19 Guidance](#)
- Email – From Director of Pupil-Personnel Services to Paraprofessionals – [Paraprofessional Responsibilities UPDATE - COVID-19](#)
- Email Thread to/from TBOE Attorney – [FW: Families First Coronavirus Response Act: Questions and Answers | U.S. Department of Labor](#)
- Email – From Superintendent to Certified Staff – [Teacher Evaluation Waiver and MOA](#) and [Attachments](#)
- SchoolMessenger Announcement – [MindBeat \(Week of March 30, 2020\)](#)

- **Tuesday, March 31, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Kindergarten Lesson Posted](#))
- Email – From Superintendent to Certified Staff from Director of Curriculum, Instruction and Assessment – [Adding parents to Google Classroom](#)
- Email – From Superintendent to Director of Pupil-Personnel Services – [Continued Educational Opportunities and Approved Private Special Education Programs during the COVID-19 Pandemic](#) and [March 31, 2020 Memorandum Continued Educational Opportunities and Approved Private Special Education Programs during the COVID-19 Pandemic](#)
- Tweet – [Resource on Distance Learning from the Connecticut State Department of Education](#)
- SchoolMessenger Announcement – [CT Dept of Education Parent Support Resources](#)

- **Wednesday, April 1, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 1 Lesson Posted](#))
- Request – From Accounts Payable/Payroll Staff Accountant to IT Helpdesk – Distribution of Laptops to School/District Secretaries to Access Training for New Accounting Software
- Meeting – Weekly Pupil-Personnel Services Meeting (Attendees: Superintendent and Director of Pupil-Personnel Services) – Distance Learning
 - Special Education Students
 - Extended School Year (Summer School) During School Closure

- **Thursday, April 2, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 2 Lesson Posted](#))
- Report – From Teacher to Student ([sample weekly report during distance learning](#))
- Email – From Superintendent to Certified Staff – [Distance Learning Survey](#)

- **Friday, April 3, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 3 Lesson Posted](#))
- Meeting – Discussion of Chromebook Expenditure (Attendees: Superintendent and Board of Education Officers)
- Expenditure – Five hundred (500) Chromebooks
- Email – From Superintendent to TBOE Attorney – [Registration/ Enrollment](#)
- Email – From Superintendent to Thomaston Board of Education (TBOE) Chairperson - [COVID-19 Update from CSDE](#) and [April 3, 2020 Memorandum 180 Day Waiver Guidance](#)

- **Saturday, April 4, 2020:**

- Tweet – [How It's Done: Using Digital Math Tools To Increase Student Achievement - with Thomaston's own K-6 Mathematics Coach Mrs. Dalka!](#)
- Letter – From Superintendent to All-Star Transportation – [Request for Information per Executive Order 7R](#)

- **Monday, April 6, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 4 Lesson Posted](#))
- Teacher Office Hours Posted to Distance Learning Webpage
 - [Black Rock School \(BRS\)](#)
 - [Thomaston Center School \(TCS\)](#)
 - [Thomaston High School \(THS\)](#)
 - [Department of Pupil-Personnel Services](#)
- Email – From Superintendent to Director of Pupil-Personnel Services – [Due Process Activities under IDEA during the COVID-19 Pandemic](#) and [April 6, 2020 Memorandum Due Process Activities under IDEA during the COVID-19 Pandemic](#)

- **Monday, April 6, 2020 (continued):**

- Meeting – Biweekly Curriculum, Instruction and Assessment Meeting – Distance Learning (Attendees: Superintendent and Director of Curriculum, Instruction and Assessment)
 - Parent-Teacher Conferences Status, Teacher Professional Development during School Closure Period, Paraprofessional Professional Development during School Closure Period and Grading during School Closure Period
- Meeting – Weekly Pupil-Personnel Services Meeting – Distance Learning (Attendees: Superintendent and Director of Pupil-Personnel Services)
 - PPS Staff Plan for “no new content Fridays” option
 - Role of Paraprofessionals and Paraprofessional Online Training Update
- Conference Call – Governor Lamont

- **Tuesday, April 7, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 5 Lesson Posted](#))
- Email – From Superintendent to Director of Curriculum, Instruction and Assessment – [Updated Distance Learning Plan - “No New Content Fridays”](#)

- **Wednesday, April 8, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 6 Lesson Posted](#))
- Email – From Superintendent to Administrative Team – [Updated Distance Learning Plan - “No New Content Fridays”](#)
- Email – From Superintendent to Staff – [Distance Learning Plan Update - "No New Content Fridays"](#)
- SchoolMessenger Announcement – ["No New Content Fridays" \(Distance Learning Plan\)](#)

- **Thursday, April 9, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 7 Lesson Posted](#))
- Email – From Superintendent to TBOE Attorney – [Schedule K positions](#)
- Email – From Superintendent to Business Manager – [FW: Potential Financial Implications of School Closures in CT](#)
- Meeting – Biweekly Distance Learning Review (Attendees – Superintendent and Administrative Council)
 - [Distance Learning Survey Results](#)
- SchoolMessenger Announcement – [School Closure Period Extended by Governor Lamont](#)
- SchoolMessenger Announcement from Mrs. Bernier – [TCS Reminder for Students](#)
- Email – To TBOE Members – [CABE/Board Member Virtual Meeting with Commissioner Cardona](#)
- Email – Sample Administrator Feedback to Teachers: [THS](#), [Pupil-Personnel Services](#).

- **Sunday, April 12, 2020:**

- Email – To Guidance Counselors, Thomaston High School Administrators and Director of Curriculum, Instruction and Assessment – [College Board - New Webinars for the 2020 AP Exams - Updated on April 10, 2020](#)

- **Monday, April 13, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 8 Lesson Posted](#))
- Email Thread to/from Thomaston High School Guidance Counselors – [College Admissions: Impact of the Coronavirus](#)
- Email – From School Principals to Parents – Potential Power Outages – [THS](#), [TCS](#), [BRS](#).

- **Tuesday, April 14, 2020:**

- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 9 Lesson Posted](#))
- Email – From Director of Curriculum, Instruction and Assessment to Certified Staff – [Professional Learning Options and Sign-Up for Friday 4/17/20](#)
- SchoolMessenger Announcement to Parents – [Dr. Marc Brackett - Emotions at Home](#)
- [Letter](#) – From Board of Education Chairperson to Superintendent
- Letter – From Superintendent to All-Star Transportation – [Request for Information per Executive Order 7R](#)

- **Wednesday, April 15, 2020:**

- Tweet – [Connecticut State Department of Education Lego Resource](#)
- Tweet – What Does Distance Learning Looks Like in Thomaston? ([Grade 10 Lesson Posted](#))
- Meeting – Biweekly Administrative Council Meeting (Attendees: Superintendent and Administrative Council) – Typical Practices – April 13, 2020 through April 24, 2020
- [Memorandum of Agreement with Thomaston Education Association Stipends During School Closure Period](#)
- SchoolMessenger Announcement – To Parents – [Black Rock School Misses You!](#)
- Conference Call – Governor Lamont

Appendices

- Appendix 1:** [Thomaston Distance Learning Plan](#)
- Appendix 2:** [Thomaston Distance Learning Plan](#)
(Updated April 7, 2020 to include “No New Content Fridays”)
- Appendix 3:** [Connecticut State Department of Education Coronavirus Disease 2019 \(COVID-19\) Website](#)
- Appendix 4:** [Connecticut State Department of Education COVID-19: Resources for Families and Educators](#)
- Appendix 5:** [Connecticut State Department of Education Superintendent Digest COVID-19 \(Coronavirus\) Guidance for K-12 Schools](#)