

# DELRAN TOWNSHIP SCHOOL DISTRICT

52 Hartford Rd., Delran NJ, 08075

"dedicated to nurturing a supportive, student-centered environment where all people are treated with dignity and respect"

To: Daryl Minus-Vincent, Deputy Assistant Commissioner of Education

From: Brian Brotschul, Ed. D.

RE: Health Related Closure Preparedness Plan (REVISED)

Date: March 22, 2020

On March 13, 2020 the Medical Director of the Burlington County Board of Health directed each Superintendent in Burlington County to suspend operations effective March 16, 2020 through April 19, 2020 and implement its Health Related Closure Preparedness Plan.

The Delran Township Public Schools COVID-19 Task Force and Leadership Council has developed a Health Related Closure Preparedness Plan in accordance with March 5, 2020 and subsequent March 13, 2020 guidance regarding a public health related closure emergency preparedness plan.

## **Section 1: Purpose of Health Related Closure Preparedness Plan**

1. The New Jersey Department of Education has provided guidance for school districts to use in the event of health related closures.
2. This guidance stipulates that school districts who provide a program of "home instruction" to meet the educational needs of all students with equitable access to learning may count these days towards the 180 day school year requirement.

## **Section 2: Communication Plan**

1. The Superintendent in collaboration with the Burlington County Department of Health will prepare notification for the school community that will include the rationale for closing.
2. The following modes of communication will be utilized:
  - a. COVID-19 Information Hub of the Delran Township Public Schools website will include:
    - i. Latest updates
    - ii. All COVID-19 info (past & present)

iii. Instructional page as availability presents:

b. Notifications will be posted on District website by March 17, 2020 for remote instruction plans

- i. Website Language: After consultation with the Burlington County Department of Health regarding COVID-19, all Delran buildings are closed. Home instruction is being provided for all Delran students. The highlighted Information Hub on the District homepage will include detailed information.

c. School Messenger notifications (i.e., email, text/SMS & phone)

d. Twitter @DelranSchools @DelranSuper

- i. Twitter Announcements: Due to COVID-19 all Delran buildings are closed. Home instruction is being provided for all Delran students. Please visit [www.delranschools.org](http://www.delranschools.org) for detailed information.

### **Section 3: Equitable Access to Home Instruction**

1. During the period prior to school closure all Grade 6 through Grade 12 students were surveyed to determine home internet access and device availability. Delivery of instructionalized plans will be individualized accordingly.
2. During the period prior to school closure the District determined a paper and pencil approach to instruction for all Pre-K through Grade 5 students was appropriate and equitable.
3. During the period that the school and/or building is closed, teachers will maintain communication with their students/classes in an effort to ensure continuity of the curriculum. There are many different modes of communication that can be used in order to ensure continuity of instruction. Following the teacher's current practice is preferred. Some examples listed below:
  - a. Google platforms (e.g. Classroom; Meet)
  - b. District Email
  - c. Other identified web based platforms
  - d. Through hard copy communication

The staff will be available at designated times on a daily basis to answer questions but are also encouraged to communicate flexible modifications to class communication windows based upon their own childcare matters.

In the event of a closure the times and methods of teacher communication will be conveyed to students by their teacher.

4. Individual IEP and 504 Related Service plans are designed to meet each student's needs by providing materials for continuity of resources. Paraprofessionals are to assist in this effort. If any modifications and/or accommodations cannot be delivered, compensatory services will be provided upon return to school. Occupational therapy, Physical therapy and Speech will receive compensatory services.

Instruction will be differentiated in order to meet the needs of all our students

- a. ESL/ELL
- b. Special Ed/504
- c. At Risk
- d. On Grade Level: (College Prep/Accelerated)
- e. Gifted and Talented: (Honors/AP)

4. School Counseling

- a. The counseling department is setting up a platform to post resources and information for students and parents (mindfulness resources, crisis resources, etc).
- b. Each counselor is setting up a mechanism, such as the Remind app, to communicate information to their students. The information will be communicated via email if needed.
- c. Counselors will reach out to at-risk students via email.
- d. Counselors will verify Next Year course requests with students via email.
- e. Counselors may administer the Naviance Learning Styles Inventory and Career Interest Survey.
- f. Counselors are instructed that if a student emails them and is determined to be a threat to themselves or others then they will call 911 and contact the Counseling Supervisor.

Additional Guidelines

1. Teachers to have essential instructional materials at home for planning so they have immediate access for remote planning
2. Teachers to take district technology (Computers, iPads, etc.) home each night
3. Teachers will provide instructional content for each class they teach, including direct lesson material and independent practice work. Teachers will continue grading and providing student feedback in some format.
4. As necessary, create alternate assignments or plans for students identified who do not have access to an internet connected computer at home (Grades 6-12)
5. Instruction for each class should not exceed more than 30 minutes per day or 2.5 hours per week and lessons should be prorated based on how frequently the course is offered

Instructional Plan Points of Emphasis

1. Instruction: Hybrid online and hard copy lessons provided to students to complete (i.e., links to online videos, lessons through specific instructional platforms, text, and research).
2. Independent Practice: Follow up practice activities and assignments provided through Google Classroom, email, teacher websites, other platforms as appropriate to the age group and ability level. Reading/text assignments and project based learning assignments provided to students.

3. Accountability and assessment: Procedures assigned (i.e., completed worksheets, written responses submitted, anecdotal notes provided by parent/child, etc.)
4. Differentiation: Lessons and methodology will be based on age and developmental levels. Modifications appropriate per IEPs and 504 plans.
5. Delivery and Communication: Established district Committees and grade levels will decide the best method to provide lessons and related materials, such as a combination of Google Classroom, websites, email, etc. to post or provide lesson materials. Upon implementation, the District will inform parents and students where and how to access their lessons and content.
6. Resources: Each teacher Committee will select/recommend the technology appropriate to their students, content and learning objectives. Some resources include but are not limited to: Google Classroom, iReady, Reading A-Z, Khan Academy, Google Suite, and other district approved technology resources.
7. Specific grade level instructional plans are outlined in the Appendix (pending Board approval March 16, 2020 and distribution March 17, 2020)

### Equity and Access

1. Identify students without internet connected computers at home so accommodations can be considered to provide alternate access to instructional content (i.e. provide other assignments, send bulk materials home in advance, mail physical materials, etc.)
2. ELL Teacher will be responsible for providing distance learning opportunities appropriate for their students
3. 504 accommodations are to be provided as relevant to the distance learning activities
4. Special Education Teachers will be responsible for providing learning opportunities appropriate for their students
  - a. In-Class Resource Teachers should collaborate with their general education colleagues regarding the planning of appropriate modifications and instructional activities for students with IEPs
  - b. Special Educators should provide distance learning opportunities that address the goals and objectives of the IEP
5. Director of Student Services to communicate with contracted vendors to cancel services when not in session or provide remote services
6. OOD students can attend school as long as the OOD school is open and the bus company is open.
  - a. If OOD schools are closed, OOD providers should provide distance learning opportunities or make up the days.
7. Related services will be provided distance learning therapeutic activities as available to target IEP goals and objectives
  - a. If a student does not receive services during a closure, a child's IEP team (or appropriate personnel under Section 504) will make a subsequent individualized determination to decide whether a child with a disability requires compensatory

education to make up for any skills that may have been lost because the child did not receive educational benefit.

### Technological Considerations

1. Principals to make staff contact lists available
2. Teachers to have District laptops at home
3. IT department to provide teachers with tutorial instructions on how to use a variety of delivery platforms
4. Supervisors and teachers to identify tech apps, sites, platforms and links to utilize for lessons
5. Tech integrationists to provide support to teachers and students on technology access

### Guidelines of Professional Conduct

1. Teachers will have flexibility in instructional approaches, based on the needs of their students and program.
2. Teachers should be available during their normal work hours with reasonable accommodations to flex their hours as needed, related to the circumstances of this unique situation (i.e., personal childcare, sickness, etc.)
3. Teachers will be flexible in due dates, timelines, and accommodate for the unique situations students may experience (i.e., assignments due by the end of the week, choices, options, etc.)
4. No daily attendance will be taken but student accountability will be demonstrated through participation in assignments
5. School buildings will be closed for instruction including extracurricular activities for staff and students unless indicated through the Superintendent of Schools. There will be no access to the buildings.
6. Administrators will continue their professional responsibilities remotely and will be available during work hours to support teachers, students, and families

### **Section 4: School Nutrition**

1. SFA Name: Delran Township Board of Education
2. Agreement Number: 00501060
3. Nutri-serve will be able to provide multiple days worth of sustainable meals (breakfast and lunch for 5 days) in a package for one time pickup dependent on resources dependent upon provisions.
4. If multiple day provisions is not a possibility the situation will be reassessed to provide as much as possible at once.
5. District will start with 4000 breakfast meals and 4000 lunch meals with a backup of 500 breakfast meals and 500 lunch meals.
6. District to devise a plan for meal pickup at parent preferred location, in close proximity to residence.

- i. Locations: Delran Middle School parking lot, Delran Intermediate School parking lot, Summerhill hockey court area, Tenby Town Apartments, Hunters Glen / Conrow Road Park
- 7. Meals will be distributed via drive-in pickup to provide for social distancing.
- 8. District currently making subsequent plans in the event that the operations team or food services team contracts COVID-19 and becomes unable to perform the tasks.
  - i. Plan B entails community volunteers
  - ii. Plan B entails limiting cross-pollination of operations and food services teams to limit exposure to each other.
- 9. Kitchen Safety/Food Safety
  - i. NutriServe's staff has just completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.
    - a. Kitchen cleanliness and sanitizing continues to take place daily
    - b. Cafeteria Cleaning: Individuals other than NutriServe's staff responsible for the cleaning of the cafeteria/dining rooms should also have review training to emphasize the importance of sanitation and its role in preventing the spread of viruses.
    - c. Tracking of Meals: We are currently engaging with officials at the New Jersey Department of Agriculture to confirm how meals may be claimed so the district can be reimbursed for the meal. The district should print rosters of the students in each individual school and their pay status. If using bus routes to distribute, it may be beneficial to create a roster per bus route

## **March 22, 2020 NJDOE Addendum**

- Essential Personnel
  - Brian Brotschul - Superintendent
    - Direct Reports
      - Jean McManus
      - Sue Fitzgerald
      - Vicki Moreno
  - Cande Kristoff - Business Administrator
    - All finance and operations items
    - Direct Reports
      - Nancy Zimmerman- Administrative Assistant to Business Administrator
      - Joanne Vitale-Payroll Supervisor
      - Phyllis Knighten-Accounts Payable Supervisor
      - Kristen Mari-Assistant to the Business Administrator
  - Christine DeSimone - Director of Curriculum
    - All curriculum items
    - Direct Reports
      - Donna Love\*- Administrative Assistant to Director of Curriculum
        - Supporting Director of Curriculum and Instruction as needed

- Lisa DellaVecchia
  - All special education items
  - Direct Reports
    - Ellie Veight\*
    - Latoya David\*
    - Kimberly Vantresca\*
- Mike Digiovanni - Director of Facilities
  - All operations and food delivery pursuant to administrative prerogative
  - Direct Reports: District Operations and Food Delivery
    - Lynn Baresciano - Secretarial; Facilities/Maintenance\*
    - Doug Cutts - Facilities/Maintenance\*
    - Don Lingo - Facilities/Maintenance\*
    - Ray Harris - Facilities/Maintenance\*
    - Floyd Donaldson - Facilities/Maintenance\*
    - Vince Yezzi - Facilities/Maintenance\*
    - Mike Smith - School Custodial operations
    - Steve Bryson - School Custodial operations
    - Anabel Grullon - School Custodial operations
    - Mark Wargo - School Custodial operations
- Joel Deanley - Director of Technology
  - All technology and curriculum
  - Direct Reports
    - Dan Perrino - IT
    - Bret Mars - IT
    - Wade Smith - IT
    - Ryan Nordeen - IT
- District Supervisory Staff
  - Eileen Baker
  - Matt Ordog
  - Erica DeSimone
  - Anthony Guidotti
  - Mary Jo Hutchinson
  - Valerie Bowers
- School Administrative Staff
  - Dan Finkle - Principal
  - Brian Stolarick - Assistant Principal
  - Danielle Jones - Assistant Principal
  - Wendy Luyber - Principal
  - Mike McHale - Assistant Principal
  - Kim Hickson - Principal
  - Chris Sheridan - Assistant Principal
  - Jenn Lowe - Principal
  - Steve Blenderman - Assistant Principal
- School Secretarial Staff
  - Renetta Derkas\*
  - Denise Stelwag\*
  - Maureen Flaherty\*
  - Sue Jordan\*

- Erin Hamlin\*
    - Barbara Edwards\*
    - Beth Chierici\*
    - Catherine Amelio-Meighan\*
    - Amy Dimond\*
    - Stacey Stillwell\*
    - Carolina Miranda\*
  - Stacey Clarke - Food Services
    - All Nutriserve Employees
      - All food matters
- Subtotals for Job Title
  - District Administration (4)
  - K-12 Supervisory Administration (6)
  - School Administration (9)
  - Secretarial (23)
  - Facilities (6)
  - School Custodial (4)
  - Technology (4)
  - School Administration (9)
  - Nutriserve (1 plus outsourced employees)
- Total Essential Personnel
  - 28 plus outsourced Nutriserve personnel
- Teacher Information
  - All working remotely on a hybrid online-hard copy format to ensure equity.
- Non-Public, Special Education, ELL, 504 Matters
  - All matters above being handled per guidance
- Board Meetings
  - The Meeting on March 16, 2020 was conducted in person with appropriate social distancing through.
  - The District is examining conducting these meetings telephonically moving forward.
  - Next Board Meeting April 20, 2020
  - Budget Adoption April 27, 2020
- Communication Plan
  - District and operations: Each Friday (emergent matters as they arise)
  - Curriculum and Instruction: Each Wednesday
  - Schools: Per practice but not less than weekly
- Business Operations
  - To take place on site as much as possible.
    - Access to facility has been arranged
  - In the event that work can be conducted remotely, the appropriate staff has been given digital access, and that access has been tested/trialed.

