

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

*MINUTES
WORK SESSION*

May 14, 2020

5:00 PM

The Board meeting was called to order by Mr. Lambert at 5:02 PM

The following Board members were present:

Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn (arrived at 5:04 PM), Ms. Micera, Ms. Finkelstein, Mr. Lambert

The following Board members were absent:

None

Also present:

Mr. McHale and Mr. Villanueva

NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

Mr. McHale shared with the Board and to the community his report:

- Virtual learning days continue, we are ever focused on supporting our students academically and emotionally. The faculty and staff are working very diligently to continue education for our students. As of today, the district has lent 81 computers to students. He understands that virtual learning is not the full educational experience that students would normally receive in-person at Hillside School or Tenakill Middle School; however, our teachers are teaching the New Jersey Student Learning Standards, and we will continue to monitor student progress toward those standards through the end of the school year.

- On Tuesday, May 12, 2020, Mr. McHale had a virtual conversation with the Superintendent session. There were 50 people in attendance. He shared information about our virtual learning days, shared results of the second survey on virtual learning days, and provided some information on our planning for the end-of-year, Extended School Year programs for students with special needs, and grading for the third trimester. He also shared that we have not yet received any guidance from the NJDOE about requirements for opening school buildings in September. The presentation is posted on the district website's main page, with the heading Conversations with the Superintendent May 12 – Presentation. At the meeting, a few parents shared feedback that they would like students to have more live Zoom classes (with fewer students, if possible), for the Zoom sessions to be used for teachers to teach content, and asked if there could be another survey that would be sent by each teacher to get feedback just from his/her class parents. A parent requested also that the survey be offered in multiple languages. (The recent survey was administered using Google Forms, which can be translated by the end-user using Google Translate.) A few other parents shared that they were not seeking additional work, were more concerned with the emotional/mental health of students, and asked how students would be “caught up” when they return in September. He shared that teachers will be formally and informally assessing students to determine which grade-level standards they may need help mastering, and assistance would be provided. Parents were appreciative of what teachers were providing and suggested that it might lighten their load if grade levels shared the responsibility of planning and creating pre-recorded lessons. Some grade levels, but not all, are already doing this. I will continue to work with our administrators, faculty, and staff toward providing the best program for students while using both asynchronous and synchronous learning.
- On May 9, 2020, the NJDOE and Colonel Callahan, State Director of Emergency Management, provided direction to school districts that graduations and moving-up ceremonies could take place only in a virtual format. They said there could be no parades or drive-by ceremonies. Yesterday, Governor Murphy made an announcement that was contrary to the previous guidance. The NJDOE asked that districts wait to make final plans for graduations until they provide clarification. We are planning virtual ceremonies and if a drive-by experience is allowed, we will consider that too!
- The 2020 Census is underway. Information is added on the district webpage, under the heading Census 2020, about the importance of every Closter resident completing the survey.
- Tenakill Middle School and Hillside Elementary Schools are in various stages of the

process for students to collect their personal items from lockers and classrooms. We started first with Tenakill because the student lockers are more easily accessible than going into classrooms. Middle School students have been coming in since Monday, one student per grade level, in fifteen-minute intervals. The process has been going smoothly. At Hillside, teachers and staff are working on placing the contents of students' desks into labeled bags. Once this process is completed, parents will be able to sign up for the collection of the items. Thank you to everyone for making this process as manageable as possible.

- On May 11, 2020, the NJDOE released the CARES Act Elementary and Secondary School Emergency Relief Fund allocations to districts. Closter Public Schools are eligible to receive \$76,499. We have to allocate \$1,010 to Acton Academy, as we serve as the pass-through for that non-public school. There are identified allowable uses for the funds. In order to have a schoolwide impact, Mr. McHale would like to direct these funds to provide a supplemental instruction program, preferably in the fall, to address the academic needs of any students who need assistance in meeting grade-level standards. Further, he plans on using some of the funds to purchase additional hardware to be better prepared for a return to virtual learning if the virus becomes widespread again. This use of the CARE funds will have the greatest impact on most students in the district. Once the CARES application is completed, he will share it with the Board of Education.

BOARD OPERATIONS

Moved by Ms. Micera, seconded by Ms. Finkelstein to approve Motions A-C.
Motions were approved by a roll call vote of the Board as follows:

Mr. Lambert explained Motion B as to why the board is opposing the bill.

Mr. McHale addressed Motion C. The Department of Education mandated all districts to update and submit the virtual learning plan with some required information.

Ms. Kothari asked if other districts are also sending their resolution opposing the bill, and Mr. McHale responded that almost all, if not all districts are doing this.

Mr. Linn thinks that sending it individually rather than collectively has a better impact.

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn,
Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. Motion to approve the April 30, 2020 minutes.

B. **RESOLUTION - Opposing Senate Bill 2392/Assembly Bill 3969**

Legislation Affecting Transmission of Property Tax Revenue to School Districts

WHEREAS, Senate Bill 2392 and Assembly Bill 3969, currently pending in the state Legislature, would authorize the Department of Community Affairs to permit municipalities to delay or alter the transmission of property tax revenue to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, delaying or altering the transmission of property tax revenue from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote instruction and, therefore, continued timely transmission of all property tax revenue due to the school district is critical for the educational process to continue without interruption; and

WHEREAS, under our state's current structure, municipalities are designated as the authorities to collect property taxes, but those taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

WHEREAS, municipal governing bodies are empowered under current law to borrow in order to ensure that full payments to school districts are made;

WHEREAS, the Closter Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes that this legislation would only worsen the situation for our communities; and

WHEREAS, while S-2392/A-3969 would require a municipality to pay a percentage of the revenue due to a school district based on consultation between the state Departments of Community Affairs and Education, the amount of taxes collected at the time and the financial condition of the municipality and school district, it does not address subsequent payment to the school district to make up the full shortfall amount; and

WHEREAS, as currently written, S-2392/A-3969, which is designed to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve.

NOW, THEREFORE, BE IT RESOLVED that the Closter Board of Education urges the State Legislature and Governor to oppose S-2392/A-3969; and be it further

RESOLVED, that this resolution be delivered to Governor Philip D. Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin, and the 39th Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that a copy of this resolution be forwarded to the New Jersey School Boards Association.

C. **APPROVAL - Virtual Instruction**

WHEREAS, in response to the COVID-19 pandemic, the Governor has declared a state of emergency and a public health emergency, and ordered all schools closed for in-person instruction; and

WHEREAS, in response to the COVID-19 pandemic, the Legislature has revised N.J.S.A. 18A:7F-9 to permit the use of virtual instruction to establish compliance with the 180 school day requirement during a public health emergency, subject to Board approval of a virtual [or remote] instruction program; and

WHEREAS, the District's Virtual Learning Day Contingency Plan to meet the 180 school day requirement was submitted to the Department of Education on March 20, 2020, and implemented since the District's closure on March 16, 2020; and

WHEREAS, on May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of the school year 2019-2020; and

WHEREAS, on May 5, 2020, Commissioner of Education, Lamont O. Repollet, Ed.D., required all school districts to update their public-health related school closure plan;

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the District's updated Virtual Learning Day Contingency Plan to meet the 180 school day requirement, to be submitted to the Bergen County Department of Education Office, attached hereto as Appendix A.

PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera, seconded by Ms. Finkelstein to open the meeting to the public.

Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Finkelstein to resume the regular order of business.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Bhagat, Mr. Linn, Ms. Cross

Moved by Ms. Micera, seconded by Ms. Kothari to approve Motions A-B.
Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn,
Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. APPROVAL - Staff Conferences

Motion to approve the following staff conferences:

Staff Member/s: Amy Kenny-Whritenour
Conference: NYSCATE - Take Your Remote Teaching to the Next Level
Location: N/A (Virtual Conference)
Date: 5/20/20
Cost to Board: \$99.00

B. APPROVAL - Consortium Memorandum of Agreement - NVRHS

Motion to approve the Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant, and the Closter Public Schools for the 2020-2021 school year

FINANCE AND PHYSICAL PLANT COMMITTEE
Chairperson Ms. Kwon, Ms. Kothari, Ms. Finkelstein

Moved by Ms. Micera, seconded by Ms. Finkelstein to approve Motions A - E.
 Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn,
 Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. APPROVAL - Monthly Bills

Motion to approve payment of bills from April 30, 2020, to May 12, 2020, in the amount of:

General Fund (Fund 10)	\$1,026,376.30
Special Revenue (Fund 20)	\$ 3,518.11
TOTAL	\$1,029,894.41

B. APPROVAL – Tax Levy Payment Schedule – SY 2020-2021

Motion to approve the tax levy payment schedule in support of the 2020-2021 school year budget:

<u>Payment</u>	<u>Due Date</u>	<u>General Fund Amount</u>	<u>Debt Service Amount</u>	<u>Tax Payment Amount</u>
1	July 10, 2020	\$ 1,709,772.92	\$ 147,690.00	\$ 1,857,462.92
2	August 9, 2020	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
3	September 10, 2020	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
4	October 10, 2020	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
5	November 11, 2020	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
6	December 10, 2020	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
7	January 10, 2021	\$ 1,709,772.92	\$ 147,690.00	\$ 1,857,462.92
8	February 10, 2021	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
9	March 10, 2021	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
10	April 10, 2021	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
11	May 11, 2021	\$ 1,709,772.92	\$ -	\$ 1,709,772.92
12	June 10, 2021	\$ 1,709,772.88	\$ -	\$ 1,709,772.88
TOTAL		\$ 20,517,275.00	\$ 295,380.00	\$ 20,812,655.00

- C. **APPROVAL – Professional Service Agreement – Fixed Assets Update**
 Motion to approve the renewal of a professional service agreement with AM Consultants for completion of an update of the district’s Fixed Assets Inventory as of June 30, 2020, as required for the annual audit, in the amount of \$900.00.
- D. **APPROVAL – Purchase of Chromebooks**
 Motion to approve the purchase of 102 Chromebooks from CDW-G in the amount of \$36,384.00 through the Ed Services Commission of NJ contract #18/19-03.
- E. **APPROVAL - Asset Disposal**
 Motion to approve the disposal of equipment, tag #10030; old intercom system.

PERSONNEL AND MANAGEMENT COMMITTEE
Chairperson Ms. Lee, Mr. Lambert

Moved by Mr. Linn, seconded by Ms. Cross to approve Motions A and B.
 Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn,
 Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

- A. **APPROVAL - SY 2020 - 2021 Personnel**
 Motion to approve, upon recommendation of the Superintendent, the following personnel for SY 2020-2021**, attached hereto as Appendices B - E.

- Non-Tenured Teachers
- Tenured Teachers
- Secretarial Staff
- Custodial and Maintenance Staff

**Salary & Step Pending Negotiations

- B. **APPROVAL - 2020 - 2021 Personnel Reduction in Force (RIF)**
 Motion to approve, upon recommendation of the Superintendent, the reduction in force of the following personnel for SY 2020-2021:

- William Grippo, Maintenance, elimination of position for reasons of economy.
- Courtney Carmichael, Ed.D., Supervisor of Curriculum and Instruction/Elementary Assistant Principal, position reduced to 0.60 FTE for reasons of economy.

BOARD COMMITTEES

Curriculum Committee - Ms. Bhagat shared that the committee is looking for a date to meet.
Personnel Committee - Mr. Lambert shared that the committee met to discuss some of the personnel-related matters for SY 2020-2021

OLD/NEW BUSINESS

Mr. Villanueva reminded the Board to complete the Self Evaluation as well as the Superintendent Evaluation.

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Bhagat to open the meeting to public discussion.

- Ms. Amaya would like a follow-up from the board in terms of the letter she sent regarding the Pre-K tuition. She was hoping that the board would work with the family to make another adjustment for May.
 - Mr. Lambert responded that the board has already voted on the adjustment that is offered to the families in our pre-k program.
 - Ms. Finkelstein also clarified that the reprieve is a recognition of the fact that there are some changes in the way instruction is delivered.
- Ms. Reyes has the same concerns related to the Pre-K program. She feels that it is not fair to expect the family to pay the full tuition when it is difficult for 3 or 4-year-olds to sit and participate in virtual learning.
 - Ms. Lee responded that the way the reprieve was provided is similar to giving monthly discounts for the period virtual learning is taking place.
- Mr. Kuafman has the same concerns related to the Pre-K program and he also thinks that the district should address the state. He is requesting some kind of relief.
- Ms. Adler wanted to know if the district has a plan for the moving on ceremony and the clap-out.
 - Mr. McHale responded that we are getting mixed messages from the DOE, Office of Emergency Management. Ceremonies can only be done virtually but the Governor announces that drive-by events are also allowed. The Attorney General's Office will also provide guidelines. Currently the plan is to have a virtual ceremony and possibly an in-person celebration once it is allowed.
- Ms. Bader wanted to know how far the students and instruction are in terms of meeting the standards while on virtual learning. She also wants to know if there are any plans to address any gaps.
 - Mr. McHale responded that the teachers are teaching following the NJ Student Learning Standards. He acknowledged that there will be some challenges but our teachers will be assessing students' readiness for next grade levels, any gaps will be filled through remediation and differentiation of instruction. We are also planning on using the Cares Act money to provide a program in the summer or fall.
- Ms. Sinclair -- she is relocating to Closter and would like to send her child to our pre-k program. She wanted to know where she could get the information.

- Mr. McHale responded that she can get in touch with Ms. Eichenlaub.
- Ms. Kang wants to thank Mr. McHale for summarizing the discussion at the conversations with the Superintendent. She is wondering if it's possible to send another survey and also wants to know if there is a way that a committee can be created for scheduling and possibly allow community members to participate and have input. She followed up her question that if there's a possibility of alternating days, can parents opt out just to do online instruction.
 - Mr. McHale responded that he is open to that suggestion, but he stressed out that it is the school's responsibility to provide education, and having too many voices in this decision is not how a school typically operates. He said that the district is trying to be responsive to all feedback provided.
 - Mr. McHale responded to the follow-up question that he is waiting for guidelines from the DOE.
- Ms. Schwartz - Feel Good Friday - changed, mandatory, wondering if the district can reconsider to not make it mandatory.
 - Mr. McHale responded that Feel Good Friday allows students to participate in their special classes or activities provided by counselors for mental health and wellness. Students can still select the activities they want to participate in but they need to submit some pictures/evidence of participation.

Moved by Mr. Linn, seconded by Ms. Micera to close the meeting to public discussion.

CLOSED SESSION MOTION (If required)

Moved by Mr. Linn, seconded by Ms. Micera to approve the following Closed Session Motion. Motion was approved by a voice vote of the Board:

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

BE IT RESOLVED that the Closter Board of Education will adjourn to a Closed Session to discuss the following:

(If required)

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

The Board went into Closed Session at 5:56 PM.

The Board reconvened from Closed Session at 6:30 PM.

ADJOURNMENT

Moved by Ms. Micera, seconded by Ms. Finkelstein to adjourn the meeting at 6:34 PM.

Respectfully,

A handwritten signature in black ink, appearing to read "Floro M. Villanueva, Jr.", written in a cursive style.

Floro M. Villanueva, Jr.
Business Administrator/Board Secretary



Virtual Learning Day Contingency Plan March 2020

Updated May 11, 2020

Overview

In Closter Public Schools, we believe:

- all students can learn and thrive academically, socially and emotionally with support from staff, parents and peers;
- skilled, caring teachers are the most important variable in the classroom and we should consistently provide resources to assist them in life-long learning;
- instruction should be differentiated and culturally responsive to address students' learning styles;
- in a strong home-school-community connection and respect Closter's diversity;
- open and honest communication is vital to creating a positive environment for all;
- in the value of diversity and pledge to create a positive culture that safeguards equity, inclusion, dignity and respect for all.

These core beliefs guide the way we operate on a daily basis. In the event instruction must be delivered through online instruction (virtual day), the Closter Public School staff is prepared. Since our instruction includes the use of technology, woven daily into lessons, learning activities and assessment, we are confident that we can provide instruction through a virtual day format. As teachers and students transition to virtual day instruction, we will use great care to ensure that lessons are connected to the New Jersey Student Learning Objectives. We acknowledge that virtual learning days will be used under dire circumstances, such as natural disasters, widespread health threats, so ask for patience and flexibility from all stakeholders.

The plan that follows was created using the Northern Valley Regional High School Online Learning Contingency Plan as a guide. The Closter Public Schools team that worked on developing this plan was also guided by planning questions listed in the *Digital Learning Collaborative Guide to E-Learning Days*. (<https://tinyurl.com/Guidetoelearning>)

Equitable Access to Instruction

Q: · How will students have access to instruction?

A: During the course of a long-term school closure, the Closter Board of Education has set a goal to provide, as directed by the Governor and Interim Executive County Superintendent, a viable means to continue educating all currently enrolled students in the Closter Public Schools. This goal includes maintaining instruction that is both academically challenging and socially/emotionally beneficial during the time students must remain at home.

Working together, the teachers, administrators, and support staff shall strive to:

- Post instructional videos, links, assignments, and activities within the grade-level specific learning management platform:
 - Seesaw for K-2
 - Google Classroom for Grade 3
 - Schoology for Grades 4 - 8
 - PreK teachers will email instructional activities to parents
- Monitor and provide feedback on student progress through electronic submissions and communications.
- Respond to electronic inquiries from students and parents in a timely manner
- Provide opportunities for scheduled live online sessions using the video conferencing software, Zoom

During an extended school closure, teachers will post assignments in the grade-specific learning management system by 9:00 a.m each day. The assignments that teachers post each week will include:

- A minimum of two lessons in which they deliver instruction in a pre-recorded video. The pre-recorded videos may be made in Zoom, Screencastify, or any other video recording platform. A recommended time for a video lesson is under ten minutes.
- A minimum of two live video conferences per week during their "office hours" that allows time for teachers to meet with students and to check-for-understanding and progress toward mastery of standards. These live video conferences are mandatory for students in grades 2-8. Grades K and 1 has live video conferences once per week.
- The video conferences should be limited to the students in the teacher's class.
- Teachers may decide to differentiate the video conference sessions based on student need.
- Teachers should not record the video conference sessions.

Q: What is the demographic profile of the district?

A: The District Demographic Profile (as of March 2020):

- Total number of students: 1217 (664 in HES; 533 in TMS)
- Number of students with disabilities: 175 (100 in HES; 75 in TMS)
- Number of English Language Learners: 99
- Number of homeless students: 0
- Number of students eligible for free/reduced meals: 0

Q: What data exists of student access to technology for grades PreK - 8?

A: In February 2020, parents were surveyed about student access to Internet-accessible devices at home. Subsequently, sixty students were provided with a Chromebook for use during the school-building closure. As of May 11, 2020, there are a total of 70 students who have been provided with a Chromebook. A parent and student survey during the first week of May 2020, indicates that 99.7% of students have Internet-connected devices to access the district virtual learning days.

Q: How can students who do not have access to devices or Internet get assistance?

A: Any student who does not have a working device or Internet access, can notify the school principal. Chromebook pick-up is coordinated by appointment on two days each week.

Special Education and Related Services

Q: Does the plan include adapted materials and assignments to meet student needs?

A: The Closter Public Schools Virtual Learning Day Plan includes student assignments which are posted for students on a daily basis. These assignments are modified for each students' individual needs as outlined in their IEP. These personalized assignments are adapted and modified by the student's classroom teacher; certified special education teachers communicate with their students (and parents) on a daily basis to ensure the successful completion of assignments, further modifying and accommodating for students if necessary. Special education students will be supplied with electronic devices, if needed, and materials (digital and hard copies) which are sent home with students will be modified to address each student's individual needs.

Q: Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings will be rescheduled?

A: Our plan includes the provision for IEP review, eligibility meetings and reevaluation meetings to be held via telephone conference call, adhering to all federal, and state timelines as closely as possible. The student's case manager will email to parents all documents in a PDF format, both pre and post meeting. Parents will review and return the documents, either electronically or through the United States Postal Service. All meetings that require face-to-face assessments will be scheduled upon the recommencement of school. The Special Services secretaries will maintain a list of those requiring face-to-face assessments and will schedule meetings, in chronological order, when schools reopen.

Q: Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool provides), in their native language?

A: Our plan includes the provision for parents to participate in their student's special education meetings in their native language, if necessary. Native translators are on staff. Translation agencies are accessible to the Child Study Team and will be available to participate in conference calls, as needed.

Q: Does the plan consider the needs of students who are medically fragile?

A: Our plan provides for medically fragile students in a variety of ways. Those students who receive support from outside agencies (e.g. nursing) will continue to receive these services. District staff will be in contact with these agencies to ensure the safety and well-being of students. Teachers of medically fragile students will be in contact with the students and parents and will provide appropriately modified assignments and ongoing support.

Q: Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be provided?

A: Our plan provides the continuation of related services for students via electronic communication and personally-tailored assignments which align to sessions described in students' IEPs. Speech therapists will create videos for individual students to model mouth movements and tongue placement; Occupational therapists will create activities for students to complete and parents to video record and email to the therapist for assessment and follow-up. Students will be treated in accordance with their IEPs and therapists will have ongoing, continuous monitoring with parents. If compensatory services are required, the numbers and types of services required by each student will be maintained within the Special Services Office and will be delivered at the appropriate time.

Q: Does the plan include communication with out-of-district schools where district students are attending, including what will happen if the district is closed and the school is not?

A: Our plan provides that each student's case manager will be in contact with the out-of-district schools of the students in their care and with the students' parents. Case managers will ensure that out-of-district students are receiving appropriate assignments and will address the concerns of the parents. If the Closter School District is closed and an out-of-district school is not, the Closter School District will ensure that the students will be transported to their out-of-district school.

Q: Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?

A: Our plan is to continue working with Region III to inform transportation companies of school closings. Further, we will keep open the lines of communication with out-of-district schools and transportation vendors to reinstitute transportation when schools reopen.

English Language Learners

Q: How will the district meet the needs of English Language Learners?

A: Closter Public Schools will continue daily instruction for its ELL population. In addition to general education faculty, four teachers, three in the elementary school and one in the middle school, will conduct Zoom sessions, pre-recorded videos, and assignments differentiated to meet the language needs of the EL students. The instruction will continue in small groups by grade level and will use the resources of the district to assist educational growth. When necessary, the teachers will also have instruction for students who are newly arrived to help acclimate to virtual learning.

Q: How will the district communicate with ELL families, including translated materials and directions?

A: The district will communicate with ELL families using email, Zoom conferencing, and phone calls to facilitate communication with families regarding daily instruction using district bilingual staff members. Pre-recorded videos will also be used to replay instructions and directions. Translation services are available and documents are translated as required by federal regulations.

Q: How will the district address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?

A: Closter Public Schools use online programs unique for ELL instruction as part of the normal curriculum, in addition to the learning management systems by grade level, such as Seesaw, Google Classroom, and Schoology. All students are permitted a device if students do not have access at home(Internet provision). Zoom and traditional methods of phones and email to assist technological challenges. Support is provided by administrators, the district network engineer, or the elementary technology integration specialist when necessary.

The Virtual Learning Day

Q: Is the virtual learning day the same as a day in the school building?

A: Virtual learning days will not follow the same schedule as when students are in the school building. Closter Board of Education Policy 6173 *Home Instruction* directs that students shall be provided with no fewer than ten hours of instruction per week and no fewer than ten hours of additional learning experiences.

During the virtual learning days, PreK through grade eight teachers will provide instruction via teacher-made instructional videos, instructional videos created by other sources, and live video conferencing "check-for-understanding" sessions. In addition, teachers will provide students with additional learning experiences, including both online and offline assignments. Teachers may also assign projects that span over the course of several days.

Teacher plans will indicate differentiation for students, modifications and accommodations for students with IEPs, 504 plans, and English Language Learners.

(For more information see the Expectations sections below.)

The Closter Board of Education believes that standards of student behavior within a virtual learning environment must be achieved through positive cooperation between students, parents/guardians, and staff producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community. Adherence to appropriate online behavior in virtual classrooms includes, but is not limited to, the following:

- Students will not record, take screenshots, or share any part of their "virtual" learning environment without express permission granted by a teacher or administrator.
- Students will only use school-provided learning platforms or school-managed online accounts to share educationally-appropriate material. Sharing inappropriate material, images, links, or videos with any student, parent or Closter Public School employee shall result in disciplinary action. This includes sharing inappropriate material during live Zoom sessions.
- Students will be dressed in school-appropriate attire when attending a video classroom.
- Students will electronically communicate with teachers, administrators and other students in the subscribed formats below:
 - Student to Teacher - Schoology messages, Schoology/Google Classroom/Seesaw comments and discussion threads, district issued email (nvnet.org)
 - Student to Administrator - Schoology messages, district issued email
 - Student to Student - responses to Schoology/Google/Seesaw comments and discussion threads

Student attendance will be taken each day. Students must sign-in on the attendance page by 10:00 am, however, they may complete work at any time during the day or evening. Attendance will be reported daily in Genesis by the assigned secretary. Teachers should reach out to the school counselor about students who are not attending or participating, so they can follow up with that student and plan for any support the student may need.

Facilities Plan

Q: How will the school buildings be maintained throughout an extended closure?

A: The administrators will ensure the safe operation of school facilities as outlined in Board Policy 3510 and 3516, in addition to the procedures and guidelines mandated by local and government agencies.

When virtual learning is enacted, schools and properties are closed for students. Access to school facilities is only provided to custodial and maintenance staff, district essential workers and staff members receiving approval from the Superintendent of Schools. Custodians and maintenance staff will check boilers, pumps and will do a walk-through inspection of both school buildings, daily Monday through Friday.

The Superintendent of Schools, Business Administrator, District Administrators, and the Supervisor of Buildings and Grounds will collaborate in the development of the reinstatement plan to ensure that the schools are sanitized and safe for all to return.

End-of-Year & Summer Programming

Q: What are the plans for end-of-year?

A: Since the Governor has announced schools will be closed through June 30, 2020, the administrators have arranged plans for students to pick-up their personal items. Tenakill Middle Schools students can sign-up for a "locker clean out" timeslot at <https://www.signupgenius.com/go/10c0e4aa5a62ea2fe3-student>. The Hillside Elementary School staff will be bagging all student personal items and will announce the sign-up for pick-up by the end of May 2020.

On May 9, 2020, Colonel Patrick Callahan, State Director of Emergency Management, issued a letter to all districts stating, "in-person ceremonies, including graduations, all parades, including 'wave parades' that invite people to gather at a certain location, proms, and other similar celebrations violate the enumerated conditions of Executive Order No. 107, and should therefore be cancelled or postponed until such time as restrictions are lifted. Until such time, virtual celebrations and other remote forms of recognition should take the place of any in-person or public ceremonies." The Closter principals and the PTO leaders are planning to have virtual celebrations for the fourth grade moving-up and the eighth grade graduation. Once plans are finalized, the principals will notify students and parents.

Q: What are the plans for Extended School Year?

A: Students with an Individualized Education Plan that indicates an Extended School Year (ESY) Program will receive that service. If school buildings can reopen after June 30, 2020, the program will be offered in person. If school buildings remain closed, the ESY program will be offered using a virtual learning day plan.

Q: How will the district assess students' academic progress and potential learning loss?

A: Teachers are assessing student progress toward grade level standards as we continue providing virtual learning days through June 19, 2020. The district will provide on its website optional summer learning activities that students may complete to avoid the "summer learning slide." In September, all teachers will formally and informally assess students for readiness for the grade level standards. Teachers will provide differentiated support for students who require remediation.

Expectations & Requirements

Expectations for Teachers

All teachers will:

- Post assignments on the learning management software by 9:00 am each day. PreK teachers will email assignments to parents. Grades K-2 will use Seesaw; Grades 3 will use Google Classroom; and Grades 4-8 will use Schoology. Teachers may develop assignments that take more than one day to complete. Teachers may also create choice boards of activities to complete over the course of a few days.
- Be flexible in the assignments that they develop and assign
 - Teachers are strongly encouraged to assign asynchronous learning tasks to students (i.e. learning tasks that don't have to be completed "live" or in real-time).
 - Example 1: Go Math! activities
 - Example 2: Writing tasks in Google Docs
 - Example 3: Non-electronic assignments, such as reading independently
 - Teachers are strongly encouraged to make any synchronous (i.e. learning tasks that are completed "live" or in real-time) learning tasks available in an asynchronous format.
 - Example 1: If a teacher provides direct instruction online, the video should be recorded so that students can watch at any time.
 - Example 2: If the class participates in a live chat-style discussion, within the discussion board feature in Schoology. Using this feature will allow students to go back and view questions and responses even if they weren't there live.
 - All assignments must be authentic and linked to New Jersey Student Learning Standards.
 - All assignments must be adapted for students with Individualized Education Plans (IEP) or Section 504 Plans.
- Recalibrate expectations for timing, pacing, and rigor in the online environment
 - Teachers are strongly encouraged to post students' assignments and deadlines for the week, rather than posting new work every single day.

- This will provide students and teachers the opportunity to manage their time appropriately, and will help to keep students from feeling overwhelmed with a new daily workload.
 - The total amount of work provided should be equivalent to approximately two hours per day.
- Embrace simplicity in online learning tasks and lesson plans; in an online learning environment, less is often *more*.
 - Teachers are strongly encouraged to simplify lesson plans. (What is the focused learning outcome? How will you know students learned it?)
 - Teachers are strongly encouraged to limit the online tools and platforms to those that are already commonly used in class
 - Teachers are strongly encouraged to optimize high quality resources that are already at their disposal.
 - Teachers can find high quality content on YouTube, BrainPOP, Khan Academy, and other digital video libraries
 - Teachers are strongly encouraged to collaborate with colleagues, to co-plan, to co-design lessons, and to pool resources.

Requirements for Teachers

Teachers must:

- Clearly post online learning expectations for all of their classes on the Learning Management System used by the grade level (Seesaw, Google Classroom, or Schoology). Assignments should be posted by 9:00 a.m. each weekday.
- Adhere to the aforementioned guidelines and best practices as closely as possible.
- Online instruction shall be consistent with students' individualized education plans (IEP) and Section 504 plans to the extent appropriate and shall meet the New Jersey Student Learning Standards.
- Be available to respond to student questions via email or messages from 8:30 a.m. to 3:10 p.m. each weekday.
- Be available online for two hours each weekday to provide real time assistance to students and parents, either through email or online availability. Teachers may use Zoom to have online availability through video conferences, and to share the corresponding link with their classes in the Learning Management System (Seesaw, Google Classroom or Schoology).
 - This is time for students and parents to connect with teachers, but students cannot be required to be on at this time. (Think of this as "office hours.")
 - This is also time to connect as teams and departments.
 - Be "present" in the online learning tasks assigned to students -- through continuous feedback, discussion posts, and other pertinent online communication practices.

- Teachers who need to meet in a live video conference with only one student must notify the principal so a paraprofessional can be assigned to join the session.
- Submit lesson plans each Monday in OnCourse.
- Enter personal absences in Frontline Attendance (formerly Aesop) and notify the principal immediately. The teacher should post that he/she will not be available for real-time assistance to students.

Taking Attendance

- Students must sign-in on the attendance page by 10:00 am, however, they may complete work at any time during the day or evening. Students must submit any daily assignment by 8:00 am the day after it was assigned. If assignments take multiple days to complete, the teacher must designate a due date and time.
- Attendance will be reported daily in Genesis by the assigned secretary.
- Teachers should reach out to the school counselor about students who are not attending or participating as well so they can follow up with that student from a place of support.

Expectations for Guidance Counselors

All counselors will:

- Continue to check in with the students they know will need support during this time.
- Take referrals from teachers about who to follow up with and check in on.
- Make personal connections with classes to let them know they are being supported.
- Focus on Parent Education – what support do our parent's need, what resources can be provided to them? What more can we do and think about to support our parents?
- Due to the very nature of an online learning environment, the provision of online counseling for significant emotional / mental health concerns presents serious logistical and ethical challenges. Many of our school counselors are currently in accommodations where they are unable to privately and confidentially meet with students or quickly access mental health services. The American School Counselor Association (ASCA) does not provide guidelines for school counselors in providing online counseling. In most cases, school counselors do not have immediate access to resources or a team in order to intervene quickly when needed in the online environment.
- Therefore, school counselors will refrain from providing individual online counseling for students experiencing significant mental health symptoms. In the event of a serious concern about a student (i.e. self-harm, suicidal thoughts/threats, severe anxiety, Child Protection situation, etc.) the school counselor will immediately refer the concern to their school principal and the school psychologist. The principal and

school psychologist will follow protocol in terms of Child Protection.

- Assist with the compliance with 504, IEP, and Free and Reduced Lunch.
- Perform as many traditional tasks as possible.

Requirements for Counselors

Counselors must:

- Reach out to students to continue planned meetings if such meetings can be effectively conducted via phone or other real-time communication (Google Hangout).
- Monitor and respond to student / parent email.
- Monitor and respond to voicemail.
- Allow for additional meetings via phone or other real-time communication (Google Hangout).
- Continue to support referrals to outside counseling if higher-tiered mental health support is advised.

Expectations for Administrators

All administrators will:

- Support teachers in the development and implementation of online instruction.
- Ensure classes are staffed properly and that assignments are posted, especially in the event of teacher absences.
- Facilitate collaboration, especially in the development of common online instructional resources.
- Monitor attendance data and lessons.
- Communicate with staff, parents, and students.
- Continue to work on attainment of goals.
- Prepare for the return-to-school transition.
- Perform as many traditional tasks as possible.

Requirements for Administrators

Administrators:

- Consistently and proactively communicate with our entire learning community.
- Designate predetermined blocks of time each weekday (a minimum of three hours) during which the learning community knows all critical emails and concerns will be addressed.
- Be available online for two hours each weekday to provide real time assistance to teachers, either through email or online availability. Administrators may use Google Hangout / Google Meet to have online availability through video conferences, and to share the corresponding link with teachers via e-mail.
- Assist teachers with lesson and activity pacing and planning.

Expectations for Secretaries/Office Staff

All secretaries/office staff will:

- Maintain daily communication with administrators.
- Reply to all email correspondence.
- Perform as many traditional tasks as possible.

Requirements for Secretaries/Office Staff

Secretaries/Office Staff:

- Continue to manage reports as well as other work delegated to them by administrators.

Expectations for Secretary Monitoring Attendance

This secretary will:

- Keep administration team informed about any absences lasting more than one day
- Review the student sign-in lists from the Google Forms
- Enter absences in Genesis
- Remember the default setting is "Present."
 - A student should be marked absent if he/she has not signed-in on the district Google form and if he/she has not engaged in the online learning activities the teacher has posted by the dates/deadlines communicated.

Requirements for Attendance Secretaries

Attendance Secretaries:

- Consistently monitor student attendance through the logging in of Google Forms

and Genesis

- Communicate teacher attendance to supervisory team daily

Expectations for Child Study Team (CST) Members

All Child Study Team members will:

- Case Management:
 - Conduct scheduled meetings via conference call, Google Meet or Skype
 - Reschedule meetings with parent consent to extend compliance deadlines.
 - Complete open IEPs.
 - Schedule upcoming meetings, send requests for Letters of Invitation to Special Services Secretary, and send letters of invitation via email.
 - Counseling sessions will be suspended.
 - Social Skills: communicate skills to parents/students via email with links to videos and other interactive skill-based lessons.
- Evaluations:
 - Complete any outstanding evaluation reports.
 - Depending on the length of school closure, evaluations may need to be scheduled at local libraries or another public place.
 - Perform as many traditional tasks as possible.

Requirements for Child Study Team Members (CST)

CST Members:

If any tasks are specific to certain members of the team, these will be specified.

- Case Management:
 - Conduct scheduled meetings via conference call, Google Meet or Skype.
 - Reschedule meetings with parent consent to extend compliance deadlines.
 - Complete any outstanding IEPs.
 - Schedule upcoming meetings, send requests for Letters of Invitation to the Special Services Secretary, and send letters of invitation via email.
 - Counseling sessions will be suspended.
 - Social Skills: communicate skills to parents/students via email with links to videos and other interactive skill-based lessons.
- Evaluations:
 - Complete any outstanding evaluation reports.
 - Depending on the length of school closure, evaluations may need to be scheduled at local libraries or another public place.

Expectations for Nurses

All nurses will:

- Communicate with the principal or superintendent regarding any health issues.
- Coordinate with the school physician.
- Assist the administration with communication about health issues, as needed.
- Reply to email from families.
- Perform as many traditional tasks as possible.

Requirements for Nurses

Nurses:

- Consistent coordination of medical communications with New Jersey Department of Health, CDC, school community, and administration.

Expectations for Media Specialists

All media specialists will:

- Support teachers, where appropriate, in finding instructional materials for students.
- Perform as many traditional tasks as possible.

Requirements for Media Specialist

Media Specialist:

- Analyze collection and develop a "weeding list" to implement upon return.
- Research to find gaps in the collection in order to make data-driven purchasing decisions.
- Continue to complete as many annual tasks as possible.

Expectations for Paraprofessionals

All paraprofessionals will:

- Maintain communication with the teachers they work with on a daily basis.

- Engage in electronic-based professional development.
- Assist teachers during live video conference sessions, assigned by an administrator

Requirements for Paraprofessionals

Paraprofessionals:

- Consistently communicate with the teacher to determine how best to support students.
- Engage in electronic-based professional development
 - Safe Schools
 - MasterTeacher Para Training
- Attend assigned live video conference sessions during which a teacher meets with only one student.

Expectations for Network Engineer

The Network Engineer will:

- Provide remote support for faculty, staff, and students via email, phone, and screen-sharing.
- Document tech support provided.
- Maintain real-time communication with the administration and teachers.
- Perform as many traditional tasks as possible.

Requirements for Network Engineer (Remote Support)

Technicians:

- Monitor and respond to email
- Monitor and respond to phone calls and voicemail
- Provide remote support for faculty, staff, and students via email, phone
- Document tech support provided

Expectations for Maintenance and Custodial Staff

All maintenance and custodial staff will:

- Most likely these staff members will be asked to report to work on a modified schedule.
- Clean classrooms, perform building checks, etc.
- Maintain boiler logs, as required.

- Disinfect and sanitize school buildings.

Requirements for Custodial Staff

Custodial Staff:

- Boilers must be checked every three hours, as per NJ State law.
- Check email daily for any updates from administration.
- Collaborate on a reinstatement plan to address all sanitation concerns.

Ideas & Exemplars

Ideas for Online Learning

- Students read and comment on a text, and respond to each others' comments, in Google Docs
- Students collaborate on Google Docs, Sheets, Slides, etc.
 - This might be a collaborative writing assignment, a peer review task, research project, etc.
- Students watch a video with comprehension questions via [EDpuzzle](#)
- Students create presentations using Google Slides or interactive presentations
- Students collaborate using Padlet
- Students participate in online assessments -- or, create their own online assessments -- using Kahoot, Quizziz, and Quizlet.
- Students create an audio or video (iMovie / GarageBand) and publish
 - This might be a podcast, a documentary, or an innovative representation of information via digital storytelling
- Students create visual representations via Google Docs, Slides, Wixie, etc.

Additional Resources

Frequently Asked Questions

Note: This section of our manual will be **continuously** updated in the event of a school closure. As questions come in, they will be posted here and answered!

Q: What if teachers are absent?

A: Teachers are to report absences using Frontline Attendance (formerly AESOP). The teacher should notify the principal of the absence. It would be advisable for the teacher to notify a grade level or department colleague to assist with posting assignments for students. The teacher should post for students that he/she will not be available for real-time assistance.

Q: What should my lessons look like?

A: The lesson should be aligned to New Jersey Student Learning Standards. The activities should be varied over the course of time. Students should be engaged using multiple modalities. Modifications should be made for students with Individualized Education Plans (IEP) and Section 504 plans.

Q: If I have technology questions, is there someone I can call?

A: If you have technology-based questions, please consult with your grade-level or department colleagues. You may also email your principal, supervisor of curriculum & instruction, or the network administrator.

Q: What about homework?

A: Independent work will be assigned to support student learning; however, it may differ slightly in the sense that it will be due in accordance with our asynchronous learning tasks. There is no requirement for additional "homework."

Q: What about assessments?

A: Assignments and assessments may be given during virtual learning days. Feedback must be provided to students electronically, and when the situation warrants it, grades will be entered into Genesis.

Q: How are we meeting the needs of our students with special needs, including students with IEPs and 504 plans?

A: We will continue to offer students extended time, support, accommodations and modifications for learning as directed by both IEP and 504 plans.

Q: How are we ensuring equitable access to online learning for all students?

A: We will provide all of our students with devices and, in cases where it is needed, Internet access. In February 2020, parents were surveyed about student access to Internet-accessible devices at home. Anyone without a device was able to notify the district and those parents will be contacted if there is an extended school closure.

Q: How are we meeting the requirement to continue to offer school nutrition benefits or services to identified students?

A: Our district has no students who are eligible for free and reduced meals. The district does not have food services. However, if parents identify that their students are in need of food, we will coordinate with the Closter PTO and the community foodbank to provide meals.

Q: What should I do if anyone contacts me from the media?

A: All staff are asked to refrain from speaking to the media and to direct all inquiries to the superintendent's office.

The administrators will communicate information to parents via Genesis, Schoology and email. If emergency calls are necessary, we will use Blackboard Connect. We will update district website and Twitter account as frequently as necessary.

Live Support

In the event that this online learning contingency plan is activated and the staff is asked to stay home, they will have access to *live* support from administrators, tech mentors, instructional coaches, and technicians. Available times and Google Hangout links will be posted in the table below:

Administrators		
Name	Available Times	Google Hangout / Contact Info
Courtney Carmichael <i>Supervisor of Curriculum & Instruction/Assistant Principal, Hillside Elementary School</i>	from 7:30-1;2:30-5 via email	carmichael@nvnet.org 201-768-3001, ext. 41131
Patricia Eichenlaub <i>Director of Special Services</i>	Anytime by email	eichenlaubp@nvnet.org 201-768-3001, ext. 41120
Keith McElroy <i>Assistant Principal, Tenakill Middle School</i>	Anytime by email	mcelroyk@nvnet.org 201-768-3001, ext. 42211
Vincent McHale <i>Superintendent of Schools</i>	Anytime by email	mchalev@nvnet.org 201-768-3001, ext. 41111
Dianne Smith <i>Principal, Hillside Elementary School</i>	Anytime by email	dmsmith@nvnet.org 201-768-3001, ext. 41117
William Tantum <i>Principal, Tenakill Middle School</i>	Anytime by email	tantum@nvnet.org 201-768-3001, ext. 42213
Floro Villanueva <i>Business Administrator</i>	Anytime by email	villanuevaf@nvnet.org 201-768-3001, ext. 41113
Network Engineer		
Name	Available Times	Google Hangout / Contact Info
Vincent Salvati <i>Network Engineer</i>	7:00am - 4:00pm via email	salvati@nvnet.org 201-768-3001, ext. 41134

New Jersey State Requirements

From memo from Lamont O. Repollet, Ed.D. Commissioner of Education, sent on 3/5/20:

Requirements to Implement a Public Health-Related School Closure

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Minimum Standards	
The school district shall establish a written plan for delivery of instruction to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.	This online learning contingency plan represents the district's written plan for continued delivery of instruction, for maintaining records of delivery of instruction, and for monitoring student progress -- specifically, through teachers' lesson plans, student attendance, and participation in online learning activities.
The teacher providing instruction shall be a certified teacher.	This is consistent with the online learning contingency plan. Certified teachers will be providing instruction.
The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.	The online learning contingency plan was designed to enable teachers to continue student learning and academic progress, as per the curriculum and New Jersey State Learning Standards, to the greatest extent possible.

For a student with disabilities, the home instruction shall be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards.

As per the online learning contingency plan, teachers are required to provide online instruction that is consistent with students' individualized education plans (IEPs) to the extent appropriate and shall meet the New Jersey Student Learning Standards.



CLOSTER PUBLIC SCHOOLS 2020-2021 PERSONNEL APPROVAL - NON-TENURED TEACHERS

LASTNAME	FIRSTNAME	BASEWAGE	LONGEVITY	STIPEND	TOTAL SALARY**	PLACEMENT	STEP	FTE
BROWN	ELIZABETH L	\$60,874.00	\$0.00	\$0.00	\$60,874.00	MA	02	1.00
CARUSO	JAIIME	\$61,942.00	\$0.00	\$0.00	\$61,942.00	BA	7	1.00
EARLE	ALEXANDRA G	\$59,374.00	\$0.00	\$1,484.00	\$60,858.00	MA	01	1.00
ESPOSITO	ALLISON M	\$62,874.00	\$0.00	\$0.00	\$62,874.00	MA	03	1.00
HAENELT	KRISTEN LEE	\$87,265.00	\$0.00	\$0.00	\$87,265.00	BA 15	16	1.00
HUNT	JOSEPHINE V	\$78,475.00	\$0.00	\$0.00	\$78,475.00	MA 15	09	1.00
IANNI	CATHERINE A	\$70,757.00	\$0.00	\$0.00	\$70,757.00	MA 15	06	1.00
KEHOE	BRIANNA E	\$70,472.00	\$0.00	\$0.00	\$70,472.00	MA	07	1.00
KIM	SARA S	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
KLINK	ELIZABETH A	\$54,204.00	\$0.00	\$0.00	\$54,204.00	BA 15	02	1.00
LEE	KATHY	\$73,330.00	\$0.00	\$0.00	\$73,330.00	MA 15	07	1.00
LEIBOWITZ	JULIA	\$50,844.00	\$0.00	\$0.00	\$50,844.00	BA	01	1.00
LOTITO	MARY L	\$52,344.00	\$0.00	\$0.00	\$52,344.00	BA	02	1.00
MANDAL	LAUREN	\$67,087.00	\$0.00	\$0.00	\$67,087.00	BA	09	1.00
MAROTTI	JAMIE L	\$62,874.00	\$0.00	\$0.00	\$62,874.00	MA	03	1.00
RHEE	SARAH S	\$54,344.00	\$0.00	\$0.00	\$54,344.00	BA	03	1.00
RICCA	CATHERINE A	\$59,374.00	\$0.00	\$0.00	\$59,374.00	MA	01	1.00
RIVELLINI	FRANCESCA M	\$70,472.00	\$0.00	\$0.00	\$70,472.00	MA	07	1.00
SHI	DIFEI	\$67,899.00	\$0.00	\$0.00	\$67,899.00	MA	06	1.00
WHITCHURCH	THERESA	\$52,704.00	\$0.00	\$0.00	\$52,704.00	BA 15	1	1.00

** Salary & Step Pending Negotiations

CLOSTER PUBLIC SCHOOLS 2020-2021 PERSONNEL APPROVAL - TENURED TEACHERS

LASTNAME	FIRSTNAME	BASEWAGE	LONGEVITY	STIPEND	TOTAL SALARY**	PLACEMENT	STEP	FTE
ABBEY	LAURA J	\$73,044.00	\$0.00	\$0.00	\$73,044.00	MA	08	1.00
AGUIRRE	PAUL M	\$81,334.00	\$0.00	\$0.00	\$81,334.00	MA 30	09	1.00
ALPERN	NICOLE C	\$92,597.00	\$2,000.00	\$0.00	\$94,597.00	BA 30	17	1.00
ANNESE	JENNIFER L	\$80,762.00	\$0.00	\$0.00	\$80,762.00	MA	11	1.00
AURITI	MARY M	\$99,743.00	\$0.00	\$0.00	\$99,743.00	MA 15	17	1.00
BACHMANN	ALLISON	\$78,475.00	\$0.00	\$0.00	\$78,475.00	MA 15	09	1.00
BAJAKIAN	WENDY	\$69,660.00	\$0.00	\$0.00	\$69,660.00	BA	10	1.00
BANTA	ANGELA M	\$62,874.00	\$0.00	\$0.00	\$62,874.00	MA	03	1.00
BARBIERI	LAUREN	\$96,852.00	\$0.00	\$0.00	\$96,852.00	MA 30	15	1.00
BARRY	CYNTHIA S	\$83,335.00	\$0.00	\$0.00	\$83,335.00	MA	12	1.00
BELNICK	JODI M	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00
BOMZER	LEIGH D	\$91,135.00	\$0.00	\$0.00	\$91,135.00	MA	15	1.00
BRETT	PATRICIA M	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
BUCKLEY	ASHLEY S	\$70,757.00	\$0.00	\$0.00	\$70,757.00	MA 15	06	1.00
CAMILLIERI	CARMELO JOSEPH	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
CAPPARELLI	SOFIA V	\$69,660.00	\$0.00	\$0.00	\$69,660.00	BA	10	1.00
CARPENTER	SUSAN E	\$96,852.00	\$1,000.00	\$0.00	\$97,852.00	MA 30	15	1.00
CARUSO	KAREN T	\$85,935.00	\$0.00	\$0.00	\$85,935.00	MA	13	1.00
CHO	ERICA	\$99,743.00	\$1,000.00	\$0.00	\$100,743.00	MA 15	17	1.00
CHURCHILL	MARGARET R	\$108,319.00	\$750.00	\$0.00	\$109,069.00	MA 60	17	1.00
CLEARY	CHRISTINE	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
COHEN	LEAH B	\$80,762.00	\$0.00	\$0.00	\$80,762.00	MA	11	1.00
CORCORAN-MC PARTLAND	KARI A	\$78,190.00	\$0.00	\$0.00	\$78,190.00	MA	10	1.00
CORIO	KERRA	\$85,935.00	\$0.00	\$0.00	\$85,935.00	MA	13	1.00
CULLERE	BARBARA	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
CUMMINGS	AMANDA T	\$73,044.00	\$0.00	\$0.00	\$73,044.00	MA	08	1.00
CUMMINGS	PAULA L	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00
DEVINE	SHEILA	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
DIPPOLITO	REBECCA	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
DUNN	ERIKA F	\$67,899.00	\$0.00	\$0.00	\$67,899.00	MA	05	1.00
EDDY	TARA	\$75,617.00	\$0.00	\$0.00	\$75,617.00	MA	09	1.00
ENGLE	LAUREN S	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00

**CLOSTER PUBLIC SCHOOLS
2020-2021 PERSONNEL APPROVAL - TENURED TEACHERS**

LASTNAME	FIRSTNAME	BASEWAGE	LONGEVITY	STIPEND	TOTAL SALARY**	PLACEMENT	STEP	FTE
FELICE	JANET	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
FINEMAN	RACHEL L	\$97,369.00	\$0.00	\$0.00	\$97,369.00	MA 60	13	1.00
FINNEGAN	KATHLEEN	\$79,265.00	\$0.00	\$0.00	\$79,265.00	BA 15	13	1.00
FRIEL	AUDREY	\$102,602.00	\$2,000.00	\$0.00	\$104,602.00	MA 30	17	1.00
GERBIG	CHARLENE E	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
GREENE	SCOTT I	\$92,597.00	\$1,000.00	\$0.00	\$93,597.00	BA 30	17	1.00
HAARMANN	ANNE M	\$91,135.00	\$0.00	\$0.00	\$91,135.00	MA	15	1.00
HEDENBERG	KATHY M	\$90,215.00	\$1,000.00	\$0.00	\$91,215.00	BA 15	17	1.00
HEIBEL	KRISTIL	\$67,899.00	\$0.00	\$0.00	\$67,899.00	MA	05	1.00
HERNANDEZ	KEVIN N	\$59,369.00	\$0.00	\$0.00	\$59,369.00	BA	06	1.00
IYO	JOANNE L	\$108,319.00	\$2,000.00	\$2,758.00	\$113,077.00	MA 60	17	1.00
JOST	SILVIA C	\$83,335.00	\$0.00	\$0.00	\$83,335.00	MA	12	1.00
KAHN	BRENDA M	\$102,602.00	\$0.00	\$0.00	\$102,602.00	MA 30	17	1.00
KENNEDY	EILEEN C	\$93,993.00	\$0.00	\$0.00	\$93,993.00	MA 15	15	1.00
KENNEDY	JENNIFER	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00
KENNY-WHRTENOUR	AMY	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
KIM	MIN JEONG	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
KLIKA	JAMES J	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
LAGOMARSINO	JUDITH	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00
LEE	KATELYN	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
LEVINE	STACI J	\$99,969.00	\$0.00	\$0.00	\$99,969.00	MA 60	14	1.00
LEVY	ALYSSA J	\$102,569.00	\$900.00	\$0.00	\$103,469.00	MA 60	15	1.00
LEVY	JENNIFER	\$93,993.00	\$0.00	\$0.00	\$93,993.00	MA 15	15	1.00
LEWIS	SCOTT M	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00
LICAMELI	LISA A	\$92,597.00	\$0.00	\$0.00	\$92,597.00	BA 30	17	1.00
MAHER	KATE E	\$67,899.00	\$0.00	\$0.00	\$67,899.00	MA	05	1.00
MARTINO	MARY JO	\$92,597.00	\$0.00	\$0.00	\$92,597.00	BA 30	17	1.00
MERIL	ALEXANDRA R	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
MONAGHAN	ELLEN B	\$102,569.00	\$0.00	\$0.00	\$102,569.00	MA 60	15	1.00
NEBLUNG	ROBERT D	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
PANTALEO	LISA	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
PESCE	REGINA	\$108,319.00	\$2,000.00	\$0.00	\$110,319.00	MA 60	17	1.00

CLOSTER PUBLIC SCHOOLS 2020-2021 PERSONNEL APPROVAL - TENURED TEACHERS

LASTNAME	FIRSTNAME	BASEWAGE	LONGEVITY	STIPEND	TOTAL SALARY**	PLACEMENT	STEP	FTE
PIDI	CLAIRE	\$93,993.00	\$1,000.00	\$0.00	\$94,993.00	MA 15	15	1.00
PLEUS	MEGHAN M	\$70,472.00	\$0.00	\$0.00	\$70,472.00	MA	07	1.00
POTKULSKI JR	WILLIAM J	\$91,652.00	\$0.00	\$0.00	\$91,652.00	MA 30	13	1.00
RACHLIN	GILA E	\$80,762.00	\$0.00	\$0.00	\$80,762.00	MA	11	1.00
RAMM	KIMBERLY A	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
RIECKEN	DANIELLA M	\$91,135.00	\$0.00	\$0.00	\$91,135.00	MA	15	1.00
ROCHLIN	LAURIE G	\$99,969.00	\$0.00	\$0.00	\$99,969.00	MA 60	14	1.00
ROEM	JEFFREY C	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
ROMO	JOAN M	\$97,369.00	\$1,000.00	\$0.00	\$98,369.00	MA 60	13	1.00
SACCOCCIO	NANCY A	\$90,215.00	\$0.00	\$0.00	\$90,215.00	BA 15	17	1.00
SCALERA	LORI ANN	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00
SCHETTINO	LEANNE J	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
SHAPIO	NICHOLAS C	\$62,874.00	\$0.00	\$0.00	\$62,874.00	MA	03	1.00
SIDROW	ADAM D	\$81,647.00	\$0.00	\$0.00	\$81,647.00	BA 30	13	1.00
SIDROW	KERRY L	\$85,935.00	\$0.00	\$0.00	\$85,935.00	MA	13	1.00
STEELE	BRITTANY A	\$54,344.00	\$0.00	\$0.00	\$54,344.00	BA	03	1.00
SUNSHINE	JODI	\$81,048.00	\$0.00	\$0.00	\$81,048.00	MA 15	10	1.00
TACCONI	BRIELLE A	\$74,805.00	\$0.00	\$0.00	\$74,805.00	BA	12	1.00
TALTY	KRISTIN	\$102,602.00	\$1,000.00	\$0.00	\$103,602.00	MA 30	17	1.00
VASTANO	KATRINA D	\$65,374.00	\$0.00	\$0.00	\$65,374.00	MA	04	1.00
VOGEL	KERRY N	\$56,844.00	\$0.00	\$0.00	\$56,844.00	BA	04	1.00
WATKINS	ANDREA	\$96,852.00	\$0.00	\$0.00	\$96,852.00	MA 30	15	1.00
WEISS	DARA R	\$102,569.00	\$0.00	\$0.00	\$102,569.00	MA 60	15	1.00
WOWKUN	MICHAEL G	\$108,319.00	\$1,000.00	\$0.00	\$109,319.00	MA 60	17	1.00

** Salary & Step Pending Negotiations

**CLOSTER PUBLIC SCHOOLS
2020-2021 PERSONNEL APPROVAL - SECRETARIAL STAFF**

LASTNAME	FIRSTNAME	BASEWAGE	LONGEVITY	SUMMER PAY	TOTAL SALARY**
BOEHM	CHERYL A	\$55,803.00	\$1,500.00	\$5,730.00	\$63,033.00
DUBERT	LYNNE	\$55,803.00	\$2,000.00	\$5,780.00	\$63,583.00
LUZZI	CONNIE	\$55,803.00	\$2,000.00	\$5,780.00	\$63,583.00

** Salary Pending Negotiations

CLOSTER PUBLIC SCHOOLS 2020-2021 PERSONNEL APPROVAL - CUSTODIAL & MAINTENANCE STAFF

LASTNAME	FIRSTNAME	JOB DESC	BASEWAGE	LONGEVITY	OTHER	TOTAL SALARY**
ABALLI	MATTHEW G	CUSTODIAN	\$45,550.00	\$0.00	\$100.00	\$45,650.00
CASTRILLON	GILDARDO A	MAINTENANCE	\$57,449.00	\$0.00	\$100.00	\$57,549.00
GALINAC	ANDREW	CUSTODIAN	\$49,475.00	\$650.00	\$100.00	\$50,225.00
GIOFFRE	VINCENT	CUSTODIAN	\$53,115.00	\$650.00	\$100.00	\$53,865.00
MOLINA	GILDARDO	CUSTODIAN	\$54,915.00	\$1,500.00	\$100.00	\$56,515.00
MORALES	LUZ STELLA	CUSTODIAN	\$54,915.00	\$1,075.00	\$100.00	\$56,090.00
MORROW	JEFFREY G	CUSTODIAN	\$44,050.00	\$0.00	\$100.00	\$44,150.00
RAUDALES	JOSE	CUSTODIAN	\$49,475.00	\$0.00	\$100.00	\$49,575.00
SANCHEZ	YUDELKA	CUSTODIAN	\$54,915.00	\$650.00	\$100.00	\$55,665.00
SMITH	GENE M	CUSTODIAN	\$49,475.00	\$0.00	\$100.00	\$49,575.00

** Salary Pending Negotiations