Pemberton Twp Schools

Pemberton, NJ

CORONAVIRUS ACTION PLAN FOR CONTINUITY OF LEARNING May 22, 2020

(all changes from previous submission(which this is our third) are highlighted in red)

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For further information - www.pemberton.k12.nj.us

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	Teaching & Learning			
	Grade Band -	Pre-K/Elementa	ry – 5	
Category	Activity	Staff Responsible	Resources Needed	Timeline
Lesson Plans	The coaches and supervisors worked to create the framework for instruction and support in grades K-5.	Elementary Coaches and Supervisor	Curricular Materials	March 5 - March 9
Lesson Plans	Preschool plan for instruction and support.	Preschool administration and Master teachers	Curricular Materials	March 8 – 11
Lesson Plans	Share preschool plan with CDC	Preschool supervisor	All core preschool documents	March 13
Staff Expectations	Meeting with Kathy Vogel, PTEA president to discuss staff expectations for working from home.	Assistant Superintendent prek-5	Contract	March 6
Lesson Plans/Expect ations	One teacher per grade level from each school to meet with the coaches and supervisors to review the plan, offer feedback, and to create consistent lessons and a list of resources needed. Discussed communication log.	Assistant Superintendent prek-5, Elementary Supervisors and coaches	<u>Curricular Materials</u> <u>Core Plan</u> <u>Plans</u> - PK-5	March 10-11

Lesson Plans/Expect ations	Meet with a representative for related-arts teachers to review the plan, offer feedback, and to create consistent lessons and a list of resources needed. Discussed communication log.	Assistant Superintendent prek-5, Elementary Supervisors and coaches	<u>Curricular Materials</u> <u>Core Plan</u>	March 12
K-12 ELL Support Expectations	Meet with a representative for the ELL teachers to review the plan, offer feedback, and to create a consistent process for support.	Assistant Superintendent prek-5, Elementary Supervisors and coaches	Curricular Materials Core Plan	March 12
K-12 ELL Provisions	Direct instruction and lesson support provided. Reading, writing, speaking and listening using Santillana units, theme related vocabulary lessons with follow up activities, letter and letter sound practice, oral language practice and listening practice as well as provide clarification and support for classwork by providing break out sessions and clarification of skills, concepts and directions. Daily messaging checking-in with families; frequent contact with classroom teachers. Students provided with iPads.	Assistant Superintendent, supervisors and ELL teachers	Core Plan	On-going
K-12 ELL Communicati on	Teachers reach out to their students daily. Conduct Zoom meetings to provide instruction as well as participate in regular classroom zoom sessions. Google Classroom and Google Meet provide video conferencing opportunities. Phone calls and emailing provide additional points of communication. Key remote learning documents translated into Spanish as well as ELL teachers providing translation of	Assistant Superintendent, supervisors and ELL teachers	Core Plan	On-going

	lesson plans when asked by a parent or teacher. Use of Dojo provides translation. Teachers translate documents and act as point of contact between the ELL students and parents and district teachers and staff.			
K-12 ELL Instruction	Daily contact facilitates the identification of ELL challenges. The majority of students have access to technology and ELL teachers are using video conferencing through Zoom, Google Meet as well as Google Classroom, Loom and Dojo, among other platforms to provide for the development and implementation of lessons and support. ELL teachers as well as district personnel provide technology support. Paper copies of materials were initially sent home with students and additional materials have been mailed home to students during remote learning. Teachers phone conference, email and use dojo message and/or dojo portfolio to post lessons. Instruction is differentiated based upon student's progress using a variety of instructional groupings (whole group, small group and one-on-one direct instruction) and a range of teaching strategies. Communication with the classroom teacher and student's parents provides additional feedback used to inform the strategies implemented with each child.	Assistant Superintendent, supervisors and ELL teachers	Core Plan	On-going
Expectations and Plan for Continuation of Learning	Meeting with all elementary administrators to review the plan, offer feedback, and discuss necessary steps for success. Discussed communication log.	Assistant Superintendent prek-5	<u>Core Plan</u>	March 11

Communicati on	HD Meetings with staff and call forwarding	Principals and Tech Coordinator	Technology Instructions	March 9-13
Communicati on	Additional PD on School DoJo and Google Classroom	Principals and coaches	iPads	March 12 -18
Prepare Materials for students	K-5 copies of student materials placed in tote bags.	Elementary Supervisors, Coaches, and Secretary	Copies of packets, folders, tote bags, and instructions	March 10 – 13
Prepare Materials for students	Preschool copies of student materials placed in book bags.	Preschool administration	Packets	March 12-13
Parent Communicati on of Current Plan	K-5 communication sent home with materials	Assistant Superintendent prek-5	<u>Copies</u>	March 13
Parent Communicati on of Current Plan	Preschool communication sent home with materials	Assistant Director of Preschool	Copies	March 13
K-5 Student Attendance	Attendance will be taken by the teacher assigned according to the master schedule using Genesis. Attendance will be based on confirmation of work being completed either by student/guardian submissions or by student/guardian communication. If no confirmation during the specific date a student will be marked as "absent". If confirmation can be made at a later date that the assignments for that date were completed, the teacher will notify the building secretary so that the attendance	Assistant Superintendent prek-5, Elementary Principals, Counselor, Secretaries, Teachers and Police	Core Plan and Meeting Agendas	On-going

	can be adjusted from "absent" to "present". If a student is marked "absent" three days in a row, the teacher submits that name to the counselor and principal. Principals and counselors will reach out to emergency contacts. If still not communication after five days, the police are contacted for a wellness check.		
PK-5 Staff attendance	During school closure, if a certified staff cannot perform the teaching responsibilities identified in this plan due to illness, the staff member will input SICK DAY in AESOP and notify the principal. The principal will assign another staff member to fill in as the primary educator for the class. Additionally, if a teacher does not submit a communication log, a teacher may be charged with a day of no pay and/or disciplinary action would be taken. Core Plan and Meeting Agendas	Assistant Superintendent prek-5, Elementary Principals, Assistant Director of Preschool and Teachers	On-going
Communicati on/Reflection /Collaboratio n	Daily admin meetings, frequent building meetings, and daily building level staff messages. Focus has been on communication logs, logistics, tech support, and how to handle unique situations. This includes communication with various parents through various formats. <u>Meeting Agendas</u> , emails, <u>social media</u> and Dojo <u>Link</u> https://drive.google.com/open?id=1Vu4fi0P 17UI1p9JXckgLCyU9CEobHzq0,	Assistant Superintendent prek-5, Elementary Principals, Assistant Director of Preschool, ELL Staff and Teachers	On-going

	https://drive.google.com/drive/folders/1RjKj SwkYrlo9mbdbm4M7FAzzTChhnKLq?usp= sharing			
Professional Developmen t for Technology	In addition to the collaboration amongst teachers that is supported by principals,the supervisors and coaches are continuing to provide technology support for both teachers and guardians. Daily messages go out with links to new supporting resources. Staff began piloting the use of HD Meeting to prepare for when Zoom is no longer a free option. After planning from our curriculum team and feedback from our teacher committee, comprehensive Google Classroom training and support for staff and families is starting on May 18.	Principals, Teachers, Supervisors, and Coaches		On-going
Planning Curriculum for a Closure past April 20	The supervisors worked with the coaches to create a plan to extend our curriculum using the available resources provided to students. For another 20 days. We will create a draft for a plan if we are closed for the rest of the year, and have virtual committee meetings with teachers to finalize the plans. Curricular enhancements are ongoing. For example, Cursive Writing options were just added to the folder on April 2. The curriculum team adjusted the curriculum plan until June 18. Additional resources to those without internet access were mailed home.	Assistant Superintendent prek-5, Elementary Principals, Supervisors, Coaches, ELL staff and Teachers	Curriculum adjustments are ongoing- Tech survey - Math Levels for 6th Grade <u>https://docs.google.com</u> /document/d/1229llwkD Bb0y_bODLnUMLdFAT MfatzKOQWeuUfeKTkc /edit?usp=sharing https://drive.google.com /drive/folders/1erl6G9xS Ki5XbK1dX275Slvwdnh	Ongoing with enhancements

			98FIS?usp=sharing	
K-5 Electronic Devices and Internet Access	K-5 iPad Distribution Any student/family who did not pick up an iPad and now needs one is able to contact the office and make an appointment for pick-up. We also have additional iPads to pick-up if an iPad is damaged. Date is collented to track who does not have internet access.	Assistant Superintendent and Elementary Principals	Electronic Device Contracts were signed- off on through the Parent Portal <u>https://drive.google.com</u> /file/d/11_ZzDM8INW4S jY2vKiDWdjl9ufdtT2BJ/ view?usp=sharing https://docs.google.com /spreadsheets/d/1_RpIN zdpwAtDiyUVqKRYC7p JX6GZKbxRQ5dj- 2XRIe8/edit?usp=sharin g	3-5 Completed on April 3 K-2 Anticipated completion on April 8 K-5 – Ongoing
Report Cards and Grading for K-5	A committee of Supervisors and Principals will create a draft of a plan for how we are grading and what message will be sent to teachers, parents, and students. The admin committee will then have virtual committee meetings with teachers to finalize the plans. The committee met again to address grading for the 4th marking period and the guidelines were communicated with staff, students, and guardians. A plan is being created for students who do not have internet access or who refused (after conversations with teacher and building principal) to submit online to receive feedback on work and for the	Assistant Superintendent prek-5, Elementary Principals, Supervisors, Coaches, ELL staff and Teachers	Parent Letter <u>https://docs.google.com</u> <u>/document/d/1RU_cV_N</u> <u>AREbWfmX_AbLfBRbp</u> <u>JzTm_L6a1yi24yqNVdk</u> <u>/edit?usp=sharing</u> <u>Parent Guidelines</u> <u>Link</u>	Completed by April 7 May 1 Completed by May 22

	assignments to be graded. The plan will include drop-off dates and allow time for the items to be safely sorted for teachers to pick-up.			
WIN Wednesdays	What I Need Wednesdays is designed to focus on reinforcement and enrichment. There are no new lessons in ELA/Sci/SS and Math during Wednesdays. The primary focus is on helping students who need reinforcement. For students that do not need reinforcement, they will have enrichment options.	Assistant Superintendent prek-5, Elementary Principals, Supervisors, Coaches, ELL staff and Teachers	Parent Communication about WIN	Started on April 1

K-5 Emergency Closure Supporting Documents: <u>https://drive.google.com/open?id=1erl6G9xSKi5XbK1dX275Slvwdnh98FIS</u> Preschool Emergency Closure Supporting Documents: <u>https://drive.google.com/open?id=1iNN53_TSHWHkO158BW_B4S7-wwT8ccyB</u>

	Teaching & Learning						
	Grade Band - Secondary - Plan						
Category	Activity	Staff Responsible	Resources Needed	Comments Timeline			
Lesson Plans 6-12 and special education	All general education, pull out resource teachers and self-contained <u>teachers will submit</u> <u>10 days of lessons for each class they are</u> <u>assigned to teach.</u> This link outlines the expectations. Additional 10 days of plans as described above are required	Core Teachers, Elective Teachers, PE teachers, Academic Master Teachers Pull out resource TOSD, Self- Contained TOSD	Lesson Plan template, Digital Resource listing	March 16, 2020 March 23, 2020			
Lesson Plans Pk-12	All special education In class resource teachers will create modified instruction/assignments per student IEPs based on above lesson plans	In Class Resource ICR TOSD	Completed Lesson Plan templates by content	March 16, 2020 March 23, 2020			
Lesson Plans k-12	Identify students receiving ELL instruction and provide support based on teacher lesson plans	ELL teacher	Access to Lesson Plans for all teachers with ELL students	Ongoing			
Lesson Plans 6-12	Administrators will review plans prior to implementation for curriculum alignment.	Administrators	Access to Lesson Plans	March 16 2020 March 23, 2020			

				April 2, 2020 April 9, 2020 May 1, 2020 May 15, 2020 May 29, 2020
Instruction/ Assessmen t 6-12	Teachers will follow the bell schedule daily and provide feedback and assessment to student work during regularly scheduled class time on google classroom or email relating to the lesson. Lessons are schedule for 40-45 mins with the additional time for differentiation, small group and one on one instruction.	Teachers	Chromebooks, Internet Access, Genesis student data system,	Daily during school closure
Instruction/ Assessmen t 6-12	Teachers will utilize their chromebooks for daily instruction with students. Google Classroom and Google Meet with be utilized. Students will post assignments on google classroom for teacher review of lesson objectives to determine mastery or reinforcement.	Teachers	Chromebooks/chargers	Daily
Assessmen t 6-12	PLC and department discussion identifying gaps of remote learning to revise pacing guides for September and provide for intervention based on pre-assessment	Assistant Superintendent CAO Principals Teachers	Pacing guides Lesson plans	Weekly
Instruction and Assessmen t 6-12	Administrative oversight of each teacher per week to review lesson plans, curriculum pacing, content of instruction, student assessment and gaps in learning Admin review of Teaching and Learning	CAO Assistant Principals Supervisors	Data collection system	Weeklly

Assessmen t	Summer wok assignments created for incoming 6th graders for review and enrichent in preparation of middle school	Assistant Superintendent 6th grade principal	Agenda for 5-6th grade	May 21, 2020
Instruction 6-12	Students will utilize chromebooks to join teacher/classroom instruction	Teachers/Administr ators	Chromebooks/Loaners/ Chargers/	Daily
Instruction 6-12	Off line lessons and materials will be created for those students without access. These work packets will be mailed home and reviewed with students by phone. Work packets will be returned at the end of each marking period	Teachers/Administr ators/Director of Technology	Individual student schedules/list of students without access	March 17, 2020 March 24, 2020 April 8, 2020 June 12, 2020
Instruction 6-12	Teachers will invite administrators into google classroom and google meet for monitoring of online instruction	Teachers and Administrators	Google Classroom/ Google Meet	Daily and ongoing
Student Attendance 6-12	Attendance will be taken by the teacher assigned according to the master schedule using Genesis. Attendance will be based on google classroom/google meet correspondence/email between student and teacher. Attendance will be based on confirmation of work being completed by student submissions or by communication. If no confirmation during the specific date a student will be marked as "absent" for the class period. If confirmation can be made at a later date that the assignments for that date were completed, the teacher will go back to the attendance for that date and indicate the student is present. If teacher has no contact, teacher will reach out to counselor/CST for assistance. If lack of contact continues, administrator attempts contact.	Teachers/Students/ Parents	Genesis data base/ internet access/google classroom/packets	Daily by class period during school closure

Student Attendance and Safety k-12	District wide Collection form created to identify students that have have no contact with teachers, counselors, cst or administrator. Contact with DCPP and police are contacted after no contact in 5 days. <u>No contact list</u>	Assistant Superintendent Principals Teachers Counselors CST	Google Form Staff logs	Weekly review each Friday
Staff attendance 6-12	During school closure, if a certified staff cannot perform the teaching responsibilities identified in this plan the due to illness, the staff member will input SICK DAY in AESOP and notify the principal and supervisor. The supervisor will take over the teaching duties in google classroom/email/calls for that teacher and correspond with students about the lesson accordingly.	Teacher /Supervisor	Google Classroom/Lesson Plans	As needed
Communica tion 6-12	Communication between Central Office and School Leadership is vital to the success of this plan. Daily check ins and routine formalized meetings occur to communicate key information Administrative communication between principal and teachers/staff occurs through Google Meet and via email to update on district information and expectation <u>Assistant Superintendent Meeting</u>	Assistant Superintendent Principals	HD Meeting Formalized agenda emails/Google Classroom	Ongoing Ongoing
Grading 6-12	Submission of student work has been extended from April 9 to April 20; Students without access can submit work; verbally, through pictures of work, or drop off to school. New learning ends June 5, with 7 days for teachers to assist students in work remediation and completion. 4th Marking period assignments due June 12, 2020	Assistant Superintendent Principals Teachers	Global call Email Website -Email to staff -Google classroom notification to students	April 1 June 12, 2020

	Review of grading expectations with teachers in a remote setting.		-Global call	ongoing
Grading 6-12	Teacher finalization of grades have been extended from April 22-April 27 4th marking period Grades due June 16,2020	Assistant Superintendent/Prin cipals/Teachers	Email Google Meet Email Google Meet	April 1 <mark>June 16, 2020</mark>
Grading 6-12	Report cards will be available thru Genesis portal on April 28. Those without access, report cards will be mailed home. Report Cards available on June 17, 2020	Assistant Superintendent Principals	Genesis, Secretarial Support, Mail Delivery	April 1, 2020 June 17, 2020
<mark>Grading</mark> 12th	Seniors with loss of credit due to attendance will be provided method for credit attainment	High School Principal	Letter	April, 2020
Electives 6-8	Third marking period electives will be extended to 4th marking period for students in grades 6-8 to alleviate stress relating to new teachers	Assistant Superintendent Principals	Global Call Email Website	April 6, 2020
Reinforcem ent/Remedi ation 6-12	Identify Thursdays as Reinforcement and Remediation Day. No new instruction will occur. Teachers will follow normal schedule and assist students with review of assignments in small group and assist struggling learners.	Assistant Superintendent Principals Teachers	Global call Email Website	April 1, 2020 ongoing

Graduation 12th	 Virtual Graduation Plans include: 1. Lawn Sign distribution to seniors 2. Cap and Gown pick up 3. Valedictorian/salutatorian, etc speeches videoed 4. Each student walking across stage 5. Diploma Pick up 6. Virtual Graduation ceremony Virtual Graduation Plan Lawn sign distribution	Weekly meetings Action items with due dates	Weekly meetings Action items with due dates	May 13 May 19 May 20 May 21-22 June 18 June 17
	Lawn sign distribution Lawn sign #2			

	Special & Student Support Services			
	Special Educat	tion		
Category	Activity	Staff Responsible	Resources Needed	Comments Timeline
In district- lesson plans Pk-12 Special Education	Special Education teachers will create lessons appropriate for their students and their programs as delineated in IEP. See specific plans <u>Special Education</u>	TOSD	Lesson Plan template, manipulatives, materials	March 16, 2020
In district lesson plans Pk-12 special Education	Self contained special education teachers will create lessons and materials and videos for students with significant developmental disabilities. The materials will be mailed home.	TOSD	Materials, lessons, resources, youtube	March 16, 2020 March 24, 2020 April 2, 2020
Technology Pk- 12 special education	Students in grades K-5 were provided iPads and students in grades 6-12 were provided Chromebooks. Students without internet access are provided materials through the mail. Teachers maintain contact through the telephone.	Assistant Superintendent Director of Technology	Device Log,	April 2020 September 2019
Instruction PK- 12 special education	Special education teachers utilize virtual meetings, recorded lessons, and modified lessons and activities to provide access to the curriculum and IEP goals and objectives.	Assistant Director of Special Services, TOSD	Lesson Plans, Curricular Materials, Online Resources (Google Meet, Zomom, Seesaw,	daily

			etc.)	
Assessment PK-12 special education	Special education teachers complete student Data sheets to track progress monitoring for IEP goals and objectives data collection	Assistant Director of Special Service, Supervisors, TOSD	Individual data sheet	daily
Communicati on	Special education teachers complete a daily communication log identifying contact with each student, activity, and IEP goal and objective. Communication Log	Assistant Director of Special Service, Supervisors, TOSD	Communication Log	daily/weekly
Out of district Pk- 12 Special education	Students attending out of district programs will be provided remote learning plans in the event their program is closed Case Managers communicate with parents, students, and OOD school personnel to support the individual private placement learning plan. Communication Log	Assistant Director of Special Services/Assista nt Director of Counseling Case managers	Student list of out of district programs/ home tutor list/ OOD remote learning plans	weekly
OT/PT services	OT/PT services will be provided as compensatory once school reopens, as services are provided as sessions per year OT Consent OT services began the week of 4/27/20 via Teletherapy. OT services are delivered in group and/or individual sessions consistent with the frequency and duration indicated on the student's IEP or 504 Plan.	Assistant Director of Special Services/Assista nt Director of Counseling, OT providers	Plan with OT/PT provider Genesis Parent Portal, Consent Form, Guidelines for telepractice, Online platform for services	March 17, 2020 April 6, 2020- EOY

	PT services will remain as compensatory once school reopens.			
Speech Services	Speech Therapy will be provided once school begins as there is a 7-day buffer built into schedule between the end of services and the last day of school. Sessions are built into IEP as sessions per year. In the event sessions cannot be made up by last day of school, compensatory services will be provided. Services will begin on April 6 using Telepractice. Parent Consent form has been created to initiate these services. Speech Theraoy services are delivered in group and/or individual sessions consistent with the frequency and duration indicated on the student's IEP.	Speech Therapists Assistant Superintendent Assistant Director of Special Services CST Supervisor Speech Therapists	Log of sessions Genesis online portal Consent form Guidelines for telepractice	August 30, 2020 April 6, 2020- EOY

Counseli ng Services	Counseling will be provided once school begins as there is a 7-day buffer built into schedule between the end of services and the last day of school. Sessions are built into IEP as sessions per year. In the event sessions cannot be made up by last day of school, compensatory services will be provided. Counseling Services Services will begin on April 6 using Telepractice. Parent Consent form has been created to initiate these services. Counsleing services are delivered in group and/or individual sessions consistent with the frequency and duration indicated on the student's IEP	Assistant Superintendent/ Assistant Director of Special Services/Assista nt Director of School Counseling Assistant Director of Special Services CST Supervisor Social Workers School Psychologists School Counselors	Scheduling Genesis online portal Consent form Guidelines for telepractice	August 30, 2020 April 6, 2020- EOY
IEP Meetings	As per NJAC 6A:14, Annual Review of IEPs, Re- evaluation Meetings, etc. will be conducted. These meetings will be conducted virtually. Letter to parents	Assistant Director of Special Services; case managers	Scheduling	Ongoing

	Nurses will be contacting parents of students who have medical concerns during school closure to provide support and resources. In addition, they will communicate with teachers to identify any concerns from students during remote instruction	Nurses/Teachers	Chromebooks	During school closure
Nursing services	Nursing Services Students requiring 1:1 personal nursing services, as identified in their IEP, continue with the related service, in order to provide access to their education	Assistant Director of Special Services Case managers		Ongoing
	Parents of students will daily medication will be contacted to ascertain whether parents have medications at home. Arrangements for medication pickup will be made at school as warranted.	Nurses	Medication Log	During School Closure
Communicati on	ICR teachers were each assigned a phone/voicemail extension.	Director of Technology	Log of teachers without extension	March 18, 2020
Communicati on	Advanced phone feature provided to special services department for ease of sending/receiving calls appearing from school phone	Director of Technology	List of staff	March 20, 2020
Resources	Detailed listing of resources and services provided to parents Parent Resources	CST/Counselors/ Nurses		Ongoing
Crisis Team	In district Traumatic Loss Protocol has been created	Assistant Superintendent Assistant Director of School Counseling Crisis Team	Google Meet	April 7- ongoing

Instruction	@800 students with disabilities are provided with instruction related to IEP. All students, both in district and out of district have remote learning plans in place.	Assistant Director of Special Services	Access to IEPs Internet Resources	daily
ESY	Students requiring ESY have been identified and transportation has been arranged for live in person instruction. 3 Plans are being created to address ESY 1. Live In person schooling 2. Hybrid 3. Full remote learning Postings for ESY positions have been created identifying each position required. Details for in person schooling have bee identified. Currently, plans are underway for hybrid and full remote learning ESY. Summer Planning- Meeting #2	Assistant Superintendent Assistat Director of Special Services and Central Office Administrators	Student list Staff needs Resources	July 7-July 30

	Communication				
Category	Activity	Staff Responsible	Timeline		
- Parents - Staff - Community	 Post Pop-up Message on District Website Share current Coronavirus information, district response, preventive measures, and resources for more info. Website Message 	Jeannie Mignella	Ongoing, updated daily		
Parents	Letter to Parents Communicate intent to cooperate with state and local agencies, explain cleaning protocol, list preventive measures and additional resources. Parent Letter 3/12 Parent Letter 3/16 Parent Letter 3/16 Parent Letter with school opening date Blackboard Connect Call and Email to Parents Direct parents to website, ask them to log on to Parent Portal Account to answer survey question-Continue to call /email with updated information as necessary BB Message#1 BB Message#2 BB Message #3 BB Message #4 BB Message #6 BB Message #7 BB Message 8 through 11 BB Messages 8 through 11 BB Messages 8 through 16 Ongoing as needed	Jeannie Mignella	Completed When new school opening date is announced Completed 3/9 Completed 3/11 Completed 3/12 Completed 3/15 Completed 3/18 Completed 3/19 Completed 3/23-4/1 Completed 5/5 Ongoing		
Staff	Email and BlackBoard Calls to Staff	Tony Trongone Jeannie Mignella	Completed		

	Communication regarding ongoing planning, cleaning protocol and preventive measures. <u>Staff Email</u> #1 Communicate with staff changes in scheduling, Coronavirus updates, etc. <u>Staff Emails #2, #3, #4</u> <u>Staff Emails 5 through 9</u> <u>Staff Emails 9 through 13</u> Ongoing as needed		Completed Ongoing
Secretaries	Coronavirus Statement Provide statement to ensure consistency in district message to inquiries from parents, community. District Statement to Inquiries	Jeannie Mignella	Completed
Parents Staff Community	Inside Outlook Video Message Superintendent communicates updates through video shared on email, social media, website, Channel 19 and blog. Inside Outlook Video 3 /13 Video Message 4/2 Video Message 4/2 Video Message 4/30 Video Message 5/5	Tony Trongone Jeannie Mignella Don Altenburger	Completed Produce additional videos as needed.
Parents Staff Community	Social Media Posts Utilize Twitter and Facebook to push out messages, links. Facebook Posts Twitter Posts	Jeannie Mignella Tony Trongone	Ongoing
Parents Staff Community	Designated Email for Questions, Concerns Answer emails individually and/or compile similar questions to address in web update. updates@pemb.org 27 emails responded to to date.	Jeannie Mignella Tony Trongone	Ongoing

Parents Staff	Post all Staff Extensions on Website Give parents and staff access to directly dial staff.	Michael Procopio Jeannie Mignella Mary Douglas	Developing lists Completed
Parents Staff Community	In the event of school closure or dismissal Utilize all forms of emergency communication	Jeannie Mignella	Completed
Parents Students	Process hard copies of assignments for those students without Internet access and mail to homes Mail Packet #1 Home to students Mail Packet #2 Home to students	Secondary Principals Don Atenburger Dave Beverly	March 17 March 24

	Technology					
	Students					
Category	Activity	Staff Responsible	Resources Needed	Timeline		
Secondar y Access	6 to 12 We are in the process of identifying students who do not have internet access. I am asking you to create hard copies of lessons for those students/families who have refused devices. Please be sure that students take home devices daily, even those students with loaners.	M. Procopio J. Havers	Parent Portal survey Google Survey	Completed week of 3/9/20		
K-5 Access	 PK to 5 A survey will be going out on Monday for parents so that we can better assess what type of internet access and devices are available at home. This needs to be collected by teachers and data will be submitted in a Google.doc. It will be urgent to get all of these back as soon as possible. Developing Plan for students without access through xfinity Communication related to this program was sent in a Global Call on 3/20 Status? 	M. Procopio	Parent Portal survey	Completed week of 3/9/20		
K-5	iPads for grades k-2 are prepped and slated for distribution to students 4/1 through 4/8	M.Procopio J.Havers Principals Designated tech staff	iPads and accessories from classrooms	3/24 - 4/8		
All Students	Survey	M. Procopio J. Mignella	Blackboard	Completed week of 3/9/20		

	 Global Connect go to parent portal - mandatory question Trying to access home internet access Internet Access that is not on their cell phone Breakdown By 6 to 12 By grade 			
Devices	All teachers have devices/tablets. Please remind teachers to take home their devices daily as well as the corresponding chargers. Devices can be cleaned with damp cloth including those with Clorox Teachers have and are using their issued devices	M.Procopio	Building principals will communicate with their staff so devices are taken home and kept ready	Presently in use and ongoing through any event
Ticketing System	If there are technology issues/concerns, staff are to continue to use the technology ticket system- tech.pemb.org Ticket system will facilitate documentation of staff needs	Technology staff	HappyFox ticket system tech.pemb.org	Presently in use and ongoing through any event
Laptops/ VPN	Staff in need of laptops HR - Susan and Cheri – VPN Quotes have been received - allocating funds and placing orders - 3/11/20	M.Procopio	Quotes from vendors and budget funds	3 weeks - ETA 4 /9/20
Studen t Access	Spreadsheet of student access to technology	M Procopio		Ipdates May 18

	Technology						
	Staff						
Category	Activity	Staff Responsible	Resources Needed	Timeline			
Voice Mail and Call Forwarding	From myofficesuite.broadviewnet.com, portal calls can be directed to cell phones or other phones. To do this, staff are to log in to myofficesuite.broadviewnet.com. Under "My Call Forwarding" section, they select "another number" and then in the field that appears they enter the full 10-digit number they want their extension forwarded too. Please be sure that staff verify their access to myofficesuite.broadviewnet.com and that their voicemails are set to be emailed to them. To return a call, staff can block their numbers by dialing *67 before calling. Lastly, staff are to set up their mailbox identification. This is where they record just their name associated with their extension; this is NOT their voicemail greeting. Building Techs can assist any staff member who requires assistance. Questions from elementary principals. Parents cannot currently call in to a classroom directly, but Mike will turn that function off so they can. Full list of phone numbers for each school. Mike will work on that. <u>Extension List</u>	M.Procopio Building Principals	MyOfficeSuite Portal	Ongoing			

	Added the use of a smart phone app - MySoftPhone - to aid with communication and access to district extensions.			
Teleconferenci ng	Principals are hosting mock meetings to test functionality	M.Procopio J. Havers L. Giannetti	Licenses with the Office Suite portal were assigned and tracked to confirm activation	Ongoing
Cloud based Programs	In the event of school closure, staff will continue to have access to email, genesis, etc. through : office.com	M.Procopio	Staff section of district website provides a list of and links to critical resources	Presently in use and ongoing through any event
Devices	All teachers have devices/tablets. Please remind teachers to take home their devices daily as well as the corresponding chargers. Devices can be cleaned with damp cloth including those with Clorox	M.Procopio	Building principals will communicate with their staff so devices are taken home and kept ready	Presently in use and ongoing through any event
Ticketing System	Ticket system will facilitate documentation of staff and student needs	Technology staff	HappyFox ticket system tech.pemb.org	Presently in use and ongoing through any event
Laptops/ VPN	 Staff in need of laptops HR - Susan, Cheri, Alexis, Holly, Chris - Need VPN Access Need VPN access - Anna and Jim Flanagan Mike will provide Cheri and Susan in HR with laptops Quotes have been received - allocating funds and placing orders - 3/11/20 	M.Procopio	Quotes from vendors and budget funds	3 weeks - ETA 4 /9/20

Access	Case by Case basisComcast has 60 day free internet program			Asst. Superintendents Director of Technology			
Teleconferenci ng with students	Secondary			Techs and teachers	Google and Zoom platforms	3/16 through duration of event	
			Total		Asst.	Ipads,	March 16 8%
	School	# W/O	Рор	% W/O	Superintendents	Chromebooks,	
	Haines	5	266	1.88%	Director of	hotspots	May 22 3.6%
	Harker Wylie	11	283	3.89%	Technology		
Number of	Emmons	25	310	8.06%			Process is
Students	Denbo	9	311	2.89%			Ongoing
without (W/O)	Stackhouse	15	281	5.34%			
connectivity at	Busansky	14	319	4.39%			
home.	Fort Dix	0	405	0.00%			
	Newcomb	7	344	2.03%			
	Hele FOrt	26	664	3.92%			
	PTHS	36	972	3.70%			
	Total	148	4155	3.56%			

	Facilities & Security						
Category	Activity	Staff Responsible	Resources Needed	Timeline			
Identify Hygiene Improvement	Place hand sanitizer dispensers and sanitizer at the main entrances/cafeterias of each building Improve hygiene entering and exiting the building and in lunchroom areas.	Dean Adams, Michael Wright	Operations and Management Cleaning Manual and Procedures	Ongoing Completed			
ldentify Budgetary Constraints	Adjust quantities/supplies as required to meet demands Follow up with vendors and review inventory	Dan Smith, Dean Adams	Operations and Management Cleaning Manual and Procedures	Ongoing			
ldentify Staffing	Review staffing contingency and plans for facility access and management. Substitutes are trained on our procedures. Type of request will determine level of cleaning (green, yellow, red) Adjusted custodial shifts to comply with State curfew implementation and CDC social distancing.	Dean Adams, Michael Wright	Staffing Roster, Operations and Management Cleaning Manual and Procedures	Ongoing			
ldentify Chemicals	Identify chemicals and proper use for cleaning and daily maintenance Type of request will determine level of cleaning (green, yellow, red)	Dean Adams, Michael Wright	Operations and Management Cleaning Manual and Procedures	Ongoing			
Identify ProtocolsNurses will communicate with the principal any student or staff member who demonstrates symptoms. The principal will email Dean Adams the bus number and classroom where that student or staff member was		Dean Adams, Principals, Michael Wright, Custodial Staff, Dan Smith,	Operations and Management Cleaning Manual and Procedures	Ongoing			

	 Mr. Daniel Smith, BA and immediately employ an extensive cleaning protocol in those potentially affected locations. Upon completion, Mr. Smith Adams will document and communicate with the BA and Superintendent through a shared Google Document. Type of request will determine level of cleaning (green, yellow, red) 	Superintendent		
ldentify Facility Usage	Review the school calendar and Facility Direct to determine what groups are scheduled to utilize the buildings. As per local county guidelines and cleaning restraints, discuss postponing or suspending all non-school related events and functions. Outside use of buildings will be suspended, starting March 16until further notice Keep on FS Direct Calendar - communicate reopening	Dean Adams, COA, Sara Correa, Evelyn McBeth, Principals, Supervisors	FS Direct, Operations and Management Cleaning Manual and Procedures	Ongoing
Security	Design and implement a master kill process for our access control system which will allow us to deactivate the access control system district-wide in the event of an outbreak. Create a new list of essential staff only for access control permissions to apply after the master kill process is implemented. This will allow essential staff to access district buildings during a critical event. Notify local police of these potential changes, as it will affect their access control permissions.	Joe Bowen, Len Kenney (systems engineer) Joe Bowen	Gallagher access control system permissions Gallagher access control system permissions	Immediate Completed Immediate Completed
Security	Redeploy school security guards to buildings where breakfast and lunches are served. Ensure safety of	Joe Bowen, security staff	Food services participant list.	Daily Ongoing

	participants and staff, and move motor vehicle traffic along safely and securely. Report all issues to the building administrator, Food Services Director, and Security Chief.			
Registration	Develop an intake registration system where parents can enroll their child(ren) into Pemberton Twp Schools while maintaining safety protocols relative to COVID19 mitigation.	Joe Bowen Registrar	Remote computer access	May 1 Completed
Registration	Maintain a weekly report for principals and guidance informing them of new students and transfer students so that the transition into the on-line educational component can be as seamless as possible.	Joe Bowen Registrar	Remote computer access	Immediate Ongoing

Personnel							
Absences							
Category	Activity	Staff Responsible	Resources Needed	Timeline			
	In the event of a school closure, teachers are expected to work their schedule - respective to their normal, building schedule.	C.Schneider	Schneider Principal's and Teacher's master schedule				
	Contact Principals to determine daily schedule of staff.						
	Track the number of staff absences.	C.Schneider	Principal/ AESOP reports	Daily			
AESOP	Maintain contact with principals to report teacher attendance.		AESOF reports				
	Send a web alert for availability.	C.Schneider	AESOP	Weekly			
	Create the new absent reasons due to Covid-19: EFMLEA & EPLSA.	C. Schenider	AESOP	May 19, 2020			
	Contact CSI to instruct on how to create the new absent reasons.						
	Modify LOA's (revisions and extensions)	A. Diaz	CSI/AESOP/ DocuSign	Daily			
LOA's FMLA/	CSI - track employee contact information and history to determine eligibility. AESOP - track FMLA and days in bank						
NJFLA	Process return to work routing slips Make sure employee has returned to work from LOA	A. Diaz	Attendance Report	Daily			

	Revise FMLA paperwork to reflect EFMLEA & EPLSA. Add language about time off from work due	A. Diaz	LOA Form	April, 2020
	to infectious disease Develop protocol for staff absences due to	J. Pacheco	LOA Report/	March 26
Temporar v	COVID-19		Board Agendas	
Disability	Using CDC, BCDOH and NJDOH protocol info			
Vacation	Create a vacation form to allow staff to carryover 4 vacation days	J. Pacheco H. Hensley	Vacation Carryover Form	May, 2020
Days	Staff could not use their vacation time due to Covid-19			

	Personnel					
		Payro	bli			
Categor y	Activity	Staff Responsible	Resources Needed	Comments	Timeline	
Staff	In the event of a closure, While schools are closed, payroll will be functional. with the only possible exceptions are Vouchers and timesheets will be processed if received in the Business Office. , which may be delayed. Business Office Staff will be on call to prepare paychecks in envelopes for distribution. Staff utilizing direct deposit will have no interruption to receipt of pay.	D. Smith J. Pacheco J. Flanagan A. Wade	Laptop with VPN connection to CSI. Access to the Brotherhood Admin Building for check printing.	Will bypass the majority of vouchers/overtime payments if schools are closed during second pay of the month. All contracted pay will be paid as normal.	Bi-Weekly	

	Food Services							
Category	Activity	Staff Responsible	Resources Needed	Timeline				
Students and Communit y Members	SFA Pemberton Twp Bd of Ed Agreement #00504050 Provide breakfast and lunch to students during school closure; which will be run as an extension of the Summer Meals Program. The NJDA has received a waiver from the USDA. Total meals served: March - 23,651 April - 4,074 (as of 4/1/20) Total - 27,725 Link to food program guidelines from USDA Link to CNP guidance Link to State closure guidance Regular meal requirements have to be met for breakfast and lunch. Cold food items will be servedOne exception will be milk, if suppliers cannot deliver to the district the State will waive the requirement for milk. Milk and juice should be available throughout the closure.	D. Smith B.Wells Food Service Staff 4 Hour Aides	Laptops, Kitchens, Little Red Freezer, Staffing	Daily - until schools are reopened				

All students will receive free breakfast and lunch during the closure, regardless of lunch status. The district will serve meals during the original Spring Break closure.		
Busansky, Denbo, PECEC, Stackhouse and the Nesbit Center will be used as serving locations to limit facilities' exposure to any outbreak.		
Front entrance vestibules with tables will be used to hold breakfast and lunch. A drive-up/walk-up program will be utilized to limit staff interaction with the community.		
Offer versus serve requirement is lifted during closure. Students will be given meals that are available.		
Serving times will be 9:00 AM - 1:00 PM and parents/students will take lunch with their breakfast.		
The district is required to will honor special dietary restrictions; which mostly consists of lactaid substitutions. If any issues arise, the district will reach out directly to the affected family.		
The district will utilize a sign in sheet to track students taking part in the program.		

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Superintendent	Oversee operations of school district.	1
Administration	Business Administrator	Oversee Food Services Plan & Payroll	1
Facilities	Facilities Director	Oversee Facilities	1
Facilities	Custodial and Maintenance	Rotation(1 per building) of minimal personnel to run vital facilities/operations in 14 buildings district wide	48
Food Service Personnel	Cafeteria Staff	5 sites. Rotate personell. Prepare and disburse breakfast and lunch to all community members 18 or younger 2 times a week.	19
Nursing	Nurses	Monitor health of employees who disburse food.	2
Security	Security Chief	Oversee Security for buildings and food services	1
Security	Security	Oversee food service security in 5 food distribution centers - rotating 1 per building per day	22
Technology	Director of Tecnhology	Oversee Technology districtwide, offsite but reporting onsite on an as needed basis.	1
Technology	Network Technicians	Oversee Technology districtwide, offsite but reporting onsite on an as needed basis.	2
Teachers	Hours per day	Remote	Onsite
Certificated Instructional Staff (teachers)	7 hours and 20 minutes a day with 40 minute prep and 40 minute lunch	445	0
Paraprofessionals	7 hours and 20 minutes a day with 40 minute prep and 40 minute lunch	6	0

Enrollment % in Category

Enrollment by Grade

Total Students	5079	
Ethnicity		
American Indian or Alaska Native	16	0.32%
Asian	83	1.63%
Black or African American	1035	20.38%
Hispanic or Latino	863	16.99%
Multiple Categories Reported	357	7.03%
Native Hawaiian or Other Pacific	20	
Islander	20	0.39%
White	2705	53.26%

Homeless	50	0.98%
504	352	6.93%
Special Ed	1018	20.04%
ELL/LEP	48	0.95%
Migrant	0	0.00%

Enrollment by Grade	#
РКЗ	334
РК4	325
К	381
01	347
02	332
03	364
04	358
05	346
06	349
07	361
08	323
09	358
10	315
11	304
12	282

Male	2595	51.09%
Female	2484	48.91%

Free/Reduced Lunch	2050	40.36%
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