

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

MINUTES

REGULAR MEETING

*Tenakill Middle School*

*July 12, 2023 - 7:30 PM*

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The Board meeting was called to order by Ms. Finkelstein at 7:36 PM.

The following Board members were present:

Ms. Micera, Ms. Finkelstein, Ms. Kwon, Dr. Puttannah, Ms. Yeoh

The following Board members were absent:

Ms. Fanelli, Ms. Li, Ms. Wagner, Ms, Salamea-Cross

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, district website, 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. Vincent McHale, Superintendent of Schools, shared his report to the trustees and the community:*

- *Our district's summer programs are in full swing! We have 168 students attending academic support and enrichment classes. The programs will continue through the end of July. Thank you to the teachers, students, staff, and parents for your commitment to ensuring learning continues during the summer.*
- *The custodians and maintenance staff are busy with their summer deep cleaning of classrooms and waxing floors. He thanked them for their hard work and especially for working around the summer programs occupying both schools during July. Kudos to Mr. Chappell, our maintenance staff, and custodians for always keeping our buildings in great order!*
- *This summer, there is work being done to update our facilities. We are installing new bookcases*

and a new door in the Hillside School Media Center. We are also updating some of the restrooms at Tenakill Middle School. Thank you to the Board of Education for supporting our long-range facilities plan.

- The proposed Board of Education bond referendum vote will be held on Tuesday, September 26, 2023, from 6:00 a.m. to 8:00 p.m. at regular voting locations. A referendum information session will be held on Thursday, September 7, 2023, at 6:00 p.m. in the Tenakill Middle School Auditorium. If approved by the Closter voters, this bond referendum will allow us to replace boilers and replace roofs at both schools, to replace windows at TMS, and to add HVAC in the TMS gymnasium. The projects are eligible for debt service aid from the state of New Jersey, thereby reducing the cost to taxpayers. I encourage everyone to visit [our district webpage](#) to learn more about the September 26<sup>th</sup> referendum vote.
- He wishes everyone a summer filled with sunshine and time to read!

### **BOARD COMMITTEES**

Board Committees will schedule meetings in the upcoming weeks.

### **PUBLIC DISCUSSION ON AGENDA ITEMS**

Moved by Ms. Micera ▾ , seconded by Ms. Yeoh ▾ 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. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. 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.

### **No Public Comments**

Moved by Ms. Micera ▾ , seconded by Dr. Puttanniah ▾ to resume the regular order of business.

### **BOARD OPERATIONS**

Moved by Ms. Micera ▾ , seconded by Dr. Puttanniah ▾ to approve Motions A - D.

Mr. McHale went over item D, approval of the virtual or remote instruction plan. Mr. McHale asked the trustees how they feel about keeping virtual instruction for anyone on covid quarantine. As the only district in the Northern Valley schools who still offers it, the trustees discussed the benefits of offering it, as well as how covid sickness should be treated consistent with all the other types of extended excused absences from students.

Mr. Villanueva brought up a recommended change to the minutes as far as revising the maximum amount of the various reserves. He shared that he consulted with the district's auditor and asked for input. He explained how excess surplus works, and how it affects future year budgets. After a thorough discussion, and various questions, including an explanation of how this situation came about; in the end, the trustees present all agreed that it was in the best interest to increase an allowable transfer to Capital Reserve in the amount up to \$2M, and maintenance reserve up to \$800K. This does not mean

that the amount approved is the actual amount to be transferred, but rather the maximum threshold. The Finance and Physical Plant Committee will be meeting to discuss when preliminary numbers from the auditors are available and will provide a recommendation for the board's approval.

Mr. Villanueva finally shared that the Shade Tree Commission of Closter is very pleased that the district is working with them in the Trees for NJ Schools Grant.

Motions were approved by a roll call vote of the Board as follows:  
YEAS:Ms. Micera, Ms. Finkelstein, Ms. Kwon, Dr. Puttannah, Ms. Yeoh  
NAYS:None

- A. **APPROVAL - Minutes**  
Motion to approve the June 26, 2023, minutes.
- B. **APPROVAL - Harassment, Intimidation or Bullying (HIB)**  
Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation or Bullying (HIB) incident #HES-2223-04 reported to the Board in Executive Session at the June 26, 2023, meeting.
- C. **APPROVAL - Application for Trees for NJ Schools Grant**  
Motion to approve the application for Trees for NJ School Grant, in collaboration with the Closter Borough Shade Tree Commission.
- D. **APPROVAL - Closter Public Schools Virtual or Remote Instructional Plan for the 2023-2024 School Year**  
Motion to approve the updated Closter Public Schools Virtual or Remote Instructional Plan for the 2023-2024 School Year as per Appendix A.

#### **CURRICULUM AND INSTRUCTION COMMITTEE**

*Chairperson: Dr. Puttannah; Members: Ms. Finkelstein, Ms. Wagner, Ms. Yeoh*

Moved by Dr. Puttannah, seconded by Ms. Micera to approve Motions A and B.

Motions were approved by a roll call vote of the Board as follows:  
YEAS:Ms. Micera, Ms. Finkelstein, Ms. Kwon, Dr. Puttannah, Ms. Yeoh  
NAYS: None

A. **APPROVAL - Staff Conferences/Travel**

Motion to approve the following staff conferences/travel:

Staff Member(s): Floro M. Villanueva, Jr.  
Conference: NJASBO Trustees Monthly Meetings  
Location: Robbinsville, NJ  
Date: 8/17, 9/22, 10/27, 11/17, 12/14, 1/19, 2/23, 3/22, 4/19, 5/17, 6/13  
Cost to Board: \$769.20 (for mileage @ \$69.93 per meeting)

B. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Tenakill Middle School  
Group: Grade 8  
Month: September  
Destination: Memorial Field  
Location: Closter, NJ

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson: Ms. Kwon; Members: Ms. Finkelstein, Ms. Yeoh*

*Dr. Puttannah asked where the iPads were going, and Mr. McHale responded that it's going to the HES library. She also asked clarification on the received tuition students, and Mr. McHale responded that they are existing students and our policy allows for received students from other Valley/Region III consortium members.*

Moved by Ms. Kwon , seconded by Ms. Micera to approve Motions A - H.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Micera, Ms. Finkelstein, Ms. Kwon, Dr. Puttannah, Ms. Yeoh

NAYS: None

A. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from June 27, 2023 to June 30, 2023, in the amount of:

General Fund (Fund 10)	\$ 841,349.95
Special Revenue (Fund 20)	\$ 29,766.12
Total	\$ 871,116.07

**B. APPROVAL - Monthly Bills**

Motion to approve payment of bills from July 1, 2023 to July 11, 2023, in the amount of:

General Fund (Fund 10)	\$455,599.76
NJ Dept of Labor & Workforce Development	\$ 125.39
Total	\$455,725.15

**C. APPROVAL – Tuition Contracts for Received Students**

Motion to approve tuition contracts for received students as outlined below for the 2023-2024 school year:

NJ SMART ID	TUITION	GRADE	DISTRICT
8943632107	\$31,952.00	Pre-K	Northvale
2139465137	\$25,375.00	GR8	Alpine

**D. APPROVAL – Special Education Placements**

Motion to approve the following 2023-2024 Special Education placements for Closter Students:

NJ SMART ID	TUITION	GRADE	PLACEMENT
8583886300	\$89,585.00	GR5	BCSS-HIP UNION
2377584260	\$13,200.00	TOD GR7	BCSS-TOD
4780672334	\$13,200.00	TOD GR1	BCSS-TOD
4491998149	\$6,600.00	TOD GR8	BCSS-TOD
9597653741	\$96,813.82	GR4	CTC-Oakland
1595602128	\$96,813.82	GR4	CTC-Oakland
2515429166	\$78,170.00	GR7	Park Academy
8997220502	\$78,170.00	GR6	Park Academy
4653986607	\$78,170.00	GR7	Park Academy
8949793385	\$36,728.00	GR6	The Craig School
7605596920	\$45,000.00	GR6	Winston Preparatory
9766852016	\$67,901.96	GR7	Newmark School
6046457095	\$95,733.00	GR3	Ridgefield
8420806703	\$59,213.00	GR7	NVRHS-TIP

7827469181	\$59,213.00	GR8	NVRHS-TIP
8310099361	\$8,237.40	GR4	NVRHS
5323815997	\$87,143.00	GR6	NVRHS
4700189801	\$138,795.00	GR2	NVRHS
3657640030	\$87,143.00	GR5	NVRHS
1483137465	\$8,237.40	GR1	NVRHS
6753977047	\$87,143.00	GR4	NVRHS
1543457212	\$87,143.00	GR1	NVRHS
5400823973	\$87,143.00	GRK	NVRHS
1653301736	\$87,143.00	GR 7	NVRHS
2948044104	\$87,143.00	GR1	NVRHS
9498828047	\$87,143.00	GRK	NVRHS
4452885313	\$76,148.60	GR6	Cresskill
2287020694	\$1,350.00	GR2	REG III-ESY only
4622705497	\$1,350.00	GR4	REG III-ESY only
9901292105	\$1,350.00	GR4	REG III-ESY only
7962881753	\$1,350.00	GR3	REG III-ESY only
3962188434	\$1,350.00	GR8	REG III-ESY only
1916299791	\$1,350.00	GR4	REG III-ESY only
6130702589	\$1,350.00	GR4	REG III-ESY only
4621240704	\$5,550.00	GR2	BCSS-BROWNSTONE

E. **APPROVAL - District Share of the Northern Valley Curriculum Center**

BE IT RESOLVED that the Closter Board of Education hereby approves the SY 2023-2024 portion of the Consortium with Northern Valley Regional High School acting as the LEA (Local Education Agency) for the Northern Valley Curriculum Center as follows:

<u>Program</u>	<u>23-24 Contribution</u>
Staff Development & NVCC Consortium	\$102,420.00

F. **APPROVAL - Purchase of 30 iPads**

Motion to approve the purchase of 30 iPads from Apple Inc., in the amount of \$20,340 through the PEPPM Apple Bid Contract 535802 - Apple Corporate Contract #576202. Notice of Intent of Award was published on June 18, 2023 per P.L. 2011, c139.

G. **APPROVAL - Mental Health Support Services Provider**

WHEREAS, there exists a need for a District Mental Health Support Services provider, and

WHEREAS, The Closter Board of Education authorized and issued a request for proposal to engage a firm to act as Mental Health Support Services Provider for the district; and

WHEREAS, The Closter Board of Education will be utilizing the American Rescue Plan federal grant money to pay for the services; and

NOW, THEREFORE, BE IT RESOLVED, that after consideration of the proposals received, the Board approves West Bergen Mental Health Care, Inc as the district's mental health support services provider for 29 hours per week for SY 2023-2024 in the amount of \$68,300.

BE IT FURTHER RESOLVED, that the Board President and the Board's Business Administrator/Board Secretary are authorized and directed to execute an appropriate form of contract embodying the terms of the RFP.

H. **APPROVAL - Athletic Transportation Bid Award**

WHEREAS, the Closter Board of Education ("Board") advertised for bids for student athletic transportation services for the 2023-2024 school year (hereinafter referred to as the "Transportation Services"); and

WHEREAS, on June 28, 2023, the Board received one bid for the various routes; and

WHEREAS, on June 28, 2023, the Board received one bid from Valley Transportation, LLC in the amount of \$425 per trip, with an adjustment of \$50 per ¼ hour for any additional time beyond 2.5 hours; and

WHEREAS, Valley Transportation, LLC submitted a bid that complies with the specifications in all material respects, making it the lowest responsible bidder, and the Board wishes to award the bid to Valley Transportation, LLC;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby accepts Scholastic's bid and awards the contract for Transportation Services to Valley Transportation for a base bid of \$425 per route, and an additional \$50 per 15 minute delay.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and materials/performance bond as required in the specifications, together with an executed contract, within ten days of the date hereof.

BE IT FURTHER RESOLVED that the Board President and the School Business Administrator/Board Secretary are hereby authorized to execute such contract and any other documents necessary to effectuate the terms of this Resolution. The School Business Administrator/Board Secretary shall submit all required documents to the Executive County Superintendent in accordance with the regulations governing student transportation.

**PERSONNEL AND MANAGEMENT COMMITTEE**

*Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Finkelstein, Ms. Micera*

Moved by Ms. Micera , seconded by Ms. Yeoh to approve Motions A - L.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Micera, Ms. Finkelstein, Ms. Kwon, Dr. Puttannah, Ms. Yeoh

NAYS:None

A. **APPROVAL - Resignation of Two Hillside School Paraprofessionals**

Motion to approve the resignation, with regrets, of the following two Hillside School paraprofessionals as of June 16, 2023:

- Ricardo Guerra-Licera
- Hannah Lim

B. **APPROVAL - Callie Stabile as Tenakill School Counselor for the 2023-2024 School Year**

Motion to approve Callie Stabile as TMS School Counselor for the 2023-2024 school year. Salary will be \$64,916, MA Step 1, starting September 1, 2023, pending criminal history background check.

C. **APPROVAL - Lisa Calinda as Long-Term Leave Replacement - Special Education Teacher**

Motion to approve Lisa Calinda as Hillside School Special Education Leave Replacement Teacher (K.D.) for the 2023-2024 school year starting on September 1, 2023. Salary will be \$200 per day on days 1 through 10; the beginning of day 11, \$62,000, MA Step 0, prorated, pending criminal history background check.

D. **APPROVAL - Lori Cohen as Long-Term Leave Replacement - Hillside School Assistant Principal**

Motion to approve Lori Cohen as Hillside School's Assistant Principal Leave Replacement from July 26, 2023, through November 30, 2023, at a per diem rate of \$480.77, pending criminal history background check.

E. **APPROVAL - Megan Weis as Long-Term Leave Replacement - Kindergarten Teacher**

Motion to approve Megan Weis as Hillside School Kindergarten Teacher Leave Replacement (R.M.) for the 2023-2024 school year, starting September 1, 2023. Salary will be \$200 per day on days 1 through 10; the beginning of day 11, \$54,000, BA Step 0, prorated, pending criminal history background check.

F. **APPROVAL - Cassandra San-Emeterio as Long-Term Leave Replacement - ESL Teacher**

Motion to approve Cassandra San-Emeterio as Hillside School ESL Teacher Leave Replacement (S.K.) for the 2023-2024 school year, starting September 1, 2023. Salary will be



\$200 per day on days 1 through 10; the beginning of day 11, \$62,000, MA Step 0, prorated, pending criminal history background check.

- G. **APPROVAL - Philomena (Phyllis) Viole as Tenakill School Paraprofessional**  
Motion to approve Philomena (Phyllis) Viole as a TMS paraprofessional for the 2023-2024 school year at a salary of \$20.22 per hour, 5.75 hours per day, pending criminal history background check.
- H. **APPROVAL - Lisa Sackman as Hillside School Paraprofessional**  
Motion to approve Lisa Sackman as an HES paraprofessional for the 2023-2024 school year at a salary of \$20.22 per hour, 5.75 hours per day, pending criminal history background check.
- I. **APPROVAL - MaryJo Birrittieri-Parente as Hillside School Paraprofessional**  
Motion to approve MaryJo Birrittieri-Parente as an HES paraprofessional for the 2023-2024 school year at a salary of \$20.22 per hour, 5.75 hours per day, pending criminal history background check.
- J. **APPROVAL - Joseph Moskowitz as Hillside School Paraprofessional**  
Motion to approve Joseph Moskowitz as an HES paraprofessional for the 2023-2024 school year at a salary of \$20.22 per hour, 5.75 hours per day, pending criminal history background check.
- K. **APPROVAL - Rescindment of Appointment of Part-Time Speech Therapist to Zena Said**  
Motion to rescind the appointment of part-time Speech Therapist position to Zena Said for the 2023-2024 school year.
- L. **APPROVAL - SY 2023-2024 Substitute Teachers, Paraprofessionals, Nurses & Custodians**  
Motion to approve Substitutes for the 2023-2024 school year as per Appendix B attached.

### **PUBLIC DISCUSSION**

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

### ***No Public Comments***

Moved by Dr. Puttannah ▾ , seconded by Ms. Yeoh ▾ to close the meeting to public discussion.

### **ADJOURNMENT**

Moved by Ms. Micera ▾ , seconded by Ms. Yeoh ▾ to adjourn the meeting at 9:24 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Floro M. Villanueva, Jr.', with a long horizontal stroke extending to the right.

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

# VIRTUAL OR REMOTE INSTRUCTIONAL PLAN

DISTRICT CODE 03-0930

SEPTEMBER 2023



## **Closter Public Schools**

340 Homans Avenue

Closter, NJ 07624

201-768-3001

Vincent McHale, Superintendent

This plan has been developed in accordance with *P.L 2020, c.27*. School will be in session for 180 days.

## Introduction & Overview

In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or “Chapter 27”), which, in part, requires each school district, charter school, renaissance school project, and Approved Private School for Students with Disabilities (APSSD), hereinafter referred to as Local Educational Agencies (LEAs), to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (NJDOE). In July 2022, the NJDOE readopted N.J.A.C. 6A:32, School District Operations, with amendments and new rules, which includes updates to the components of the LEA’s Plan. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.A.C. 6A:32-13.1 & 13.2.

The Closter Public School District is dedicated to educational excellence. In partnership with the families, staff, and community, we are committed to meeting the educational needs of each child by providing the programs and environment necessary to:

- Enable every child to reach full potential;
- Promote self-esteem, respect, responsibility, and appreciation of diversity;
- Develop knowledge, skills, and academic achievement as per the New Jersey Student Learning Standards. (NJSLs);
- Prepare each child for continued education and responsible citizenship;
- Instill a lifelong passion for learning.

Closter Public School District is committed to fostering and instilling a culture that personalizes learning, prepares students for high school, college, careers, and life, and supports confident, responsible citizenship.

In keeping with Closter’s commitment to providing our students with an exceptional education, this Virtual or Remote Learning Plan has been developed to guide the instruction and resources in the case of a school closure lasting more than three (3) consecutive days.

Our goal during any school closure will be to maintain the same full-day schedule followed during the regular in-person school day and utilize a live stream to provide instruction.

## Access to Instruction

### **Virtual Day Schedule**

Students will follow their regular school schedule on virtual days.

<b>Hillside Elementary School</b>	<b>Tenakill Middle School</b>
	<b>Period</b>
Log-in: 8:40 am	Log-in: 8:25 am (Homeroom)
8:40 am - 3:15 pm: Students remain with their classroom teacher, except for specials, ELL, related services, and special education. The classroom teacher provides instruction in ELA, mathematics, science, and social studies.	1: 8:37-9:24
	2: 9:26-10:13
	3: 10:15-11:02
	4: 11:04-11:50
	5: 11:52-12:38
	6: 12:40-1:27
	7: 1:29-2:16
	8: 2:18-3:05

Hillside Elementary School Lunch Periods:

- Lunch/recess for Grade K, 1 & 2: 11:40 - 12:30 (50 minutes)
- Lunch/recess for Grades 3 & 4: 12:40 - 1:30 (50 minutes)

Tenakill Lunch Periods:

- Lunch/Recess for Grades 5 & 6: 11:04 - 11:50 (46 minutes)
- Lunch/Recess for Grades 7 & 8: 11:52 - 12:38 (46 minutes)

Total instructional time (minus lunch and recess):

HES: 5 hours 45 minutes

TMS: 5 hours 38 minutes

### **Guidelines for Remote Instruction**

In the event of a school closure for three days or longer, **we will follow the same school in-person schedule using a virtual format.** By using a live, synchronous delivery method for instruction, teachers can maximize student learning and growth. This will allow students to interact with the teacher and their peers in a virtual environment. At some times throughout the day, teachers may direct students to work independently or asynchronously, allowing the teacher time to work synchronously with small groups of students to provide differentiated instruction (similar to how small groups work during in-person instruction).

## Access to Technology

- All instructional staff members have laptops with which they can provide instruction.
- Students in grades 5 - 8 have a school issued-Chromebook as part of the 1:1 initiative.
- We will provide students in PreK through grade 4 with a Chromebook so everyone can access remote learning. A device pick-up time will be arranged for any student needing a Chromebook.
- If a student does not have Internet access at home, we will provide a WiFi connection. All students in grades K-8 who require a device for home use will be provided with a Chromebook.
- Verizon mobile WiFi hotspots are available for students without access to the internet at home.
- Families can access low-cost or no-cost internet through the Altice Advantage Program. Families can apply here:  
<https://apply.alticeadvantageinternet.com/main>
- All students will use learning platforms that they are already using to sustain instruction: Google Classroom and Schoology.
- Students will be able to receive technical support with devices and exchange of equipment by contacting our Network Administrator, Vincent Salvati, at 201-768-3001, ext. 41134, or [salvati@nvnet.org](mailto:salvati@nvnet.org). Equipment exchange will be available regardless of building closure.

## Delivery of Fully-Virtual or Remote Learning

The need for virtual or remote learning may vary throughout the school year. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or directive by the health department or officer to institute a public health-related closure. We may need to pivot to remote learning for students required to isolate or quarantine. We may need to pivot to fully-virtual learning if there is a school-wide outbreak of contagious disease or if the Governor issues an executive order to transition to remote or virtual learning.

If there is a pivot to fully-virtual learning, teachers will provide students with a link to access their virtual classes. Teachers will provide instruction daily using the 2023-2024 in-person period schedule.

Teachers will assess students' progress toward mastery of the lesson's objective through various formative and summative assessments.

### **Addressing Special Education Needs During Virtual or Remote Instruction**

Closter Public Schools will continue to meet our obligations to students with disabilities to the greatest extent practicable. During virtual or remote learning, Individualized Education Programs (IEP) and 504 Plans will continue accordingly with appropriate accommodations as documented in each student's specific plan. Case managers will communicate with families (via phone calls, email, or home visits) to ensure services are implemented in accordance with IEPs. Case managers and teachers will provide an opportunity for parents to pick up any necessary resources (books, materials, manipulatives, etc.) to give students appropriate special education access and support.

Related services (Speech, Occupational Therapy, Physical Therapy, etc.) will be provided to students remotely to the extent possible. If sessions are not provided during the time school is operating virtually, all sessions will be made-up when school resumes in-person. Related service providers will maintain logs of sessions to ensure students receive the services dictated by their IEP or 504 plan. Upon a return to in-person instruction, IEP teams will review student data and student progress to determine whether critical skills were lost during the period in which the school district delivered virtual or remote instruction to students and will determine the need for additional services to address the student's needs.

IEP meetings will be held either in-person or virtually, depending on the guidance of the New Jersey Department of Education and the New Jersey Department of Health during any health emergencies. We will continue to use Zoom for virtual meetings whenever requested; however, our goal is to have in-person meetings if possible. Meetings are defined as IEP meetings, evaluations, and other meetings to identify, evaluate, and/or re-evaluate students with disabilities.

## **Addressing English Language Learner Needs During Virtual or Remote Instruction**

Classroom teachers and English Language Learner (ELL) teachers will collaborate to ensure a virtual learning program aligned with State and Federal mandates to meet the needs of ELL Learners.

Teachers will ensure timely and effective communication with caregivers and parents of ELL students, including translation materials, interpretive services, literacy level-appropriate information, digital learning platforms, and other technology resources. Communication from the district and school administrators will offer translation into the three languages most frequently spoken by Closter families: Hebrew, Korean, and Spanish.

As with in-person instruction, our teachers will use various learning strategies, including differentiated instruction and linguistic scaffolding, to ensure the same standard of education as their non-ELL peers.

We also have professional development opportunities for teachers to learn about social-emotional learning, which could be used with students affected by forced migration from their home countries, if necessary.

## **Attendance Plan**

School district policies for attendance and instructional contact time will accommodate opportunities for synchronous and asynchronous instruction while ensuring the requirements for a 180-day school year. Our goal is to provide synchronous instruction whenever possible. We expect that students will participate in virtual or remote learning each day.

Students must log into the teacher's virtual classroom by the assigned time listed on page three. Teachers will take student attendance via Realtime. The school secretaries will coordinate remote attendance. If a student does not attend virtual or remote learning, the secretary or school nurse will contact the student's parents via telephone to determine what prevents the student from attending school virtually.

Student attendance is required, and actions will be taken if students are absent from school according to our district policy on attendance. Student



participation is vital to ensuring student academic progress. Teachers or administrators will contact parents of students who need to meet expectations for attendance or participation during virtual or remote instruction.

### **Facilities Plan**

During virtual or remote instruction, our maintenance and custodial staff will be essential personnel and will report to the school each day (unless otherwise prohibited by direction from the New Jersey Department of Education or the New Jersey Department of Health). The maintenance and custodial staff will maintain all building systems for safety and continuity to avoid system failures. They will conduct building walkthroughs, will maintain, disinfect and make any needed repairs while the school buildings are not occupied by staff and students.

### **Food Service and Distribution**

Closter has a very small number of free or reduced lunch students and does not have a contracted food service vendor. To ensure that free/reduced lunch students can continue to receive the nutritional sustenance necessary, we will provide the necessary meals in accordance with state and federal mandates through a local vendor.

### **Essential Employees**

If we are required to transition to virtual or remote learning, all employees will be considered essential. Based on the circumstances, the Superintendent will determine if district and school administrators, network administrator, faculty, certificated staff, school nurses, secretaries, maintenance and custodial staff will report to work in person (if permitted by the NJDOE and NJDOH guidelines) or if they will work from home.

## Other Considerations

As indicated on NJDOE LEA Checklist for Virtual or Remote Instruction Programs for the 2023-2024 school year, the following considerations are explained below:

- a. Accelerated learning opportunities - We have an enrichment program at each school (Hillside Enrichment Program and Tenakill Enrichment Program). These programs will be delivered during virtual or remote instruction. Our rigorous STEM programs will also be delivered as part of the students' virtual or remote instruction.
- b. Social and emotional health of staff and students - We provide SEL programs through the ICARE program at Hillside School and the Advisory Program at Tenakill Middle School. Our school wellness teams have designed programs for teachers and students with a delivery of programs on Wellness Wednesdays. These would continue during a time of virtual or remote learning.
- c. Title I Extended Learning Programs - Currently, we have a small number of qualifying Title I students. We do offer Academic Assistance Programs after school and would consider offering the programs during virtual or remote learning time, while trying not to have excessive screen time for students.
- d. 21st Century Community Learning Center Programs - Our district is not a rural or inner-city community, and we are not eligible for this program. However, we have embedded 21st-century skills into our curriculum.
- e. Credit recovery - As a PreK through Grade 8 district, our program is not credit bound.
- f. Other extended student learning opportunities - Our PTO offers enrichment courses for students after school, and we would coordinate with them to offer these courses virtually.
- g. Transportation - We provide transportation services through Region III and in accordance with N.J.S.A. If any transportation is required during a time of virtual or remote learning, we will provide it.
- h. Extra-curricular programs - We offer athletic and extracurricular clubs to students, primarily in middle school. These programs will be offered depending upon the guidelines set forth by the NJDOE and NJDOH during any health emergency that would necessitate emergency virtual or remote learning.

- i. Childcare - We offer before-school and after-school care programs through a third-party vendor. If schools were operating virtually or remotely, we wouldn't need these programs. However, if the NJDOE and NJDOH guidelines permitted students to be in the school building, we would coordinate with our service provider to provide childcare for parents.
- j. Community programming - We work with the Closter Nature Center to provide programs to students when in-person instruction is taking place. During virtual or remote instruction, we would coordinate with the Closter Nature Center to determine if any of the programs could be offered virtually, or, if possible, in person.

<b>Contact Information</b>
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Remote Instruction Inquiries:	Vincent McHale, Superintendent 201-768-3001, ext. 41116 <a href="mailto:mchalev@nvnet.org">mchalev@nvnet.org</a>
Health Inquiries:	Kristen Haenelt, HES School Nurse 201-768-3001, ext. 41121 <a href="mailto:haeneltk@nvnet.org">haeneltk@nvnet.org</a>  Virginia McHale, TMS School Nurse 201-768-3001, ext. 42222 <a href="mailto:TMSNurse@nvnet.org">TMSNurse@nvnet.org</a>
Special Education Inquiries	Patricia Eichenlaub, Director 201-768-3001, ext. 41120 <a href="mailto:eichenlaubp@nvnet.org">eichenlaubp@nvnet.org</a>
School Level Inquiries	Dianne Smith, HES Principal 201-768-3001, ext. 41117 <a href="mailto:dmsmith@nvnet.org">dmsmith@nvnet.org</a>  Kristen Zanin, HES Asst. Principal 201-768-3001, ext. 41131 <a href="mailto:zanink@nvnet.org">zanink@nvnet.org</a>

William Tantum, TMS Principal  
201-768-3001, ext. 42213  
[tantum@nvnet.org](mailto:tantum@nvnet.org)

Keith McElroy, Asst. Principal  
201-768-3001, ext. 42211  
[mcelroyk@nvnet.org](mailto:mcelroyk@nvnet.org)

## **Substitute Teachers**

<b><u>Name</u></b>	<b><u>Certification</u></b>
James Gerbig	NJ Substitute Certification
Corrine Corcoran	NJ Substitute Certification
Alissa Latner	Teacher Cert Elementary
Sandrine Ajram	NJ Substitute Certification
Sarah Guerino	NJ Substitute Certification
Lauren Kessler	Teacher Cert Elementary
Jennie Lee	NJ Substitute Certification
Joseph Moskowitz	NJ Substitute Certification
John Kilduff	NJ Substitute Certification
Sajni Vora	NJ Substitute Certification
Claudia Mattes	NJ Substitute Certification
Nina Mody	NJ Substitute Certification
Frank Noviello	NJ Substitute Certification
Jaime Perez	NJ Substitute Certification
Howard Stone	NJ Substitute Certification
Hande Ureten	NJ Substitute Certification
Nahuel Quiroga	NJ Substitute Certification
Kelly Kawaguchi	Teacher Cert PK-Gr. 3
Paula Gomez	NJ Substitute Certification
Ashley Jeong	NJ Substitute Certification
Ava Borelli	NJ Substitute Certification
Urvashi Ghia	NJ Substitute Certification
Dena Abdalla	NJ Substitute Certification
Kathy Keller	Teacher Cert Elementary
MaryBeth Topor	NJ Substitute Certification
Suzanne Weiss	NJ Substitute Certification
Puja Kothari	NJ Substitute Certification

## **Substitute Paraprofessionals**

<b><u>Name</u></b>
Anthony Nelson
Penelope Michelis
Virginia Mangano

## **Substitute Nurses**

<b><u>Name</u></b>
Barbara Farell
Kathleen Orlanes

## **Substitute Custodians**

<b><u>Name</u></b>
James Emmet
Mayuli Copeland
Cirilo Carbajal

## **Paraprofessionals with Substitute Certification (to be used as needed)**

<b><u>Name</u></b>
Julissa Agramonte
Noah Panagia
Changhui Sun
Christina Molina
Karen Finan
Judy Eller
Naynaben Dhorajia
Lena Kim
Bridget Duffy
Farha Saad