



**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION  
REGIONAL ACHIEVEMENT ACADEMY  
PUBLIC HEALTH RELATED  
SCHOOL CLOSURE PLAN  
COVID-19 PANDEMIC**

**Revised July 6, 2023**

This plan provides guidance to the stakeholders of the Regional Achievement Academy operated by the Monmouth-Ocean Educational Services Commission (MOESC) and serves as the plan for maintaining essential functions and services during a declared state of emergency, public health emergency or directive by a health agency., including continuity of student learning and operations under adverse conditions. Pursuant to N.J.A.C. 6A:16-5.1, school boards are required to have school safety and security plans that include appropriate protocols, which include, but are not limited to, the prevention of, intervention in, response to and recovery from emergency and crisis situations.

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## Background

The Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On March 3, 2020, the New Jersey Department of Education prepared a special broadcast to disseminate information regarding the potential impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) may have on school communities. The primary focus of this and subsequent communication from the NJDOE has emphasized preparedness and planning. On March 5, 2020, a NJDOE broadcast advised that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or canceling events.” (NJDOE Special Broadcast, March 5, 2020).

The New Jersey Department of Health identifies school closure as a potential strategy to limit transmission within a community. Any prolonged school closure must be initiated via a written directive from the Department of Health in consultation with district Superintendents and the Monmouth County Executive Superintendent. According to the March 5, 2020 special broadcast, any day in which students impacted by a public health-related school closure have access to home instruction services aligned with the guidance in the 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.

*Per the memo: “all boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects” (NJDOE Special Broadcast, March 5, 2020).*

## **School Cleanliness and Disinfection Protocols/Healthy Best Practices**

We are taking all necessary precautions to keep our school community safe. Our maintenance / custodial staff members are carrying out their daily cleaning schedules and have increased the cleaning of all high-traffic touch points throughout our buildings (door handles, keyboards, computer mouse, phone, switches, water fountains, etc.). We are regularly disinfecting all surfaces using Enviro Solutions ES72C as a multipurpose cleaner, Enviro Solutions ES64H as a neutral disinfectant, Airx75 as a high strength disinfectant, and our electrostatic spray gun that applies Vital Oxide (disinfectant) in an effective way.

While school is in session we continue to encourage frequent hand washing for students and staff and are taking all necessary health precautions to avoid the spread of any germs or illness.

Please continue to follow these best-practice activities to cut down on the spread of illness:

- Please stay home when you are sick.
- Students or staff who appear sick or who have elevated temperatures **remain home until fever-free for 24 hours without the use of NSAIDs (Advil, Ibuprofen, etc.) or Tylenol**
- Avoid contact with people who are sick
- Avoid touching eyes, nose and mouth
- Cover your nose and mouth when coughing or sneezing with a tissue and then throw the tissue in the trash
- Clean and disinfect frequently-touched objects and surfaces using a household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If your child presents symptoms or has a fever while in school, we will require you to pick your child up immediately. Please ensure that all contact numbers and emergency contacts are updated and arrangements can be made to pick up your child in the event that they become sick at school.

To find more information related to Coronavirus, please visit either the Center for Disease Control and Prevention Website or the New Jersey Department of Health.

## **Facilities Plan**

### ***Maintenance/Custodial***

Contact: Mr. Kenneth Shine, Supervisor of Buildings and Grounds

[kshine@moesc.org](mailto:kshine@moesc.org)

Custodial and Maintenance staff will follow the appropriate level of cleaning. The cleaning schedules will be defined by risk level and will be appropriately deployed in consultation with the Superintendent and in guidance from State and County agencies. In the event of a closure, custodial and maintenance staff will be deemed essential personnel and may be requested to report to the buildings to conduct cleaning and maintenance as necessary.

Custodial staff are included in all building access requests and immediately deploy the appropriate level of cleaning (as outlined below) in all areas of contact.

\* **COVID-19 Low Risk Cleaning**, MOESC Maintenance / Custodial staff will continue to perform their daily cleaning duties and focus on disinfecting high traffic touch points throughout the day.

\* **COVID-19 Medium Risk Cleaning**, MOESC Maintenance / Custodial staff will continue to perform their daily cleaning duties and focus on disinfecting high traffic touch points throughout the day. The buildings will be shut down on Saturday for a deep clean and disinfectant.

\* **COVID-19 High Risk Cleaning** (Essential Staff Only in Buildings), MOESC Maintenance / Custodial staff will continue to perform their daily cleaning for essential staff and will also perform a deep cleaning.

\* **COVID-19 High Risk Cleaning** (Maintenance / Custodial Staff Only), MOESC Maintenance / Custodial staff will perform a deep cleaning throughout the buildings.

\* **COVID-19 Outsourced Cleaning**, If Maintenance / Custodial become shorthanded for cleaning or disinfecting and need additional resources we may be required to outsource services (Maintenance / Custodial) utilizing the current Shared Services agreement with Ocean Township BOE and/or our vendor, Alliance, which offers disinfecting and sanitizing services.

\* **Cleaning Products**, Bioesque Botanical Disinfecting Solution - disinfectant that kills covid19 in 55 seconds, Airx75 – high strength disinfectant, Enviro Solutions ES64H – neutral disinfectant, Enviro Solutions ES72C – multipurpose cleaner, Vital Oxide – disinfectant used with the electrostatic sprayer, and Green Klean Chlorinated Tablets – disinfectant used with the electrostatic sprayer.

To assist with maintaining the cleanliness of the building, staff should make sure computers are turned off at the end of the day to make computer cleaning easier. Desks should be cleared as much as possible and all surfaces should be free of items so cleaning can be completed.

## Communication to all Stakeholders

During a closure, we recognize how important it will be to maintain communication with all district stakeholders. To that end, we will be using the following methods to communicate with parents, students, staff, Board members, local, County, and State offices and the representatives/case managers of the local educational agencies responsible for the education of our students.

- Daily phone calls with local, County, or State officials throughout a closure to review status
- Daily email communication from staff, teachers, counselors, etc. to parents, students, case managers and district representatives
- Daily updates to [www.moesc.org](http://www.moesc.org) with a section of the site dedicated to information related to COVID-19 and the school's emergency closure procedures and instructional resources for parents/students
- Use of School Messenger Broadcast System for updates and important messages
- Daily email updates to Board President and Board Vice President regarding changing plans or status of closure
- Utilize virtual meetings to hold scheduled IEP meetings with staff, case managers, and parents during the closure to ensure that all timelines are met.

## **Equitable Access To Instruction Students/Provision of Appropriate Special Education and Related Services for Students with Disabilities**

### ***Regional Achievement Academy (RAA)***

MOESC is committed to ensuring equitable access to instruction for all students in the event of a school closure. As an out-of-district, special education and general education placement for students with a wide variety of needs, the staff at the Regional Achievement Academy will continue to work as close as possible with case managers, guidance counselors and other district representatives in the students' home districts to provide continuity of instruction for our students. A blend of online resources as well as traditional activities will be provided to all students on the recommendations of the students' classroom teachers and counselors. The following protocol will be enacted in the event of a school closure:

#### **Regional Achievement Academy Contact:**

Mrs. Kathleen Miller, Principal

[kmiller@moesc.org](mailto:kmiller@moesc.org)

732-389-5555 ext. 1030

#### **Demographic Information**

The Regional Achievement Academy services students ranging from grades 6 - 12, from municipalities throughout Ocean, Monmouth and Middlesex County. The Local Education Agency does not provide socioeconomic information on our students and the specific demographic information related to free and reduced lunch eligibility is only provided to the LEA. Of our students with disabilities, students are classified as Students with Disabilities, mostly with classifications related to emotional or behavioral disorders. We currently do not have ELL students.

#### **Access to Technology**

All families will be contacted to determine if the students have appropriate devices and internet connections. Staff have Internet access or access to a device, either a home computer or a device provided by MOESC. During weekly updates to students and families, we will assess technology/access needs. We will work with the students' LEAs if there are connectivity issues or if we need additional devices, as the Commission is not eligible for Federal funds related to the CARES Act or other funding sources reserved for LEAs.

#### **Access to Meals**

The Regional Achievement will work with the sending district to ensure that all students have access to lunch in the case of a switch to virtual learning.

#### **Instructional Plan**

In order to meet the individual needs of all of the Regional Achievement Academy's learners, instruction is typically provided in-person from 8:15 AM - 1:00 pm five (5) days a week. In the event emergency remote learning is necessary the following will be utilized: Traditional paper-pencil methods will be provided depending on the students' preference, learning style, as well as IEP requirements in addition to virtual options for communication, self-paced lessons, Google Classroom and Meet access, etc. Hard

copy folders can be created for each student and updated information will be mailed if and when necessary.

- Folders may include the following:
  - Assignments for content areas-with directions
  - Modifications have been made to the assignments as necessary based on students' IEPs
  - Student schedules
- Google Classroom will be set up for students to contact teachers, receive and submit assignments as needed. Students and staff were all provided professional development and the rigorous instruction needed to implement virtual instruction in daily classes to prepare for closure. Professional Development will continue prior to the start of the school year as well as weekly during the school year.
- The following online learning platforms will be available for teachers to assign and students to access:
  - Discovery Education
  - IXL
  - Newsela
  - Khan Academy
  - NJVS
  - Google Apps for Education

### **Teachers**

#### **Instructional Staff Expectations**

- Daily professional development for staff for Social Emotional Learning, Wellness, Blended Learning, Culturally Responsive Teaching, Trauma Informed Teaching, etc.
- Daily lesson planning for In-Person, Hybrid and virtual lesson design for students via Google Classroom and Google Meet
- Read and review work that is completed and/or submitted online
- Daily meetings with special education and general education teachers to differentiate work
- Plan for daily instruction for students that complete assignments either In Person, Hybrid or Remote

#### **Paraprofessional at the Regional Achievement Academy Only (if needed)**

Paraprofessionals will complete the following activities daily utilizing virtual meetings and email as well as home computers:

- Conference with classroom teachers daily.
- Prepare program materials as directed by the classroom teachers.
- Participation in the Google Classroom lessons to support students as needed.
- Complete professional development modules.



**RAA Schedule 2023-2024**

**(Rotating Day Schedule - 4.5 Hours of Instructional Time)**

Time	Math	Science	Social Studies	English	PE/HE
8:15-9:00	Depending on enrollment				
9:00-9:45					
9:45-10:30					
10:30-11:15					
11:15-12:00					
12:00-12:45 Elective					
1:00 Dismissal					

**Student Groups:**

- Middle School
- High School
  - A
  - B
  - C
  - D

**Electives:**

- Foods & Nutrition
- College & Career Planning
- Financial Literacy
- Wellness

A combination of teacher instruction and the above resources will continue to be utilized to ensure student engagement, differentiated assignments and student understanding of content. This format will be utilized for the following learning modalities:

- In Person
- Remote learning if deemed necessary by the DOE/CDC

Assignments/ Student Growth	Grades 6-8	Grades 9-12
<b>Instructional Time: Synchronous Learning</b>	<p>In-Person Instruction Google meet sign on will be required for all Remote Students during in person class time. Remote students will be expected to follow the same schedule</p> <p>All Remote: Google meets are scheduled daily according to student schedules:</p> <ul style="list-style-type: none"> <li>● Students are invited to join via google classroom</li> <li>● Daily instruction is provided by the teacher</li> <li>● Follow-up instruction is provided by the teacher/counselor</li> </ul>	<p>In Person Instruction Google meet sign on will be required for all Remote Students during in person class time. Remote students will be expected to follow the same schedule</p> <p>All Remote: Google meets are scheduled daily according to student schedules:</p> <ul style="list-style-type: none"> <li>● Students are invited to join via google classroom</li> <li>● Daily instruction is provided by the teacher</li> <li>● Follow-up instruction is provided by the teacher/counselor</li> </ul>
<b>Class Assignments</b>	<ul style="list-style-type: none"> <li>● Class assignments are based standards</li> <li>● A google classroom has been created for the following classes <ul style="list-style-type: none"> <li>○ Assignments are posted daily</li> <li>○ English</li> <li>○ Math</li> <li>○ Science</li> <li>○ Social Studies</li> <li>○ PE/HE</li> <li>○ SEL-embedded</li> <li>○ Wellness-embedded</li> <li>○ SAC counseling</li> <li>○ Social Work-Counseling</li> </ul> </li> <li>● Assignments are posted daily</li> <li>● Traditional paper/pencil work is also available for those students who need to complete their assignments in this matter</li> </ul>	<ul style="list-style-type: none"> <li>● Class assignments are based standards</li> <li>● A google classroom has been created for the following classes <ul style="list-style-type: none"> <li>○ English (2 classrooms)</li> <li>○ Math Alg. I, Alg.II and Geometry</li> <li>○ Environment Science</li> <li>○ Biology</li> <li>○ Chemistry</li> <li>○ PE/HE</li> <li>○ SAC Counseling</li> <li>○ Social Work-Counseling</li> <li>○ SEL-embedded</li> <li>○ Wellness-embedded</li> <li>○ Financial Literacy</li> <li>○ Electives</li> </ul> </li> <li>● Assignments are posted daily</li> <li>● Traditional paper/pencil work is also available for those students who need to complete their assignments in</li> </ul>

		this matter
<b>Independent Work: Asynchronous Learning</b>	<ul style="list-style-type: none"> <li>● Work is differentiated based on student instructional level, IEP goals, accommodations and modifications</li> <li>● Independent work will be differentiated through <ul style="list-style-type: none"> <li>○ Newsela articles and IXL assignments in both math and language arts</li> <li>○ Science Lab tiered questions</li> <li>○ Social Studies text and questions</li> <li>○ Mathematics tiered math problems</li> <li>○ Discovery Education will be utilized across content areas for Projects based learning assignments, independent projects, activities and assessments</li> <li>○ Teacher/student/parent /guardian can schedule individual meetings via google meets, zoom meetings or phone call</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Work is differentiated based on student instructional level, IEP goals, accommodations and modifications</li> <li>● Independent work will be differentiated through <ul style="list-style-type: none"> <li>○ Newsela articles and IXL assignments in both math and language arts</li> <li>○ Science Lab tiered questions</li> <li>○ Social Studies text and questions</li> <li>○ Mathematics tiered math problems</li> <li>○ Discovery Education will be utilized across content areas for Projects based learning assignments, independent projects, activities and assessments</li> </ul> </li> <li>● Teacher/student/parent/guardian can schedule individual meetings via google meets, zoom meetings or phone call</li> </ul>

**Attendance: (Remote Options if deemed necessary by the DOE/CDC**

- In Person-Attendance taken daily
- Daily attendance is determined by student involvement in google meet classroom-Students who are remote are expected to follow the same schedule using google meets.
- Teachers follow up with students via email or phone calls when work is missing
- Principal follows up with students and parents via phone and/or email to check on the safety and well being of students when students are not completing work and/or when teachers cannot make contact with students or families.
- Attendance is reported to the sending district who uses that information at their discretion for promotion, retention, etc. purposes.

**Meeting Special Education Needs and IEP Meetings**

- Special education teachers make the appropriate modifications according to IEP's for student assignments
- Special education teachers ensure appropriate accommodations are utilized according to student IEPs
- Principal and district case workers plan and carry out 30 day evaluations and IEP meetings virtually with staff, parents/guardians and sending districts via zoom meetings, google meets and/or by phone.
- Principal and district case workers stay connected via email, virtual meetings and/or phone calls

### **Social Workers**

If necessary, **Remote Learning:** School Social Worker will be available to consult with parents, districts, and staff via email or Google meets. They have set up Google Classrooms for students to engage in SEL activities and videos related to each individual student's counseling needs. They will check-in biweekly with students and parents via email during the closure. They will have students complete a log of concerns, activities and other areas of SEL during closure. Folders with activities related to counseling topics will be posted in Google Classroom. They will also work on adjusting schedules and planning for student return.

### **Progress Monitoring - Grading**

The Principal is in contact weekly (or when needed daily) with district contacts or case managers. All students will be graded based on the Regional Achievement Academy's grading practices. The Regional Achievement Academy does not maintain student transcripts as they are created by the LEA. So, the grades earned at the Regional Achievement Academy are used by the LEA to complete the student's local transcript.

The special education teacher ensures that all goals and objectives outlined in the students' IEP and provide progress indicators to district case managers, parents, and the students. As most of the goals and objectives are related to behavior, the staff maintain as much structure as possible to ensure that students are meeting behavioral goals while in virtual lessons. The school Social Worker also monitors progress towards counseling goals and shares indicators with case managers, parents and students as outlined in the IEP and progress-monitoring deadlines such as mid-marking period progress reports and report cards.

### **Security Staff- if necessary during remote instruction**

- Daily Conference with administration
- Develop and refine school security plan and conduct any webinars/trainings related to school safety.
- The Adventure Education facilitator will work virtually to plan activities for future Ed. Camp trips or virtual field trips for students.

### **Nurse: (If remote is deemed necessary by the DOE/CDC)**

The nurse, who is shared with another school district, will check in on families with students who have illnesses that require daily or as needed follow ups from 9:30 - 11:30 AM via email or google meet. In addition, the nurse will participate in webinars, conference calls, virtual training, etc. to maintain current health information and assist in any further planning needed during the closure.

**Secretary (If remote is deemed necessary by the DOE/CDC)**

Secretaries will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. They will continue to work virtually on scheduling, document preparation and planning, coordination of billing, payroll or Board meeting documents. Secretaries will check the voice messages daily and disseminate messages to appropriate staff members and assist in facilitating communication.

**Related Services (If remote is deemed necessary by the DOE/CDC)**

Related services will be provided via teletherapy according to the student's IEPs or service plans. Counseling services as prescribed by a student's IEP or the student's ISP are being provided via teletherapy. Our School Social Worker and SAC are utilizing virtual meetings and phone conferences for all 1:1 services. Virtual group therapy is being provided for all students via Google Meet and Google Classroom.

**ELL and Bilingual Needs**

As stated in the plan's demographic information, none of our current enrolled students are classified as bilingual or ELL students. In the event, we have an English Language Learner student(s) enroll, we will utilize Edmentum, our learning platform for New Jersey Virtual School, which can translate up to twenty different languages.

Students who have family contacts who do not speak English will receive communication in the appropriate language or we will utilize the students' LEA translator to assist in verbal communication.

**Credit Recovery**

In the event that a student needs credit or course recovery, Regional Achievement Academy can utilize New Jersey Virtual Schools' Edmentum learning platform for credit recovery.

**Student Graduation (If remote is deemed necessary by the DOE/CDC)**

Students graduate from their LEA, therefore the Regional Achievement Academy does not hold traditional graduation ceremonies. In the event a virtual graduation is necessary, the principal will communicate with the case managers or district contacts to ensure they are included in the district's graduation plans. The staff will plan a virtual celebration to be held the last week of school for students via Google Meet to say goodbye to students and celebrate their contributions to the Regional Achievement Academy. A gift bag which includes certificates and non-cash items will be delivered to the graduates' homes as part of the recognition. This will be modified if graduation is required to be held virtually during a period of closure.

### **Provision of School Nutrition Benefits**

MOESC is not part of the federal breakfast or lunch program and does not maintain information on students' free and reduced lunch status. The individual students' local education agencies will be responsible for maintaining school nutrition benefits.

### **ESY/Summer Programming**

The Regional Achievement Academy does not operate ESY or a summer program. The Principal is working with case managers and district contacts to utilize New Jersey Virtual School for students who may need remediation, additional coursework, or credit recovery courses over the summer.

### **Continuity of Operations MOESC Services/Programs/Staff**

MOESC staff will continue to make every effort to maintain essential operations in order to continue to provide the necessary services and perform critical business functions throughout the duration of this emergency situation. All staff have been provided with a secure VPN connection to MOESC servers and Systems 3000 software in order to perform tasks at home.

### **Essential Staff and Hours of Operation/Performance**

The Superintendent, the Assistant Superintendent, the Business Administrator, the Director of Special Services, the Chief Information Officer, the Supervisor of Transportation, the Supervisors of Buildings and Grounds, and the Human Resources Manager have all been identified as essential staff. In the event of a closure, these staff members and identified support staff are permitted to enter the building to perform tasks such as mail/delivery collection, processing payroll, or printing billing/accounts payable materials for billings. These activities will be limited to the hours of 9am-12pm and will be restricted to no more than 5 staff members in the same building at one time on an as needed basis with permission from the Superintendent. Custodial and maintenance staff will continue to clean and disinfect the building after anyone has entered and will complete maintenance tasks in preparation for the return to operations. Otherwise, all staff will work remotely.

All MOESC staff members will continue to perform their job responsibilities and tasks related to their individual job descriptions/assignments/departments. All staff will be expected to be available to perform their tasks from 8:00 am - 4:00 pm, Monday through Friday and will follow the approved school calendar for holidays and breaks. Teaching staff members and educational support professionals assigned through Chapter 192/193 and IDEA programs in non-public schools will be expected to provide instruction consistent with their individual school's remote instruction plan or perform tasks assigned by their MOESC supervisor. They are expected to be available for tasks and assignments during their regularly assigned hours of instruction. They will follow their school's calendar for closures and holidays.

### **Office of the Superintendent**

Dr. William O. George, Interim Superintendent

[wgeorge@moesc.org](mailto:wgeorge@moesc.org)

732-695-7810

Dr. Wendy Morales, Assistant Superintendent

[wmorales@moesc.org](mailto:wmorales@moesc.org)

732-695-7833

Dr. George and Dr. Morales will communicate with all stakeholders throughout any closure as well as Local, County, and State agencies. Coordination of all closure activities will be Dr. George's responsibility.

**McKinney-Vento Grant Manager and Superintendent's Secretaries.**

Work will be conducted virtually via email to continue to support districts, plan for rescheduling of trainings or future trainings or other work pertaining to the management of the grant and training. Secretaries will be provided tasks by the administration to work on scheduling, document management, answering inquiries, etc. Both the program manager and the staff specialists will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. Responsibilities will be conducted virtually from home, unless identified to report to the office to perform key tasks. In preparation to work remotely, staff are encouraged to copy any necessary files into their Google Drive.

**Business Office**

Contact: Mr. Christopher Mullins, Business Administrator

[cmullins@moesc.org](mailto:cmullins@moesc.org)

In the event that MOESC offices are closed, essential business operations, identified by the Business Administrator, will continue to operate.

- Payroll will be processed:
  - By essential personnel at the MOESC offices and/or remotely.
  - Remote access to key software will be provided to identified employees.
- Bank deposits:
  - Key personnel will retrieve mail and process deposits at MOESC.
- Billing, Accounts Payable and other business functions:
  - By essential personnel at the MOESC offices and/or remotely.

**Business Office Staff Specialists**

Staff Specialists will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. Responsibilities will be conducted virtually from home, unless identified to report to the office to perform key tasks. In preparation to work remotely, staff are encouraged to copy any necessary files into their Google Drive. Staff will also be available for daily department conference calls. Additionally, staff will be required to continue to work on Standard Operating Procedures.

**Transportation**

Contact: Ms. Samantha Clayton, Supervisor of Transportation  
sclayton@moesc.org

Transportation operations will be contingent upon the following:

- A) If MOESC remains open and individual districts close within Monmouth and Ocean County, MOESC staff will report to the office.
- B) If MOESC is closed, essential personnel will be available via email and the emergency contact number 732-556-7019. Transportation staff will be available for the following tasks:
  - Participate in daily conference calls
  - Monitor emails/office voicemail
  - Monitor district/school closures and record on Google sheet
  - Update calendars in Transportation system based upon closures
  - Maintain contact with districts/schools and contractors
  - Remotely remediate any transportation issues
  - Bid openings will be canceled and rescheduled

### **Special Services**

Contact: Mrs. Nandieta Itwaru, Director of Special Services  
[nitwaru@moesc.org](mailto:nitwaru@moesc.org)

In the event of a closure, all communication to staff by the Director and Supervisors will be conducted through email correspondence. The Director or designee will notify all agencies and contractors that provide CST, Related Services, or Nursing Services to MOESC clients, in the event that schools are closed and services are not needed through the closure. If MOESC is closed, MOESC staff will still communicate with agencies via phone or via email to fill staffing needs and requests. Staff required to attend IEP meetings virtually, will be notified. All paperwork should be emailed to the MOESC contact. Agencies will need to work with MOESC staff to plan for make-up services for impacted students.

### **Teachers**

Nonpublic school teachers are expected to participate in remote learning opportunities for students during school closures. Teaching staff would follow the remote learning plan designed by the nonpublic school they are assigned to. Staff will utilize the district-assigned Chromebook to complete their instructional and non instructional responsibilities. Teachers will be required to log their hours, tasks and responsibilities and submit these to their MOESC Supervisor daily. Once approved, hours will need to be entered into Veritime.

### **IDEA Paras**



Paras will be provided guidance and responsibilities based on the specific requirements of their placement. If the closure is of short duration, Paraprofessionals not needed to assist with online home instruction, will need to bank their allotted hours to be used when the school reopens. If the closure is of a long duration and they are not needed to assist in online instruction, then this will be discussed on an individual basis with their supervisor and other tasks or training may be assigned. If assisting in online instruction or participating in training, Paras will be required to log their hours, tasks and responsibilities and submit these to their MOESC Supervisor daily. Once approved, hours will need to be entered into Veritime. If needed, a district issued chromebook will be provided.

### APPS

MOESC Administrators will work with Districts to assess if APPS will be needed to help facilitate virtual learning plans. The expectation is that the APPS will work remotely assisting with online instruction with their students. If the closure is of a long duration and they are not needed to assist in online instruction, then this will be discussed on an individual basis with their supervisor and other tasks or training may be assigned. If assisting in online instruction or participating in training, Paras will be required to log their hours, tasks and responsibilities and submit these to their MOESC Supervisor daily. Once approved, hours will need to be entered into Veritime. If needed, a district issued chromebook will be provided.

### Home instruction

Pursue options for instructors to complete work with students virtually, if necessary.

### Green Grove Road Office Staff

Staff Specialists will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. Responsibilities will be conducted virtually from home, unless identified to report to the office to perform key tasks. In preparation to work remotely, staff are encouraged to copy any necessary files into their Google Drive.

### Technology

Contact: Mr. Joseph Ventre, Chief Information Officer

[jventre@moesc.org](mailto:jventre@moesc.org)

In the event of a closure, the Technology staff will be available for the following tasks:

- Conference calls or virtual conferences for updates and tasks as needed
- Monitoring of all servers, networks and other technology needs to ensure that all virtual instruction can take place
- Answer tech requests, assist with virtual instruction or access where necessary
- Support NJVS and respond to technical support requests submitted through Zendesk
- Work with the Superintendent regarding any messages or updates to post on social media platforms and the MOESC.org website
  - Facebook: [www.facebook.com/moescnj](http://www.facebook.com/moescnj)
  - Twitter: [www.twitter.com/moescnj](http://www.twitter.com/moescnj)

- Provide remote assistance to staff to ensure they can access the resources needed to perform their duties
- Work with CIO on all other assigned tasks

### ***New Jersey Virtual School (NJVS)***

Contact: Dr. Derek Tranchina

[dtranchina@moesc.org](mailto:dtranchina@moesc.org)

In the event of school closures related to the Coronavirus (COVID-19), **the New Jersey Virtual School will continue to follow normal operating procedures**. The help desk will continue to be available and students & staff should continue to progress through their work.

Communication regarding updates to the program or any interruptions in services or schedules, will be delivered via the NJVS section of the [www.moesc.org](http://www.moesc.org) Website, through our D2L portal and in the Maestro Login Screen. The Supervisor of NJVS will communicate with staff, students, and districts as necessary.

### Staff Responsibilities

**NJVS INSTRUCTORS:** will follow normal operating procedures.

**MCCI Instructor/Technology Program Specialist:** Unless there poses an issue or threat at MCCI, GED classes will continue to run as scheduled. We will communicate with our contacts at MCCI. In the event of a suspension of the MCCI GED program, the Technology Program Specialist will carry out the following:

- Support NJVS remotely (tech support for NJVS Instructors) as well as assist & support Special Services with their technology needs.
- Continue to develop Professional Development sessions/presentations and where possible, to create Professional Development videos (ie - Screencastify, iMovie) that can be uploaded to our MOESC YouTube channel.

### **Technology Staff Specialist:**

Staff Specialists will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. Responsibilities will be conducted virtually from home, unless otherwise directed. In preparation to work remotely, staff are encouraged to copy any necessary files into their Google Drive.

### **Human Resources**

Contact: Ms. Christine MacDonald, Human Resources Manager

[cmacdonald@moesc.org](mailto:cmacdonald@moesc.org)

The HR Manager and HR Staff Specialist will be available via email and virtual conference (google meet, Zoom Meeting) to answer any questions or concerns during the closure. All HR documents are

on Google shared Personnel “P” drive and individual “H” drives. Most job responsibilities can be completed virtually including but not limited to:

- Creating and revising HR SOP’s
- Correspond daily with other departments (special services, business office, etc.) to help/troubleshoot issues that arise.
- Monitor Aesop
  - Monitor out of district school calendars for changes due to closures and adjust the calendars in Aesop
  - Audit attendance records by cross referencing Systems’s 3000 attendance with Aesop records
  - Update / create canned reports
- Monitor Safe Schools training. Reach out to employees who are incomplete
- Update new hire forms
- Daily phone conference for updates
- Monitor emails and phone messages
- Assignments/tasks as directed by Superintendent

**The HR Staff Specialist:**

Staff Specialists will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration.