

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

Emergency Virtual or Remote Instructional Plan 2021-2022



*Dr. James Pedersen, Superintendent
Ms. Dixiana Carbonell, Assistant Superintendent
Ms. Bernetta Davis, Business Administrator*



**LEA Guidance for Virtual or Remote Instruction Plan
Attestation for the 2021-2022 SY**

Contact Information

County: Essex

Name of District, Charter School, APSSD or Renaissance School Project: Essex County Schools of Technology

Name of Chief School Administrator or Lead Person: Dr. James Pedersen

Chief School Administrator or Lead Person Contact Number: (973) 412-2060

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) to assist districts in the development of their 2021-2022 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year's plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the plan and list the corresponding plan page number, or mark "no" if the information is not contained in the plan. The chief school administrator or lead person is expected to provide an explanation to the county office of education for all areas marked "no."

By October 29, 2021, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2021-2022 along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction.

The program should account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Page Number: 11

District Confirmation: Yes No

County Confirmation: Yes No



The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs.

The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Page Number: 10

District Confirmation: Yes No

County Confirmation: Yes No

The plan contains the required length of a virtual or remote instruction day.

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

Page Number: 9

District Confirmation: Yes No

County Confirmation: Yes No

Plan Posted on LEA Website

Is the plan posted on your website? Yes No

Website link: www.essextech.org

APSSD Only

Was your plan shared with all sending districts? Yes No

Board Approval

Date (mm/dd/yyyy): 10/18/2021

Name and Signature of Chief School Administrator or Lead Person

Chief School Administrator or Lead Person Name: Dr. James Pedersen

Chief School Administrator or School Lead Person Signature: 

Date (mm/dd/yyyy): 10/18/2021

Date of Submission to County Office

Date (mm/dd/yyyy): 10/19/2021



Joseph N. DiVincenzo, Jr.,
Essex County Executive
And Essex County Board
of County Commissioners



"Our Schools of Technology offer our students a dynamic, first-class education that will provide them with the foundation for a successful future."

Nondiscrimination/Title IX Statement

The Essex County Schools of Technology School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Individuals with questions about any form of discrimination, or who wish to report a violation, are encouraged to contact any of the persons or agencies listed below. In addition, inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the U.S. Department of Education Office for Civil Rights, or both.

Mr. Michael Venezia
Title IX/Affirmative Action Coordinator
60 Nelson Place 1 North, Newark NJ 07102
(973) 412-2072/ mvenezia@essextech.org

Dr. Patricia Clark-Jeter
504 Coordinator
498-544 West Market Street, Newark NJ 07107
(973) 412-2233/ pjeter@essextech.org

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Enrique Lomba
Supervisor of ESL & World Language

Eric Love
Payne Tech Principal

Ayisha Ingram-Robinson
West Caldwell Principal

Chetram Singh
Supervisor of Instructional Services

Carmen Morales
Newark Tech Principal

Anibal Ponce
Payne Tech Vice Principal & Adult School

Gerard DiVincenzo
West Caldwell Tech Vice Principal

Emily Bonilla
Payne Tech Vice Principal

Jenabu Williams
Newark Tech Vice Principal & Adult School

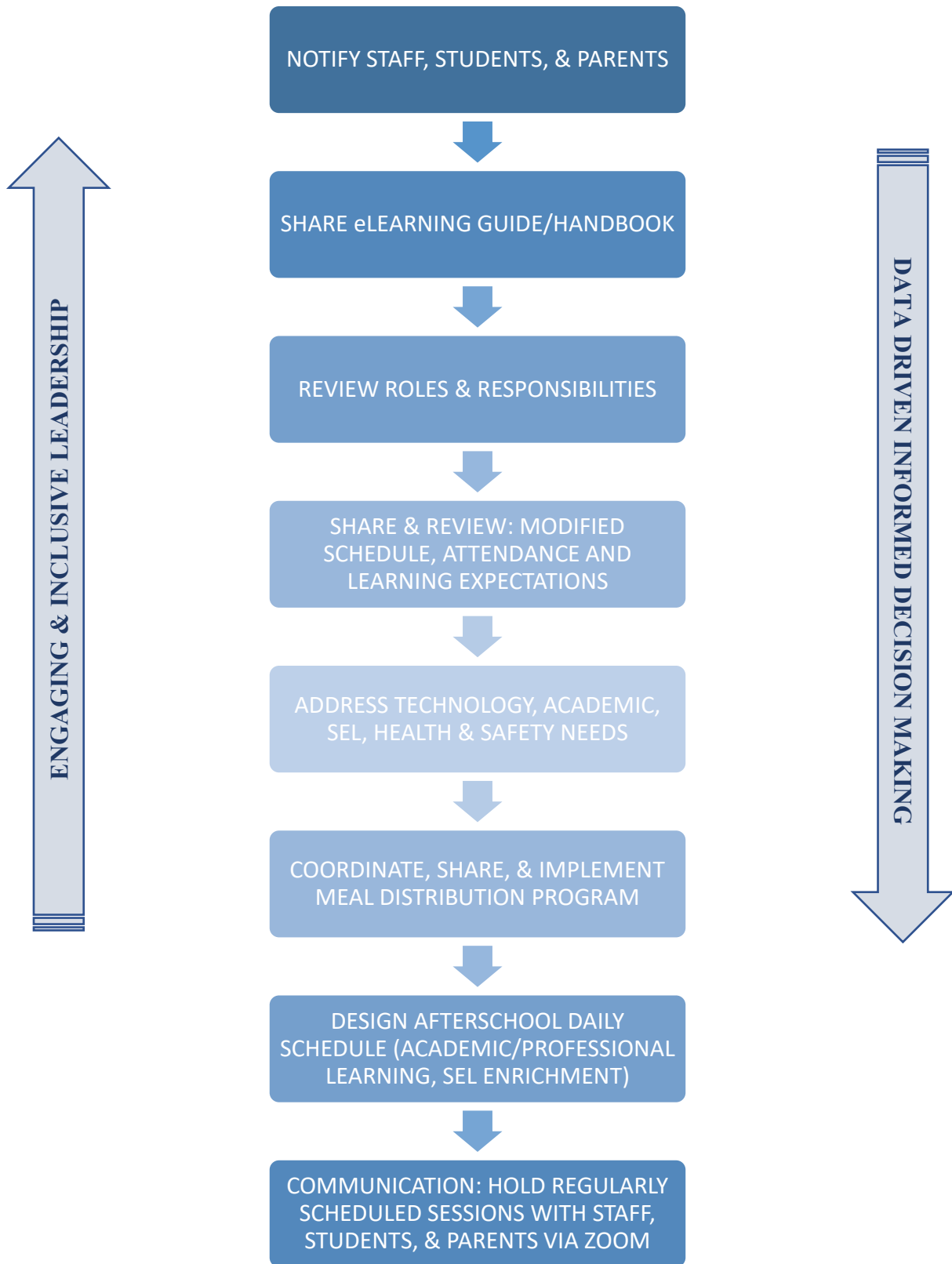
MaryBeth Landis
Supervisor of Mathematics & VPA

Joseph DiVincenzo, Jr.
Special Assistant to the Superintendent

The Essex County Schools of Technology “One to World” device initiative has afforded all of our students access to hybrid learning opportunities and technologies necessary in the event of an emergency school closure. In addition to investing in technology tools for all of our staff and students, the district has also tapped into the knowledge and expertise of our staff. Our human capital coupled with the district resources has ensured that quality teaching and learning is continuous and that the health and wellness of our community is always a priority.

PLANNING & PREPARATION			
Leadership and Teachers: facilitated workshops during the summer and school year for all district staff on using the district adopted software and the eLearning platform Schoology, and hired school level staff to provide individualized support.	Teachers: teachers have created virtual folders in Schoology and have two weeks’ worth of lessons that students can access and complete.	Parent Coordinator: the parent coordinator will work with staff to coordinate and facilitate training for the parents on accessing and using PowerSchool and Schoology. [10/7/21]	IT Department: During the summer, the IT department disseminated devices to all incoming 9 th grade students and newly hired staff. IT has also replaced missing/broken devices including tech accessories (e.g. chargers, etc.).
Support Staff: Paraprofessionals, school counselors, and child study team members have been assigned student cohorts to follow up on so as to ensure the necessary supports and services are in place for academic progress and success.	Human Resource: the Human Resource department will continue to work with key stakeholders in the hiring, health and safety, and retention of staff members. It will also assist with contact tracing, quarantine protocols, and dissemination of information.	SACs & Nurses: the student assistance coordinators will work with nurses and other staff members to address the social and emotional learning of our students. Nurses will work with key stakeholders to monitor COVID exposure, cases, and the overall health and wellness of our staff and students.	Business Office: the business office will work with grant supervisors and other stakeholders to ensure every department has the resources and support necessary to provide services in a fiscally responsible manner.
Leadership: the school/district leadership, under the guidance of the superintendent, will to continue to assess and address the needs of the district in terms of technology, teaching and learning, attendance, social emotional supports, program planning adjustments, health and safety, and fiscal priorities.	Food Vendor: Maschio’s will work with Business Administrator and School/District leadership to coordinate meal pick up locations and times. The Safety and Transportation department will also work collaboratively with the team and make arrangements to drop off food, if needed.	Supervisors/Directors: the district level supervisor/directors, under the guidance of the Assistant Superintendent, will work with the Human Resource department to address staff attendance needs, readiness to facilitate virtual/remote instruction and make provisions where necessary to ensure instructional continuity. They will also work with the Human Resource department to address unique staffing needs.	Custodians/Maintenance: the custodian/maintenance department will clean and sanitize every classroom and all shared spaces and work with Business Office to coordinate the order of cleaning and EPP supplies.

VIRTUAL OR REMOTE INSTRUCTION



In the event of an emergency closure,

1. **NOTIFICATION:** Staff, parents, and students will be notified via the following:
 - Robocall
 - District Website
 - Naviance/PowerSchool Parent Portal
 - Schoology Teacher Pages

2. **INSTRUCTION:** An eLearning Student Guide and Staff Guide will be disseminated along with a modified schedule to ensure instructional continuity. These documents will serve to guide our staff and students on the expectations and procedures to follow and adhere to. The guides will also include the contact information for key staff members (e.g. IT support, support staff, school administrators/supervisors, etc.). It should be noted that *the modified schedule and learning components/expectations were also published in the Educator Handbook shared in the beginning of the school year with all staff.*

8. EXECUTIVE ORDER FROM THE GOVERNOR CLOSING IN-PERSON INSTRUCTION

We must prepare for an unexpected situation in the event that schools must stop in-person instruction and resume either hybrid or virtual teaching and learning. Please note that we will be asking for two weeks of lesson plans that can be taught asynchronously in the event we have to shut down in-person instruction. These will be due by the October In-Service date.

eLearning Modified Schedule

31 Minute Lesson Expectations	
Recommended Lesson Components & Times	# of min
Do Now/Warm Up (ZOOM or OTHER LIVE STREAMING MEDIUM): *Relevant to Lesson	3-5
Intro to Lesson: (ZOOM or OTHER LIVE STREAMING MEDIUM): Communicating Lesson Objectives, Discussion, Guided Practice, Presentation, Modeling, Theory *Note Taking/NJSLS/Industry Standards	3-5
Independent Practice: (SCHOLOGY/EDMENTUM) Engaging & Relevant - Practical Application, Projects, Hands-On Tasks *Rubrics, Interdisciplinary, Technology, Mastery of Learning	10-15
Wrap-Up/Closure AND/OR Formative Assessment: Review, Next Steps, Constructive Feedback, Clarification, Q & A E.g. Exit Ticket, Peer Evaluation, Self-Evaluation	3-6

* HW: Students that are not able to finish the Independent Practice tasks, will complete for homework.

MODIFIED BELL SCHEDULE	START	END	# OF MIN
HOMEWORK	8:30	8:55	25

The eLearning daily schedule reflects the academic and social emotional needs both considered and incorporated to ensure students received a thorough educational experience. The scope of work in a daily class session, at a minimum, will include a Do Now activity, direct instruction via Zoom, task, and informal/formal formative assessment. Attendance will be taken, recorded, and shared daily for both Homeroom and Class Sessions.

A portion of day will be reserved for individualized professional and academic, social, and emotional support vis-à-vis:

- Teacher Virtual Office Hours,
- Post-Secondary guidance and instructional support,
- Child Study Team related services,
- Academic and Career related guidance,
- Social emotional individual and group sessions,
- Grade level meetings & presentations,
- Consultant support services,

- Guest speakers, pep-rallies, spirit week activities, college presentations, and other student-related services,
- Speech language services,
- Professional Development, Collaborative Planning, & PLCs,
- Extracurricular Meetings

Each student’s progress toward satisfying the high school graduation requirements will continue to be carefully monitored. PowerSchool log entries from teachers and support staff will be addressed by the school administration and interventions (individual instructional plan, behavioral plan, etc.) will be created collaboratively with various stakeholders, including student and parents. Timely intervention and support will be offered to students at risk to ensure they succeed and graduate with their class. For those students that need additional time and support, summer enrichment, credit accrual, and remedial programs will continue to be offered.

Staff will respond to all instructional inquiries from students and parents within 24 hours, and work with school counselors to ensure supports and services are delivered. Other inquiries will be addressed within 48 hours. The I&RS team will continue to provide supports to students and staff via Zoom. Staff will continue to implement the 504 and IEP expectations outlined in the PowerSchool Special Programs application. Staff will continue to use the Access for ELLs student reports and WIDA standard to differentiate instruction for English Learners.

eLearning MODIFIED SCHEDULE

2021-22 Modified SCHEDULE			
Homeroom	8:20a.m.-8:30a.m.	Homeroom	8:20a.m.-8:30a.m.
Period 1	8:30a.m.-9:00a.m.	Block 1 (1-2)	8:30a.m.-9:30a.m.
Period 2	9:00a.m.-9:30a.m.		
Break	9:30a.m.-9:45a.m.	Break	9:30a.m.-9:45a.m.
Period 3	9:45a.m.-10:15a.m.	Block 2 (3-4)	9:45a.m.-10:45a.m.
Period 4	10:15a.m.-10:45a.m.		
Period 5	10:45a.m.-11:15a.m.	Break	10:45a.m.-11:30a.m.
Break	11:15a.m.-11:30a.m.		
Period 6	11:30a.m.-12:00p.m.		
		Block 3 (6-7)	11:30a.m.-12:30p.m.
Period 7	12:00p.m.-12:30p.m.	Block 4 (8-9)	12:30p.m.-1:30p.m.
Period 8	12:30p.m.-1:00p.m.		
Period 9	1:00p.m.-1:30p.m.		

STUDY HALL (time devote to catching up with assignments & tasks) *Teacher Virtual Office Hours/ Specialized Services/ Workshops/ Events/ Professional Learning	1:30p.m.-2:49p.m.	STUDY HALL (time devote to catching up with assignments & tasks) *Teacher Virtual Office Hours/ Specialized Services/ Workshops/ Events/ Professional Learning	1:30p.m.-2:49p.m.
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3. **ATTENDANCE:** Attendance for staff and students will taken using the following platforms:
- Staff Attendance-AESOP Frontline
 - Student Attendance-PowerSchool & Schoology

During Virtual/Remote Instruction, students are required to log into Schoology and participate in classroom instruction with their respective instructors. Schoology participation and Zoom sessions will be used to confirm class attendance. Instructors will continue to enter student daily attendance using the corresponding attendance code in the Student Information System (SIS).

For students on home instruction or experiencing difficulties in accessing the assignments online, hard copies of the assignments will be provided and IT will be contacted immediately. Attendance will be monitored by the school administrators and designees. Additionally, IT will work with the family to provide access and connectivity.

The district will monitor individual student attendance on a daily basis and the list of students who are recorded as absent will be sent to specific school staff, who are assigned to follow up with the students and their parents.

School counselors and secretaries are responsible for calling general education students who are marked absent on any given day. School VPs, school counselors, and CSTs are responsible for monitoring student’s academic performances. Supervisors, Directors, Paraprofessionals and CST staff members are responsible for contacting SWD, EL, and shared-time students daily.

Lack of success in contacting a student will result in the student being reported to the DRSR and school principals. The DRSR will continue to make additional family calls, request wellness checks, or engage DCP&P for students we may lose contact with. School staff will continue follow up and report on students accordingly.

4. **MEAL PLAN:** Maschio’s, food vendor, will work with school/district leaders to create a Meal Distribution plan. The tentative plan for the distribution of meals will be enacted:
- Serve students 10-12pm on Monday and Tuesday.
 - On both days breakfast and lunch will be provided to each student for the entire week.
 - Maschio’s employees and district staff will be assigned as needed.
 - A table will be set up for students to pick up their bagged meals for breakfast and lunch for the entire week at Payne Tech (South 11th St Parking Lot).
 - As required per the NJ Department of Agriculture guidelines, a roster of student names for all meals picked up will be maintained. In addition, students will be able to pick up breakfast and lunch from their sending districts. Food distribution times and locations will be posted on the sending districts’ websites. Robo calls will also be used, as needed, to share the plan and direct parents and students to the website for additional information.

5. **CONNECTIVITY:** The district is continuously looking for ways to support students and staff instructionally. All students and staff in the district have a laptop or a Chromebook device. Students and staff can call the Web Help Desk when they have technical problems with their laptops or lack internet access (973-412-2295/2283), or can make appointments during designated days and times for in-person support.

IT continues to work diligently to make sure both staff and students have WiFi connectivity and that our technology is working properly. The IT Department helps students to connect to a hotspot provided by major internet companies (Optimum Online, Spectrum, Altice, etc.), repair or exchange any faulty device. Additionally, the virtual help desk is still in place for support, <https://vhs.g.essextech.org>. Information about internet access and tech tool tutorials will continue to be shared via email, parent notification letters, and on our website.

6. **COMMUNICATION:** The district understands the importance of communication in “creating and sustaining positive, collaborative, and productive relationships with families and the community for the benefit of students (Professional Standards for Educational Leaders).”

During Virtual/Remote instruction, the district will keep the staff, students, and parents/community informed through the following mediums.

<i>STAFF</i>	STUDENTS & PARENTS
<ul style="list-style-type: none"> • <i>WEEKLY SCHOOL ZOOM MEETINGS WITH SCHOOL ADMINISTRATORS, SUPERVISORS, AND/OR DIRECTORS.</i> • <i>DAILY DISTRICT ZOOM CHECK INS, Q&A, INFORMATION UPDATES.</i> • <i>EMAIL COMMUNICATIONS/UPDATES</i> • <i>ROBOCALLS.</i> • <i>NEWSLETTER.</i> • <i>WEBSITE.</i> 	<ul style="list-style-type: none"> • BI-WEEKLY PARENT MEETINGS WITH SCHOOL/DISTRICT LEADERS. • CLASS LEVEL STUDENT ZOOM MEETINGS WITH SCHOOL ADMINISTRATORS. • GROUP MEETINGS WITH SUPERVISORS, DIRECTORS, AND OTHER STAFF. • INDIVIDUAL ZOOM STUDENT-STAFF MEETINGS. • EMAIL COMMUNICATIONS/UPDATES. • ROBOCALL • NAVIANCE, POWERSCHOOL, & SCHOLOGY NOTIFICATIONS. • WEBSITE.

7. **COLLABORATION:** The Superintendent will work with the Board of Education, NJ Department of Education, Health Department, school/district leadership, instruction/support staff, parents, students, and community members to ensure compliance with the procedures and regulations outlined in policy 2425.

POLICY 2425: The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district’s virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner of Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider

in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).

3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.



Essex County Vocational Technical Schools BOARD OF EDUCATION

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Extract From The Minutes Of A Meeting Of The Essex County Schools of Technology Board of Education As Recorded In The Official Minute Book

The Board of Education of the Essex County Vocational Technical Schools District in the County of Essex, New Jersey convened for the Regular Board Meeting on **October 27, 2021** at the Central Office, 60 Nelson Place, Newark, NJ 07102. The members of the Board of Education present and absent at the time of this action were:

Present: Mr. Salvatore Carnovale, Ms. Adrienne Davis, Ms. LeeSandra Medina, Ms. Jennifer M. Carrillo-Perez
Absent: Dr. Chris T Pernell, Rev. Edwin D. Leahy

STATE OF NEW JERSEY, COUNTY OF ESSEX

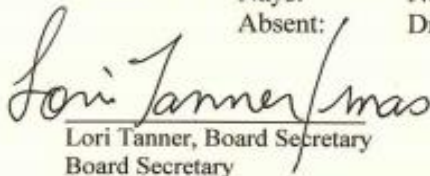
I, Lori Tanner, Board Secretary of the Board of Education in the County of Essex, State of New Jersey, hereby certify that the following extract from the minutes of the meeting of the Board of Education duly called and held on the date indicated has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of said Essex County Vocational Technical Schools District; and is a true, complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract in witness I have hereunto set my hand and affixed the corporate seal of said Essex County Vocational Technical Schools District.

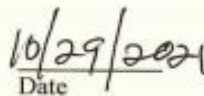
Resolution #22-220: Approve the Virtual or Remote Instructional Plan and Emergency Policy # 2425, for the 2021-22 School Year

On the motion of Mr. Carnovale, seconded by Ms. Perez BE IT RESOLVED that upon the recommendation of the Superintendent of Schools the Board approves the Virtual or Remote Instructional Plan and Emergency Policy # 2425, for the 2021-22 school year as per PL2020c.27 and NJSA 18A:7F-9 and authorizes the Superintendent to submit the plan, verifying compliance, to the NJ Department of Education.

Additional Information: On October 20 2021, Mary Ann Sweeney, at the direction of the Board Secretary, polled the Board via email and recorded that five (5) of the six (6) Board members voted to approve the inclusion of this item on the agenda.

Roll Call: Yeas: Mr. Carnovale, Ms. Davis, Ms. Medina, Ms. Carrillo-Perez,
Nays: None
Absent: Dr. Pernell, Fr. Leahy


Lori Tanner, Board Secretary
Board Secretary


Date