

**COVID-19: District Preparedness to Feed Eligible Students
Support to County Office of Emergency Preparedness for Evaluation of District
Plans**

**Purpose: Model Plan for Offices of Emergency Management (OEM)s to use
when reviewing
Emergency Food Preparedness**

- The entire plan is provided for the purpose of context
- The food preparedness section is found on pages 12-14
- This model plan is to be used in coordination with the Food Preparedness Plan Review Guidance
- Neither document is intended to be a checklist. In combination, they are intended to provide a guidance in ensuring that every district has a plan to serve eligible students during the COVID-19 district closures.

Essential Personnel

The following employees are considered essential personnel.

- Deborah A. Pontoriero
- Wendy Smith
- Kethy Ordonez
- Ingrid Trotman

Pace Charter School of Hamilton

Coronavirus

Common Planning Document

March, 2020

Submitted for Review to:
Interim Executive County Superintendent
Yasmin E. Hernandez
Office of Mercer County

I. INTRODUCTION

The Pace Charter School District, Mercer County, recognizes the importance of continuing to educate its students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education for a minimum of 14 calendar days.

II. PURPOSE

This plan provides guidance to the Pace Charter School District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. It does not replace or supersede any laws or policies; it simply serves as a guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak.

Those requirements include:

- Written directive from DOH or Local health Agency ordering closure;
- Equitable access to services for all students;
- Address provision of appropriate education for Special Ed student; and
- Provision of school nutrition benefits for eligible students.

III. COMMUNICATION

Communication to District employees and stakeholders has already started. On March 13, 2020 a letter to the community and district employees was sent out. Moving forward, the district will use all available communication tools to provide District employees and the community with information and updates. This will include:

- Calling Post robocalls
- Emails
- Social Media
- Updates to the designated webpage
- District and building-level meetings

IV. DEMOGRAPHIC INFORMATION

Number of Enrolled Students (as of 3/10/2020)	387
Number of Special Education Students (as of 3/10/2020)	12
Number of Homeless / Migrant Students	0
Number of Medically Fragile Students (includes 1:1 nursing in district)	0
Percentage of Students with a Device and Internet at Home (based on 3/10/2020 student survey)	K-2nd Paper Copies
	3rd-8 th , 99% internet with devices
Percentage of Students Without a Device and / or Without Internet at Home (based on 3/10/2020 student survey)	3 students without internet

PANDEMIC PLAN

Pandemic Response Team

During this time of planning and potential implementation of this plan, the following people are part of the Pandemic Response Team for the School District:

- Chief School Administrator
- Principal(s)
- Vice Principal(s)
- School Nurse
- Food Service Director
- Special Education Supervisor
- Facilities Personnel
- Technology Coordinator
- School Safety Coordinator
- Guidance Counselor

Supplemental members of the Pandemic Response Team include:

- Mercer County Health Department;
- Hamilton Township Health Department.

The Pace Charter School of Hamilton, Board of Education and its legal advisor, Thomas Johnston, will also be called upon for consultation and legal advice.

CONTINUITY PLAN

Essential Functions

The essential functions of the district will continue as long as possible while buildings remain open and operational. It is expected that all schools, and Student Services will remain operational and open for faculty and staff. If one or more buildings must be closed, the remaining buildings can be used. If all buildings must be closed, the district is prepared to work remotely to maintain essential functions like payroll, health benefits, instruction, communication, etc.

Equitable Access

On Tuesday, March 10, 2020, students were surveyed on their capabilities of completing work online at home. 99% of students have the ability to do so. Lessons for the remaining 1% will be provided in a more traditional manner with books, worksheets, and activities. Students will also receive contact from teachers, guidance counselors, nurses, and case managers (special education students) while schools use remote learning. This is to ensure that students have equitable access to their materials and learning, and to address any needs they may have. More details are provided later in the plan.

Certified Staff Expectations (all levels, all grades, all subjects)

In the event of at least 14 calendar days remote learning, the teacher responsibilities are to support students for 4 hours per day, 20 hours per week. Every teacher is responsible to support students assigned to them for the 2019-20 school year. Monitor their district-issued email account and respond as appropriate to parent/guardian emails within 24 hours. Provide academic feedback as appropriate to students. Collaborate with building administration and grade/subject-level colleagues as needed for support and consistency throughout the district.

Grade-level learning experiences have been developed for students with the intergration of academic websites and other educational resources via the internet.

District and Building Administrator / Supervisor Expectations

- Continually review ongoing instructional opportunities being provided, both electronic as well as traditional for students under their supervision and complete ongoing “Statement of Assurance” (electronic) to the Main Office.
- Continually review daily staff to student interactions via email notifications (hours set between 10:00 - 2:00 daily).
- Continually review daily staff to parent/guardian(s) interactions via email notifications (hours set between 10:00 - 2:00 daily).
- Continually communicate (phone, email, social media, webpage) with families of students under their supervision.
- Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our Pace students.
- Continually review ongoing scope of work and responsibilities for all non-certified staff under their supervision.
- Continually review ongoing scope of work and responsibilities for all custodial functions under their supervision.
- Develop a “Rescheduling” plan for all school related activities that are postponed if possible.
- Develop a “Rescheduling” plan for any school related class trips that are postponed if possible.
- Conduct a full facilities audit to identify all issues/concerns both large and small and provide the audit to the director of facilities, buildings and grounds.
- Review, reflect upon and create a “Suggestions List” for changes to current district code of conduct.
- Review with content area supervisors all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students.
- Work with data coordinator to review school report card information and develop a comprehensive plan of action to address deficiencies.

- Provide Statement of Assurance to District Directors that instructional staff has completed ten days worth of lesson plans for remote learning.
- All other duties and responsibilities as assigned by the Chief School Administrator or his/her designee.
- Monitor Staff Attendance.

In the event the district implements this 14 calendar day remote learning plan, all students were provided with a Chromebook and joined Google Classroom where assignments and learning will take place. Students with IEPs will receive adapted online or paper assignments as outlined in their IEP. The special education teachers met with the general education teachers to discuss adaptations and modifications that are needed for students. Special education teachers will check in daily with students with IEPs to monitor their assignment completion and answer any questions they may have about their online assignments.

Pace Charter School District also has the following emergency closing procedures in place to ensure the continuity of services:

- 1) All staff will be required to develop up to ten days (two weeks) of lessons for students on their assigned rosters. Should remote learning need to extend beyond ten days, faculty and staff will be asked to prepare additional learning opportunities. Throughout the period of remote learning, building and central office administration will review/provide feedback on a regular basis.
- 2) A planning tool was created to assist instructional staff with the variety of ways to develop remote learning plans for students (based on student access to devices and/or the Internet).
- 3) An additional checklist was created to ensure that all lessons (regardless of format/delivery) include course/subject area, objective, standard, materials, activity/task, approximate number of minutes, and how the task/activity will be assessed/evaluated.
- 4) Staff will create take home packets for students without access to the Internet and/or a device at home. Should the remote learning period extend beyond the 14 calendar days, additional information must be shared with those who are not able to do the work online and/or materials will be mailed to them through the US Post Office or made available for pick up at the school in the outside mail bin.
- 5) Special Ed and student services will make every effort to provide an appropriate education for special education students during a period of pandemic outbreak. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning. Student progress will be monitored and feedback provided online by special education teachers when appropriate, with the opportunity to communicate directly during scheduled times.

Upon return to school, IEP meetings will be held as appropriate to determine if additional services are required. IEP meetings will be held as appropriate to determine if compulsory education services are needed to address an individual student's progress toward learning goals and objectives.

All General Education SPED students in classes K-8

Students will continue as usual per general classroom instruction by teacher(s). Special education teachers will modify and adapt as appropriate to students IEPs.

Special class programs K-8 NOT APPLICABLE AT THIS TIME

Medically Fragile students NOT APPLICABLE AT THIS TIME

Homeless/Migrant Student NOT APPLICABLE AT THIS TIME

Case Managers (CST and Speech and Language Therapists) - CONTRACTED

The expectation is that CST teams will continue to develop IEPs, write reports, and plan for next year. Teams can conference through Google hangouts, phone conferencing, and Google classroom. Virtual office hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.

Annual Reviews/Re-evaluations will be rescheduled. Timelines will be considered and extended as necessary during the closure period. If necessary, the IEP team will hold video and/or phone calls for eligibility, annual, and reevaluation meetings

Guidance (MS and Elementary)

- Counseling will be provided through video chat or phone calls if needed
- Reach out to families/students through email and/or phone calls
- Communicating with staff (teachers and CST) to discuss student concerns, I&RS concerns, at risk students, and 504 updates
- Professional Development, book reviews/ online PD, webinars, research

Related Services (OT/PT/Speech) - CONTRACTED

Students will be provided 20 minutes of service per week/per student. We will review all options such as videotaping lessons for group or individual. We will develop a list of activities that can be addressed by virtual learning in a home environment. Office hours will be set up to address parent concerns, questions, as necessary. Below is a list example of programming:

- Home programs for therapy students, if therapist able to go into house
- PT-Not Applicable
- SP- Not Applicable
- OT- Not Applicable
- Free ipad apps
- SP- Not Applicable
- OT-SP Not Applicable
- Share websites on teachers page
- Zoom or Go To meetings

Nurse

- Complete Kindergarten Registration Health Folders
- Complete transfer of health screening results to A-45s
- Complete supply order
- Update Awareness List
- Replenish Bloodborne Packets for Teachers
- Start paperwork to give to parents in June for 2020-2021 school year, Medication forms, Food Allergy Action Plans, Asthma Action Plans, Seizure Action Plans, Epipen designee and Emergency Action Plans.
- Review policies and update accordingly via phone with nurses on committee

Educational Assistants

- Will support teachers in preparing printed copies for students, preparing packets, and distributing items to families as needed.
- Participate in online PD/webinars.

Provision of School Nutrition Benefits for Eligible Students

In the event the district implements this 14 calendar day remote learning plan, Pace Charter School District has the following food service plan to ensure the provision of meals to eligible students.

In accordance with guidance released March 6, 2020 from the USDA, the District will apply for the temporary Summer Seamless Option (SSO) program in SNEARS.

The District will propose the food pick up site to supply food for both breakfast and lunch to be prepared by the food vender and delivered to 1949 Hamilton Ave. The following Proposed Feeding Plan will be followed:

- Distribute food to students at the parking lot from 10-12pm starting Tuesday, March 17, 2020.
- A minimum of 3 employees will be at the location. The Principal and other school staff will assist. Office and other district staff will be used as needed.
- Bagged lunches have been ordered and students are to pick up their meals for Breakfast and Lunch for five days.
- As required per verbal discussions with the NJ Department of Agriculture, a roster of student names for all meals picked up will be maintained. A table will be set up to record the student names and provide a ticket to allow for meal pick up at the bus distribution point.

Food orders have been placed to implement the proposed plan for the first week upon school closure. Additional food orders will be placed as needed depending on length of closure and food need.

Lunch:

- 3 days of sandwiches (Turkey and Cheese, Bologna and Cheese, Sunbutter and Jelly).
- 2 days of alternate lunches (yogart, cheese, hummus).
- Pre-packaged fruits and vegetables.
- Juice
- Milk (required to “offer” as part of meal)

Breakfast:

- Whole grain assortments of a muffin, pop-tart, or cereal bar.
- Pre-packaged string cheese
- Yogurt and whole grain crackers
- Prepackaged fruit and vegetables
- Juice
- Milk (required to “offer” as part of meal)

Information for food distribution times and process will be posted on the district’s website. Robo calls will also be used, as needed, to share the plan and direct parents and students to the website for additional information.

Food Banks

Locations and hours of the below Mercer County food banks will also be posted and shared with parents. In accordance with verbal guidance from NJ Department of Agriculture, we should direct families to these sites as needed.

Catholic Charities Diocese of Trenton

Families facing hunger, regardless of religion, can stop by for free food, groceries, or clothing. The volunteers will also refer the low income to government programs such as SNAP food stamps or even WIC vouchers.

132 N Warren St, Trenton, NJ, 08608
(609) 394 – 8847

Crisis Ministry of Trenton

There are multiple sites that offer hunger prevention services. Groceries, baby formula for single parents in Trenton, hot meals, and more is served.

123 E Hanover St, Trenton, NJ, 08608
(609) 396 - 9355

Mercer Street Friends Teaching Pantry

151 Mercer Street
Trenton, NJ 08611
(609) -396-1506

Lutheran Church Of The Redeemer

Free boxes of food are offered from the pantry. Clients are all ages. They also run a thrift store and Meals on Wheels program for senior citizens.

189 South Broad St, Trenton, NJ 08608
(609) 396-2411

CONTINUITY OF OPERATIONS

Chief School Administrator or Designee

- Maintains authority over all operations and crisis management plans.
- School Business Administrator
- Monitors and maintains the following departments prior to and during any closure.
- Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.

Payroll

- The Payroll Office will continue regular functioning from an outside location, if necessary. If at an outside location, timesheet payment will be delayed until access to the central office.
- The Payroll Supervisor, Payroll Coordinator, and Human Resources Manager if necessary, will work remotely from individual homes and access the payroll and attendance systems to ensure continuation of pay.
- The Payroll Manager and SBA will function from an outside location, if necessary, to manage wire transfers and all functions to ensure continuation of pay.

Purchasing, Accounting and Accounts Payable

These offices will be able to function in a limited capacity remotely to approve emergency purchases, manage wire transfers, and make critical payments.

Facilities and Operations

Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:

- Filling of soap and hand sanitizer dispensers
- Ensuring all paper towel holders are filled and functioning at all times
- Sweeping and wet mopping all floors
- Vacuuming rugs
- Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools
- Cleaning and sanitizing bathrooms - toilets, sinks, walls and floors
- Cleaning and sanitizing cafeterias - tables, chairs, food lines and floors
- Cleaning vents, ceiling fans and air conditioners
- Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services are functional

Technology

- The Technology Department will continue to function regularly from an outside location if necessary
- They will be available during their regular hours of 8am-4pm to respond to technology issues pertaining to District programs and equipment
- Staff can email with their needs and can expect a same day response by email or phone during regular work hours
- District servers housed on site can be monitored remotely to ensure all systems remain up
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Chief School Administrator

Director of Curriculum and Instruction

- Maintains academics and student learning with the support of supervisors, other directors, and building administrators
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning)
- Communicates with teaching staff members with the exception to develop and deliver instruction and assessments through the duration of the school closure
- Updates Chief School Administrator (as well as other members of Senior Staff) on a regular basis

Nurse

- Receives updates from the Mercer County Health Department
- Receives updates from the Hamilton Township Department of Health
- Keep current on all CDC recommendations and guidelines

Principal of Elementary, Intermediate and Middle Schools

- Communicates daily with building administration to ensure the safety and wellbeing of students, staff and the community are being met
- Updates the Chief School Administrator (as well as other members of senior staff) on operational aspects of District schools on a daily basis
- Supports the Business office with the food distribution process and procedures
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Chief School Administrator

Director of Student Services

- Provides and receives updates from the Mercer County Department of Education
- Maintains academics and student learning with the support of supervisors, other directors, and building administrators
- Communicates with teaching staff and student services staff to ensure student needs are being met

- Assigns PD to staff
- Is available to answer staff and parent questions in regards to school closings
- Works with district special services supervisors
- Updates Chief School Administrator (as well as other members of Senior Staff) on a regular basis
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Chief School Administrator

Director of Human Resources

- Monitors Staff Attendance while schools are open
- During school dismissals, schools may stay open for staff (if not ill) while students stay at home. This allows teachers to develop and deliver lessons remotely and for other staff to continue to provide services. Decisions will be made as needed
- Maintains contact with staff and manages their concerns such as benefits, leave and other HR areas. Is available to answer staff questions and get them any needed information
- Monitors long term subs and ensures they are meeting their teaching obligations and their time assignments (monthly and daily)
- Monitors US Mail and inter-school mail and fills out PTT forms as well as all HR forms from external organizations for our staff (ex. Employment verification, reimbursement forms from government and employment/tuition forgiveness forms and medical forms, FMLA, Workman's Comp) and all other requests and answer in a timely manner
- Monitors employee medical leaves (and long term subs) for start and end dates of leaves
- Collects then creates and submits any documentation needed for any upcoming BoE agenda
- Sends out BoE follow-up documentation after BoE meeting
- Monitors legal cases and grievances to ensure timelines are met
- Posts openings for positions
- Books and conducts virtual interviews for open positions
- Processes any stipend payments as needed
- Is available to offer answers to HR problems and concerns to Leadership Team and Senior Staff as needed
- Monitors phone calls, messages, and e-mails for timely responses to inquiries
- Maintains/documents accurate lists for support staff attendance and locations if needed to work at school buildings
- Updates Chief School Administrator on a regular basis
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Chief School Administrator