STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

New Jersey Department of Education
Checklist for School Health-Related Closure Plans (Updated 5.4.20)

On March 16, 2020, Governor Phil Murphy signed Executive Order No. 104 (EO 104), implementing aggressive social distancing measures to mitigate further spread of COVID-19 in New Jersey. Among other directives, Governor Murphy's Executive Order indefinitely closed all public, private, and parochial preschools and elementary and secondary schools to students beginning on March 18, 2020. Executive Order No. 107, signed on March 21, 2020, superseded EO 104 and continued the necessary closure of all schools. As detailed in guidance issued by the New Jersey Department of Education (NJDOE) on March 5, 2020 and supplementary guidance issued on March 13, 2020, in order to count days during this closure period toward the statutory requirement to provide public school facilities for 180 days, school districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) were required to develop school health-related closure preparedness plans. These plans were designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. As a guidepost for districts in developing remote instruction plans, the NJDOE cited its regulations regarding home instruction due to a temporary or chronic health condition (N.J.A.C. 6A:16-10.1).

Requirement to Update the District, Charter, Renaissance and APSSD Public Health-Related School Closure Plan as of May 4, 2020

On May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of school year 2019-2020. Private schools with longer academic years will remain closed until at least June 30, 2020. To ensure that New Jersey students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency, each school district**,** charter school, renaissance school project and APSSD **must update and post to its website its school health-related closure preparedness plan**. Pursuant to P.L. 2020, c.27, the revised plans must be approved by the district board of education or board of trustees.

Checklist for School Health-Related Closure Plans (Updated May 4, 2020)

***Denotes the required updates/revision/additions to existing plans. Any other component of the existing plan can be updated as appropriate.**

Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead:

Phone Number of Contact:

Equitable Access to Instruction Plan Component 1

Question	District Yes or No	County Yes or No
Does the plan include equitable access to instruction for all students?		
Does the plan include an overall demographic profile for your district, including student counts for state funded preschool, homeless, migrant LSE, Students with Disabilities, and English Language Learners (ELLs)?		
Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan?		
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?		
*Does the district's plan account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices?		

Notes on Component 1

Addressing Special Education Needs Plan Component 2		
Question	**District Yes or No**	**County Yes or No**
Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?		
*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?		
*Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?		
*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?		

Notes on Component 2

Addressing ELL and Bilingual Needs Plan Component 3		
Question	**District Yes or No**	**County Yes or No**
*Does the plan include ESL and bilingual education to meet the needs of English Language Learners (ELLs)?		
*Does the plan contain how the district communicates with ELL families, including translated materials and directions?		
*Does the district's plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?		

Notes on Component 3

Safe Delivery of Meals Plan Component 4

Question	District Yes or No	County Yes or No
*Does the plan contain how the district will provide continued safe delivery of meals to students?		

Notes on Component 4

Length of Virtual or Remote Instructions Day Plan Component 5

Question	District Yes or No	County Yes or No
*Is the virtual or remote learning plan designed to maximize student growth and learning to the greatest extent possible? • Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible.		

Notes on Component 5

Attendance Plan Component 6		
Question	**District Yes or No**	**County Yes or No**
*Does the plan address attendance aligned to the district policy on including how the district determines whether a student is present or absent, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student?		
*Does the plan describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments?		

Notes on Component 6

Facilities Plan Component 7		
Question	**District Yes or No**	**County Yes or No**
*Does the plan contain an outline of how the building will be maintained throughout this extended period of closure?		

Notes on Component 7

Summer Programming Plan Component 8		
Question	**District Yes or No**	**County Yes or No**
*Does the plan contain a preliminary outline for the provision of summer services, including: • Extended School Year (ESY) for students with disabilities including how ESY will be delivered • 21st Century programs • Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery • Assessments of learning loss and an initial plan for potentially addressing learning loss • STEM or other programs using reallocated grant funds • Title 1 extended learning programs • Any preliminary plans for Class of 2020 graduation ceremonies		

Notes on Component 8

Board Approval Component 9

*Is the plan board approved? Yes No Enter Date (mm/dd/yyyy):

Notes on Component 9

Posted on Website Component 10

*Is the plan posted on the district/APSSD/Charter/Renaissance School Project Website? Yes No

Enter Date (mm/dd/yyyy):

Notes on Component 10

Posted on Website Component 11

Question	District Yes or No	County Yes or No
*Does the plan contain a list of essential employees by job title? (can be an addendum)		

Notes on Component 11

APSSD Applicable Only: Sharing Plans Component 12

*Was the plan shared with all sending districts? Yes No

Notes on Component 12

PCTVS PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS

Instructional Continuity Plan

The safety of PCTVS students, faculty, and staff is first and foremost our priority throughout all district operations. To this end, PCTVS has established an emergency preparedness plan for instructional continuity, in the event that the district campus must close. PCTVS is well prepared to provide uninterrupted instruction to students beyond the classroom. Our goal is to provide continuity of instruction in the face of any emergency circumstance should the need arise.

Home/Virtual Day Instructional & Technology Assistance

PCTVS is ready to offer support to students and faculty during emergency campus closures. Please use the links below to contact us:

- For software support, please open a ServiceDesk ticket or call (973) 790-6000 x3001.
- The Instructional Technology Coach () can assist teachers in the use of educational tools.

Students & Parents

PCTVS strives to provide students and their instructors with the tools they need to succeed. An email reminder of the daily scheduled periods will be sent to both students and faculty, available on the website and through the TechLife mobile app and Alexa skill.

Please refer to the recommendations and resources below to learn how students can still receive PCTVS's award-winning education in the event of emergency campus closure.

Communication with Students

- Refer to the course syllabus or agendas uploaded to Canvas.
- Refer to due dates to be clear about expectations of assignments.
- Check the Canvas announcements or Gmail regularly for all communications.

Delivery of Course Lectures

- Instructors can upload pre-recorded lectures or whiteboard demonstrations to Canvas modules.
- Refer to recordings of the lectures and links to these recordings within Canvas modules.
- Sessions will be held according to the Home/Virtual Instruction schedule provided below.

Assessment of Student Learning

- Canvas can be used to collect student assignments and online quizzes.
- Student assignments will be submitted electronically using the Canvas assignment tool or other Canvas-integrated tool (e.g. homework, assignments, or written reflections). You can download these files for review or completion.
- Exams can be proctored using Respondus Lockdown Browser (linked page requires authentication with district account to access) or through a timed assessment.

Student Daily Procedures

- Students must login to each scheduled class (through Canvas), each day, between the hours of 8:10am and 2:56pm. Students can complete assignments outside of these hours. They do not need to stay logged into Canvas the entire school day.
- Students must submit, strictly through Canvas, any assigned work within 2 days (48 hours) of the posted assignment.
- Students must post the word "present" to each Canvas course Discussion Board each day. Posting this single word lets us know you were "present" for the class.
- Grades will be posted within 24 hours of assignment submission.
- There are no classes scheduled for Saturday or Sunday.
- Video tutorials:
  - Documenting attendance and submitting assignments
  - Adjusting notifications

Home/Virtual Instruction Schedule		
Home/Virtual Instruction Day 1	Home/Virtual Instruction Day 2	Home/Virtual Instruction Day 3
Period 1	Period 4	Period 7
Period 2	Period 5	Period 8
Period 3	Period 6	Period 9
CTE 1-3	CTE 3-5	CTE 6-8
CTE 2-4	CTE 4-6	CTE 7-9
	CTE 5-7	
Senior Shops	Senior Shops	Senior Shops
CTE 1-4	CTE 4-7	CTE 5-8
CTE 2-5		CTE 6-9

Please note there will be no classes scheduled for Saturday or Sunday.

Virtual Academic Assistance Program

We are pleased to announce on Tuesday, April 21, 2020, the Academic Assistance Program (AAP) will be available virtually through the district's Webex platform.

The AAP will offer academic support services to our students in need of assistance. The program will run on Tuesday and Wednesday afternoon at 3:15 pm to 4:15 pm. Students can register weekly for the sessions they need by completing and submitting the AAP registration form link.

- Once you register, you will receive an invitation to your teacher's virtual room via email.
- Your teacher will be available from 3:15 pm to 4:15 pm on Tuesday and Wednesday afternoons.
- When you enter your teacher's virtual room, please turn your audio and video off.
- The chat function should be used to ask questions.

Teachers and subject areas currently available:

Virtual AAP	
Teacher	Subject Area
Islambouli, Giselle	Arabic
Murray, Catherine	French
Rezqi, Rachid	French
Sato, Maiko	Japanese
Herranz, Rosa	Spanish
Hallacker, Lyzbeth	Spanish 3
Link, Nicolas	Biology/Anatomy & Physiology
Miller, Alyssa	Physics
Abreu, Rosalind	Algebra 1
Fasciano, Lisa	Algebra 2
Taite, Geena	Algebra 2
Diaz, Natalie	Geometry
Chowdhury, Tanzima	Pre-Calculus
DiGise, Matthew	US History
Rosenfeld, Jay	US History
Bennett, Patrick	Writing Lab
Kennek, Jaclyn	Writing Lab

Use this AAP registration form to sign up for AAP weekly.

If you have any questions, please contact the AAP Coordinator at .

Virtual Supplemental Educational Services

Supplemental Educational Services (SES) is an after-school education program for students who need continued supplemental support in specific subject areas. This program runs every Monday and Thursday from 3:00 pm - 4:30 pm starting April 20, 2020 and ending June 15, 2020.

The supplemental educational services are based on prioritized academic need as defined by the district. Students are required to attend 75% of the sessions, as space is limited, and continuity is vital. Continued placement is contingent upon attendance and performance. If a student does not participate, he/she will be removed from the program. Email the coordinator of the program at with any question or concern.

To sign up for Virtual SES, please use this form.

Virtual SES
Subject Area
Algebra 1
Algebra 2
Algebra 1 Concepts
Algebra 2 Concepts
Geometry
Pre-Calc/Calc
English 1, 2, 3, 4
AP Spanish
Reading Lab

Teachers

During the closure, all staff and students will be asked to follow the Home/Virtual Instruction schedule. Teachers are asked to be available during the times established through the teachers collective bargaining agreement, 7:56am - 2:56pm daily. An email reminder of the daily scheduled periods will be sent to both students and faculty, available on the website and through the TechLife mobile app and Alexa skill.

We are requesting you deliver your online instruction asynchronously, allowing for learning to take place according to student/teacher availability, assignment due dates should be reasonable and considerate of an evolving and unpredictable health concern. Working from home (i.e. telecommuting) also reinforces 21st Century Life & Career Standards optimized for a global society.

- Asynchronous learning - not occurring in real-time or aligned to coincide with an instructor present.
- Synchronous learning - occurring in real-time or aligned to a scheduled interaction with an instructor present.

To ensure instructional continuity, PCTVS encourages faculty to make the most of the tools and services available. The resources and recommendations below are designed to help teachers develop a plan for delivering instruction using these tools. For additional support with district educational technologies or to discuss how to develop or improve your educational plan, please contact the Instructional Technology Coach ().

Teacher Daily Responsibilities

- Login to Canvas and review all assigned courses.

- Check course discussion boards for prior day attendance (24-hour period) and submit within PowerSchool.
- A discussion board response posted by a student equates to a “present.”
- All assignments must be given a due date.
- Completed assignment must be graded and posted within 3 days (72 hours).
- Daily log submitted to Supervisor outlining daily tasks completed, by 2:56pm that day or by 8:15am the following morning.

Communication with Students

Strategies

- Make sure all course content is posted within Canvas modules.
- Use due dates to be clear about expectations of assignments.
- Use the Canvas announcement, inbox tool, or email to communicate with your class.

The posting of instructional content or instruction must be released by 8:10am of the day your course period runs according to the Home/Virtual Instruction schedule posted for that day. Responses to student emails or threaded discussions should be done in a timely manner, not to exceed more than 24 hours from the original post.

Tools

- Discussion board within Canvas
- Cisco Webex
- SMART Learning Suite Online
- Webex Teams

Faculty using various resources such as class websites, Newsela, IXL, Kami, TurnItIn, NoRedInk, CTE trade specific sites, ebooks, Webex whiteboard/recordings and college/university dual enrollment sites are encouraged to continue to use these tools. However, all directions and assignments must be disseminated through Canvas to ensure participation and accountability.

Tutorials & Resources

- District website Technology tab
- Canvas Resources
- Webex Resources
- PCTVS Instructional Technology Coach SharePoint (requires authentication as faculty/staff with PCTI OneConnect)

Delivery of Course Lectures

- Teachers can deliver asynchronous instruction via Canvas.
- Create recordings of your lectures using Webex and share links to these recordings within Canvas.

Assessment of Student Learning

- Canvas can be used to collect student assignments and offer online quizzes.
- Collect student assignments electronically using the Canvas assignment tool (e.g. homework, assignments, or written reflections). You can download these files and provide feedback using Canvas.
- Offer online exams using Canvas. Exams can be proctored using Respondus Lockdown Browser or through a timed assessment.

Additional Information

Equitable Access

- Equitable access will be provided through our 1:1 initiative. All students have a district-issued Chromebook device.
- Students who report connectivity issues will be provided with hotspot access via contracts with local providers, paid for by the district.
- Hard copies of lessons will also be delivered to students, as needed.

Related Services

- All related services (i.e. Speech, Occupational, Physical Therapy, Counseling Services, etc.) will be provided to students as stipulated under Individualized Educational Plans and Intervention Plans.
- Counselors, nurses, social workers, and Child Study Team members will be checking in with the students on their case load throughout any period of virtual instruction, via district approved virtual channels like Canvas and email.

Food Services

PCTVS will distribute meals that are shelf-stable to students at designated access points throughout the various municipalities of Passaic County.

Staff Member Absence

In the event a staff member is unable to perform their duties due to illness or other entitlement (personal day, bereavement day) they should submit an absence through Frontline Aesop Absence Management System.

District Communications

(See attached)

Attendance Policies

Provided by Ken McDaniel

~ Describe the district's attendance policies, including how the district determines whether a student is present or absent, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student.

PCTVS has a total of 3,937 full-time students

PCTVS requires students enrolled in the district to attend school regularly in accordance with the laws of the State. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational experiences deemed essential to learning and may result in retention at grade-level, loss of credit, or removal from a course that would count toward the high school diploma in accordance with PCTVS policies.

As outlined in district policy, unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the district and its staff in the maintenance of good order and the continuity of academic instruction. Such absences may result in the removal of the student from a class or course of study.

The district will calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance.

The district has developed the following procedures for student attendance purposes during virtual instruction.

1. Students must log in to their Canvas courses as per the daily virtual instruction schedule and enter a discussion board post of "**PRESENT**". This equates to a student being present for the scheduled period/course. A student's failure to complete the aforementioned process for indicating his/her attendance in a scheduled course equates to an "**ABSENCE**" that is to be recorded accordingly.

2. Classroom teachers are responsible for entering their students' daily course attendance (*present or absent*) in PowerSchool. All student attendance must be entered into PowerSchool by 3:00 pm of the day following the scheduled class.

3. On the morning following each day of virtual instruction, an automated e-mail listing all students who failed to sign-in as present is forwarded to the attendance office and the discipline office.

4. The attendance officers and grade level coordinators comb through the daily attendance and reach out to students assigned to their respective caseloads in an effort to address absences from the prior day of virtual instruction. Follow-up e-mails and phone calls are made to students, parents, teachers, and administrators in an effort to investigate and verify legitimate absences, determine truancy, and/or resolve attendance discrepancies/errors originating from teachers, students, and/or the system.

5. Truancy letters/e-mails and attendance notifications are forwarded in accordance with district policy. Standard district attendance policies, expectations, and consequences remain in full force and effect during virtual instruction.

6. In the event that students accumulate the number of absences required to receive district emposed penalties, parents/students are offered all options of remedy available by way of district policy outlined in the student handbook and other district documentation related to this area of concern (*student attendance, course credit, graduation, etc)*. Parent/Student remedies include but are not limited to appeal conference with the assistant principal in charge of student attendance, appeal conference with the building principal, appeal conference the superintendent's office, etc. Naturally, extenuating circumstances are to be taken into consideration.

~ Describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments.

1. As referenced in bullet #4 above, staff members from the attendance office and discipline office communicate with students, parents/guardians, teachers, and administrators in an effort to investigate and resolve discrepancies/errors related to student attendance.

2. Where deemed necessary and/or appropriate, guidance counselors, case managers, school nurses, crisis counselors, coaches, school administrators, etc. contact students/parents to address specific concerns and offer assistance with matters including but not limited to assignments, course credit, academic instruction, assessments, counseling, physical health concerns, mental health concerns, etc. PCTVS is dedicated to providing and offering resources, educational advice, assistance with academic planning, and various means of support to our students and their families. Our grade level advisory teams are comprised of a consortium of educational professionals that work together with the aim of helping to ensure positive outcomes for the students of the district.

a. Students have been provided IT/equipment support.
b. Students have been provided counseling services.
c. Students have been given extra time for assignments and assessments.
d. Students have been granted excused absences due to medical and other concerns.
e. Students/families have been given contact information for access to local resources.

Special Education

Provided by Michele Rizzo

Checklist for School Health-Related Closure Plan Special Education Component

PCTVS serves 444 full-time special needs students of its total 3,937 students

Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?

- Teachers continue to implement IEP accommodations. Each student's plan is different based upon their individual needs. The case manager monitors the students' progress daily by checking their attendance and grades. The case manager communicates with all members of the student's educational team as necessary to discuss the students' progress and any accommodations or modifications that may be needed. Common considerations:
    - All students are provided 2 days to complete each assignment or test, if it is determined a student requires a longer amount of time then that is provided as well.
    - Assignments are broken down into manageable pieces with teacher check-ins if necessary
    - Study guides, notes provided in a format accessible to each student

- Monitoring and personalized feedback of student work. Many students retake assessments or make corrections based upon that feedback and continued instruction.
- Organizational support- without the structure of the school day, many students need organizational support such as checklists or individual assignment calendars.
- In-Class Resource classes continue to have the special education teacher modify assignments based upon each student's individual need.
- Resource/LLD teachers continue to modify based on individual student need.
- Students in our deaf program continue with specialized instruction by a teacher of the deaf. Instruction is delivered either through screen casts using sign language, live via WebEx, or through an interpreter in those classes not taught by a TOD.

Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?

- Case Managers provide daily oversite of student attendance and assignment/course completion. They work closely with teacher and school counselors to ensure IEP compliance and that students are making progress towards their IEP goals. Case managers complete a daily log of activities completed including student monitoring.
- Speech and Language Therapists are completing a log with date of service, how the service was delivered remotely either through the canvas classroom or via WebEx, IEP goal addressed and the progress toward the goal in that lesson including the amount of support provided while addressing the goal.
- Counseling- Individual student logs detailing the date of service, method and type of service and student progress.

Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?

- All case managers notified parents of how to contact them during the school closure.
- Case Managers reach out to parents to check-in. Parent contact and the nature of the contact is recorded in the student log.
- IEPs are followed to the greatest extend possible. If a student is experiencing difficulty the following progressive steps are followed:
    - Teacher and case manager communicate to address area of concern
    - Email from teacher to parent regarding concern, case manager copied
    - Phone call from case manager to parent to discuss area of concern
    - WebEx meeting with all involved parties including parent
    - Follow up by case manager to ensure progress towards resolving/addressing area of concern

Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?

<u>Virtual IEP Meetings</u>

IEP meetings are being held virtually using the WebEx platform. Each case manager has a virtual IEP meeting checklist. Meetings are to adhere to general compliance standards in addition to these processes for holding a virtual meeting:

- Case managers phone parents to set up a convenient time for a meeting and to ensure they agree to hold the meeting via teleconference.
- Parent and student are emailed invitations to the meeting along with a phone number to call to access the meeting. Parent confirms acceptance of the date/time of meeting via email.
- The case manager obtains and assimilates pertinent information to complete all parts of the IEP. Parent/guardian and student are emailed a copy of the IEP prior to the meeting.
- In addition to the parent and student invitation, the case manager is responsible for inviting all required IEP team members including but not limited to general education teacher, special education teacher, and related service providers. They are all sent a link to the WebEx meeting.

- On the date/time of the meeting, the case manager starts the meeting. The case manager records on the IEP all attendees. The meeting covers the student's performance when attending school on site as well as a discussion of the students' progress and any additional accommodations/modifications that may be needed for virtual learning.
- Parents are emailed a finalize copy of the IEP.

Evaluations

Eligibility meetings will be held virtually using the Webex platform for initial and revaluations where testing was completed prior to the school closure but an eligibility meeting had not occurred.

For evaluations where some components were completed but not all (e.g. educational and social were completed but not psychological assessment) a meeting is held with the Director of Special Services with all members who are completing evaluations and case manager to discuss if we have enough information to determine eligibility. If there is enough information to determine eligibility, the team proceeds to hold an eligibility conference. For initial evaluations where there is not enough information to determine eligibility, the student is considered identified as potentially a student with a disability and assigned a case manager.
The case manager works in conjunction with the school counselor assigned to the student to monitor the students' progress during virtual instruction. Accommodations and modifications are made as necessary. Depending on each student's individual circumstance, they may also continue to be involved with the I&RS team, consultation and/or support may be provided to the general education teacher, there is possibility of creating a 504 plan if needed, and parent communication/support.

ESL Plan

Provided by Jen Turi

Required Updates to District Public Health-Related School Closure Plans

PCTVS serves 21 full-time English language learners of its total 3,937 students

English Language Learners

o Describe the provision of ESL and bilingual education to meet the needs of ELL.

- PCTVS Follows the Title III Bilingual/ESL Education Plan as outlined by the DOE for districts with Small Populations of ELLs. (ESL)
- ELL students receive the required period of ESL instruction by a certified ESL teacher via virtual instruction.
- ELL students receive an additional period of virtual instruction in Reading Lab which is designed to improve English reading, writing, speaking, and listening.

o Describe how the district communicates with ELL families, including the translation of materials and directions.

- Emails are sent to students after each session to provide feedback/clarity.
- Constant communication between ESL teacher and students via email or Canvas occurs daily.
- Teacher works closely with Parent/Community Liaison for any translation required.
- Teacher is in contact with Guidance Counselors who facilitate communication with students who need individualized outreach.

o Describe how the district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL access challenges.

- All ELLs have district issued ChromeBooks.
- All ELLs have confirmed at home internet access.
- ELLs are given adapted/abridged versions of required grade level novels.
- Additional resources
    - Edpuzzle videos (build background knowledge and visual reinforcement)
    - Audiobooks (model guided reading)

Facilities Plan

Provided by Rich Giglio

COVID-19 Buildings and Grounds Cleaning and Disinfecting Plan

The following plan will be implemented effective Friday, March 27, 2020 and will continue until further notification.

Custodial/Maintenance Department

In order to maintain a clean and safe environment the following schedules will be in place, on a rotating basis, Monday through Friday.

- The 8:00 a.m. – 2:00 p.m. shift will be staffed by two (2) Supervisors, one (1) Lead Person, two (2) Maintenance employees and four (4) Custodians every day.
- The 2:00 p.m. – 8:00 p.m. shift will be staffed by two (2) Supervisors, one (1) Lead Person and eight (8) Custodians every day.
- One Shipping & Receiving clerk will be on site from 8:00 a.m. to Noon and will arrange for deliveries to be made between those hours. A certified fork-lift operator will be assigned on an as-needed basis.
- Outside grounds contractors will be coordinated by Supervisor of Grounds and Director of Security

One of the staff members on each shift will be boiler certified. Staff rotations will be assigned by the Supervisors. As of now, all full time and part time custodial employees will be paid and may be required to report to work on an as needed basis.

Areas to be cleaned and disinfected will include:

- Board Office (the Superintendent's suite, including rest room), Director of Communications' office, HR Manager's office, Board Secretary's office, Assistant Superintendent's office, all office staff work areas, rest room, kitchen areas, the Board Room)
- Director of Security's office
- Visitor Information Center
- B103 IT Department
- Business Office – all four (4) floors, including rest rooms and kitchen area
- Director of Curriculum's office and rest rooms
- STEM Principal's office and rest rooms
- PCTI Principal's office and rest rooms
- Construction Manager will notify the Supervisor of areas that are used that day by contractors

- Shipping & Receiving, Break rooms, any rooms used by any staff member

A&A Industrial Piping

- HVAC Technician – Two (2) days per week for equipment repair
- Assistant – Two (2) days per week for preventive maintenance
- Designated employee – One (1) week/five (5) days per week to repair panel box

A&A Construction Management

Construction Manager will be on campus Monday through Friday from 8:00 a.m. to 2:00 p.m. He will continue to monitor and oversee Capital projects that are currently in progress. He will be responsible for coordinating contractors' arrivals and departures with Security.

April 15, 2020

Dear PCTVS Administrators,

On Monday April 20, 2020, the PCTVS campus will reopen with the following safeguards provided by both the CDC and OSHA:

1. All personnel will be screened before entering the campus by a health professional (i.e. school nurse). This screening will be done in a centralized area in the lower lobby. The employee's temperature will be taken and anyone who exhibits any symptoms of being sick will be sent home. Each person entering the campus must sign-in with their corresponding temperature. This sign-in sheet will be maintained in the Human Resource Office.
2. All personnel will be mandated to wear a mask or a scarf covering their nose and mouth when in contact with another employees. If you do not have a mask or scarf, we will provide one.
3. All personnel will be mandated to notify the heath professional if any time during the day their medical condition changes or if they show any symptoms of COVID-19.
4. All personnel will practice social distancing which means not sharing telephones or other electronic devices, alternating break times to limit personnel in the same area and maintain 6 feet or more between personnel, as work duties permit.
5. Washing of hands more frequently or using hand sanitizers.
6. All work areas will be disinfected and cleaned by maintenance personnel which will include bathroom, common areas, offices, and eating areas.

Thank you for your continued cooperation.

Sincerely,
Larry Gallagher
Coordinator of Security Services

Summer Programs

Provided by Joaquim Johnson

Updated School Closure Plan – Summer Programs

On May 8, 2020, a team of administrators met to discuss Summer Programming Plans for consideration and inclusion on the Updated School Closure Plan. The team accomplished the following:

- Identified programs ofneed
- Determined standards for organizing the programs via virtual learning, partially virtual learning, and socially distanced learning
- Developed a survey to identify teacher interest for summer employment

Based upon the district's needs, the availability of instructors, and the continued limitations put in place due to the public health crisis, we make the following recommendations:

- Skills Remediation & Advanced Enrichment programs be hosted by the district
- These programs be hosted virtually or partially virtual (with instructors being permitted to visit the campus)
- The programs be conducted synchronously under a similar structure currently in-place with SES and AAP

Participating Administrators

- N. Bucci
- M. Rizzo
- J. Turi
- J. Castaneda
- K. Salma

- S. Cumberbatch
- C. Valik
- M. Wacha
- M. Khairullah

**Link to complete survey results

District Communications

April 22, 2020

April 22nd Update

Dear Parents and Guardians,

I hope that this correspondence finds you and your families safe and well during this unprecedented and prolonged school closing. In an effort to keep you knowledgeable and aware of the current status of our school district, I am providing you with some important updates and information.

Governor's Communication
As you may be aware, Governor Murphy has announced that all closures will remain in effect until at least May 15. On or about that date, Governor Murphy is expected to announce any decisions about the State of Emergency. Once we are informed of his decisions, we will inform you and the students. In the meantime, please continue to refer to our Instructional Continuity Plan located on the homepage of our website: https://www.pcti.tec.nj.us/instructional-continuity. Also, the Daily Announcements sent by email to students each day, provide the Virtual/Home Instruction schedule for each school day.

Kind reminder: It is important that you ensure that your child remains engaged in their coursework by completing the daily virtual assignments from their teachers.

Campus Offices
The district and schools' administration are available throughout the day. You can reach out to any administrator, counselor, or case manager via email or at their telephone extensions. Our Technology Office is also available for students should they require assistance. Due to the continued State of Emergency, visitors and students are not permitted on campus.

Graduation and Senior Activities
I am aware that the students of the Class of 2020 are eagerly awaiting any decisions about prom and our graduation ceremony. The advisors for the Class of 2020 have been speaking with the Senior Class Officers, Dr. Parent, and the Class Assistant Principal about possible options for these events. Once definitive plans are crafted, we will communicate to our seniors and parents the plans for the end of the year.

Senior Awards and Senior Athletic Awards
In an effort to maintain our annual celebrations of our seniors' achievements, we will host the Senior Scholarship Awards and Senior Athletic Awards ceremonies via a pre-recorded program that will be available for viewing on our website and our official YouTube channel. Details about

both broadcasts will be sent to all families in the near future.

Scheduling
Prior to the Spring Break, students began the course selection process for the 2020-2021 school year. The course selection window in Power School is currently open. Please remind your child that if they have not yet done so, to select their course requests for the upcoming school year in Power School. The opportunity to select courses and make changes will remain open until May 4th. Please know that we encourage all of our students to discuss their course selections with their parents before deciding. Counselors and Case Managers are available for students needing assistance in building the proper schedule for the 2020-2021 school year.

Academic Assistance
As of April 20, students will have the option to meet virtually with teachers if they are in need of tutoring or assistance. All students have been emailed the process for enrolling in the Academic Assistance Program. The program will run on Tuesdays and Wednesdays from 3:15 PM until 4:15 PM. We encourage you to discuss this tutoring option with your child. If you have any questions about the program, please contact Mr. Rolando Watley at or go to: https://www.pcti.tec.nj.us/aap-virtual

Our students have demonstrated remarkable adaptation to the current situation as PCTVS has provided the best possible learning environment during this unprecedented shut down. We sincerely thank you for your continued support and look forward to the day when we can make a safe and speedy return to normal school functions. The unwavering support, cooperation and tireless energy from our instructors, administration, staff, parents and students who are all working together in Bulldog spirit is a constant reminder that PCTVS "Is Like No Place Else"!

Please remain alert for any updates from our principals, administrators, and local officials. I wish you and your family health and safety.

Sincerely,

Diana C. Lobosco

Chief School Administrator

Passaic County Technical-Vocational Schools

Estimados padres y guardianes,

Espero que esta correspondencia los encuentre a usted y a sus familias sanos y salvos durante este cierre escolar prolongado. En un esfuerzo por mantenerlo informado y al tanto del estado actual de nuestro distrito escolar, le estoy proporcionado algunas actualizaciones e información importantes.

Comunicación del Gobernador
Como ya sabrá, el Gobernador Murphy ha anunciado que todos los cierres permanecerán vigentes hasta al menos el 15 de mayo. En esa fecha o más o menos, se espera que el Gobernador Murphy anuncie cualquier decisión sobre el Estado de Emergencia. Una vez que seamos informados de sus decisiones, le informaremos a usted y a los estudiantes. Mientras tanto, continúe consultando nuestro Plan de Continuidad de Instrucción ubicado en la página de inicio de nuestro sitio web: https://www.pcti.tec.nj.us/instructional-continuity. Además, los anuncios diarios enviados por correo electrónico a los estudiantes cada día, proporcionan el horario de instrucción virtual / en el hogar para cada día escolar.

Aviso: Es importante que se asegure de que su hijo siga participando en sus tareas al completar las tareas virtuales diarias de sus maestros.

Oficinas del Campus
El distrito y la administración de las escuelas están disponibles durante todo el día. Puede comunicarse con cualquier administrador, consejero o administrador de casos por correo electrónico o en sus extensiones telefónicas. Nuestra Oficina de Tecnología también está disponible para estudiantes en caso de que requieran asistencia. Debido al continuo estado de emergencia, no se permiten visitantes ni estudiantes en el campus.

Graduación y Actividades para Los Seniors
Soy consciente de que los estudiantes de la Clase de 2020 esperan ansiosamente cualquier decisión sobre el baile y nuestra ceremonia de graduación. Los asesores para la Clase de 2020 han estado hablando con los Oficiales de los Seniors, el Dr. Parent y el Asistente de la Clase sobre las posibles opciones para estos eventos. Una vez que se elaboren los planes definitivos, comunicaremos a nuestros estudiantes y padres los planes para el final del a año.

Honores Para los Seniors y Meritorias de Atletas
En un esfuerzo de mantener nuestras celebraciones anuales de los logros de nuestros Seniors, organizaremos los honores y becas meritorias de atletas a través de un programa pregrabado que estará disponible para ver en nuestro sitio web y nuestro canal oficial de YouTube. Los detalles sobre ambas transmisiones se enviarán a todas las familias en un futuro próximo.

Matriculación
Antes de las vacaciones de primavera, los estudiantes comenzaron el proceso de selección de cursos para el año escolar 2020-2021. La ventana de selección de cursos en Power School está actualmente abierta. Recuerdele a su hijo que si aún no lo ha hecho, seleccione sus solicitudes de cursos para el próximo año escolar en Power School. La oportunidad de seleccionar cursos y hacer cambios permanecerá abierta hasta el 4 de mayo. Tenga en cuenta que le pedimos a todos nuestros estudiantes a discutir sus selecciones de cursos con sus padres antes de decidir. Los consejeros y administradores de casos están disponibles para los estudiantes que necesitan asistencia para construir el horario adecuado para el año escolar 2020-2021.

Asistencia Académica
A partir del 20 de abril, los estudiantes tendrán la opción de reunirse virtualmente con los maestros si necesitan tutoría o asistencia. Todos los estudiantes han recibido por correo electrónico el proceso para inscribirse en el Programa de Asistencia Académica. El horario del programa será los martes y miércoles de 3:15 p.m. a 4:15 p.m. Les pedimos que hablen con sus hijos de esta opción de tutoría. Si tiene alguna pregunta sobre el programa, comuníquese con el Sr. Rolando Watley a o visite: https://www.pcti.tec.nj.us/aap-virtual.

Nuestros estudiantes han demostrado notable adaptación a la situación actual, ya que PCTVS ha proporcionado el mejor entorno de aprendizaje posible durante este cierre escolar. Le agradecemos sinceramente su continuo apoyo y esperamos con ansias el día en que podamos hacer un regreso seguro y rápido a las funciones normales de la escuela. ¡El apoyo, la

cooperación y la energía incansable de nuestros instructores, administración, personal, padres y estudiantes que trabajan juntos en el espíritu de Bulldog es un recordatorio constante de que PCTVS "es como ningún otro lugar"!

Manténgase alertos para cualquier actualización de nuestros directores, administradores y funcionarios locales. Les deseo a usted y a su familia salud y seguridad.

Sinceramente,

Diana C. Lobosco

Chief School Administrator

Passaic County Technical-Vocational Schools
March 27, 2020

School Closure

Dear Parents and Guardians,

The Passaic County Technical Vocational Schools will remain closed until further notice. Virtual Instruction will continue as planned with the exception of the scheduled Spring Break. Therefore, there will be no Virtual Instruction between April 10 and April 17. Virtual Instruction will resume on April 20.

We appreciate your continued support and cooperation during these unprecedented times. Should any further decisions be made that will affect the opening of school, we will immediately communicate them to you and your child.

Estimados Padres y Apoderados,

Passaic County Technical Vocational Schools van a continuar estando cerradas indefinidamente. Instruccion virtual continuara como planeado con la excepcion de las vacaciones de primavera. Por lo tanto, no habra instruccion virtual entre el 10 al 17 de Abril.

Instruccion virtual va a resumir el 20 de Abril. Apreciamos su cooperacion durante estos tiempos sin precedentes. En caso de que se hagan deciciones adicionales que afecten la apertura de la escuela, nos comunicaremos de inmediato con ustedes y sus hijos.
March 13, 2020

COVID-19 Update: March 13, 2020

PCTVS has received official notice of the test results from the Department of Health that the student who was tested for COVID-19 has come back NEGATIVE.
March 12, 2020

COVID-19 Information & Special Announcement

Dear Students, Parents, Guardians, Faculty, and Staff -

We understand the concern that you have about the PCTVS campus and our preparations for any potential COVID-19 cases that may affect us. Be assured that any information, updates to previous messages, or guidance and recommendations from the county Department of Health or the New Jersey Department of Education will be relayed to you in a timely fashion. As you are aware, we will only be permitted to share information that is legally permissible.

We are keenly aware that there are rumors circulating from numerous sources. Know that the only information that you can trust as being factually accurate, is the information that you receive from our direct communication channels; a PCTVS email, phone call, text message, or direct mailing. In the meantime, PCTVS will continue to remain alert, sustain a clean campus, and provide students and staff with the best possible protections that are available.

School Closed for Students: March 16, 2020

PCTVS will be closed for all students on Monday, March 16, 2020. The faculty and staff will be reporting to school to continue developing lessons and assessments in preparation for possible Virtual Days. School will reopen for all students on Tuesday, March 17, 2020.

Because we are a one-to-one district, the flow of instruction will continue with minimal disruptions in the event that we are required by the Department of Health or the New Jersey Department of Education to shut down for an extended period of time. For additional details on the tools PCTVS has deployed to support our instructional continuity initiatives, please visit: https://www.pcti.tec.nj.us/instructional-continuity.

March 11, 2020

COVID-19 Update: March 11, 2020

Faculty, Staff, Students, Parents, and Guardians,

On March 11, a student self-reported that they have been tested by their physician for infection of the COVID-19 virus. We have contacted the physician and have been informed that the screening results are not yet known. The student is at home.

PCTVS will continue to communicate with the family and will notify the proper county and state agencies and follow all guidance provided. In the meantime, we will continue to maintain a clean campus and keep all families aware of any developments.

March 10, 2020

Update: COVID-19 Information

Dear PCTVS parents and guardians:

On March 4, 2020, I issued a letter to all parents, faculty, staff, and students regarding the district's attention to the COVID-19 virus. As a follow-up to that message, we are asking that you continue to follow these simple guidelines (at home and at school) that were issued by the New Jersey Department of Health:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

The district administration continues to monitor updates and guidance from the county and state. Subsequently, PCTVS has enacted the following:

- PCTVS facilities are disinfected each day and evening.
- We have requested that all transportation providers disinfect buses, regularly.
- All students and staff are reminded, on a daily basis, to wash their hands and disinfect their phones and laptops with wipes. We also advise that students not share earbuds or earphones.
- We will be surveying the students regarding the availability of reliable Internet access within the home should the need arise to host remote learning.
- As was noted in the letter dated March 4, programs like Canvas and Webex will allow students and staff to interact with each other so that instruction can and will continue. For additional details on the tools PCTVS has deployed to support our instructional continuity initiatives, please visit: https://www.pcti.tec.nj.us/instructional-continuity. This page will be updated as our planning and discussions evolve.
- Staff continues to be provided with professional development and technical support in the delivery of instruction through Canvas and Webex platforms.

We will continue to provide you with any important updates we receive from The New Jersey Department of Health, The New Jersey Department of Education, and The Passaic County Office of Emergency Management. These agencies remain our primary sources for guidance and updates on the COVID-19 virus and educational planning. On behalf of the administration and staff of PCTVS, we thank you for your cooperation and understanding during this time.

Sincerely,

Diana C. Lobosco

Chief School Administrator

Message to Families – School Closure For the Year

Dear PCTVS Families,

On May 4, Governor Murphy announced that school closures for students will be extended through the end of the 2019-2020 academic year. Therefore, remote learning will continue through June 16th, the last day of our school year.

I recognize that this decision was made in the best interest of the health and safety of the school community. It is unfortunate that we will not have the ability to reconnect in-person for the rest of the school year, but please be assured that we will continue our tireless efforts to provide the best possible education for all our students in the weeks ahead.

This time of the year is especially meaningful to our seniors of the Class of 2020. We are committed to doing everything we can to provide a momentous and memorable graduation experience for our senior class. Our seniors will soon become "Bulldog Alumni" and we look forward to them coming back to share their experiences and talents with us.

As our plans become more definitive regarding final exams, graduation, senior ceremonies, locker cleanout, pickup of belongings, etc., we will share those details with the school community. We are also planning for summer enrichment activities for our students and look forward to welcoming our incoming Class of 2024.

We recognize the impact this situation has had on our students and families. We are so very proud of the positive support provided by our families during these challenging times. I am confident that the newfound skills of students and teachers, along with a deeper appreciation for the social interactions that we may have once taken for granted, will allow us to form a stronger and richer learning community.

Again, I sincerely thank our parents for your support and assistance in the education of our students. On behalf of the Board of Education and Administration, we hope you and your families remain safe and healthy.

Sincerely,

Diana C. Lobosco

Chief School Administrator

45 Reinhardt Road / Wayne, NJ 07470
(973) 790-6000

Passaic County Technical Institute

45 Reinhardt Road, Wayne, NJ 07470

Dr. Michael R. Parent
Principal

MEMORANDUM

TO: All PCTVS Administrators
RE: **Senior Class Items Pick Up and Drive-Through-Graduation Assignments**
DATE: June 1, 2020

As you are aware, the Chief School Administrators has approved the following dates and times for the Class of 2020 to receive needed items and return district property.

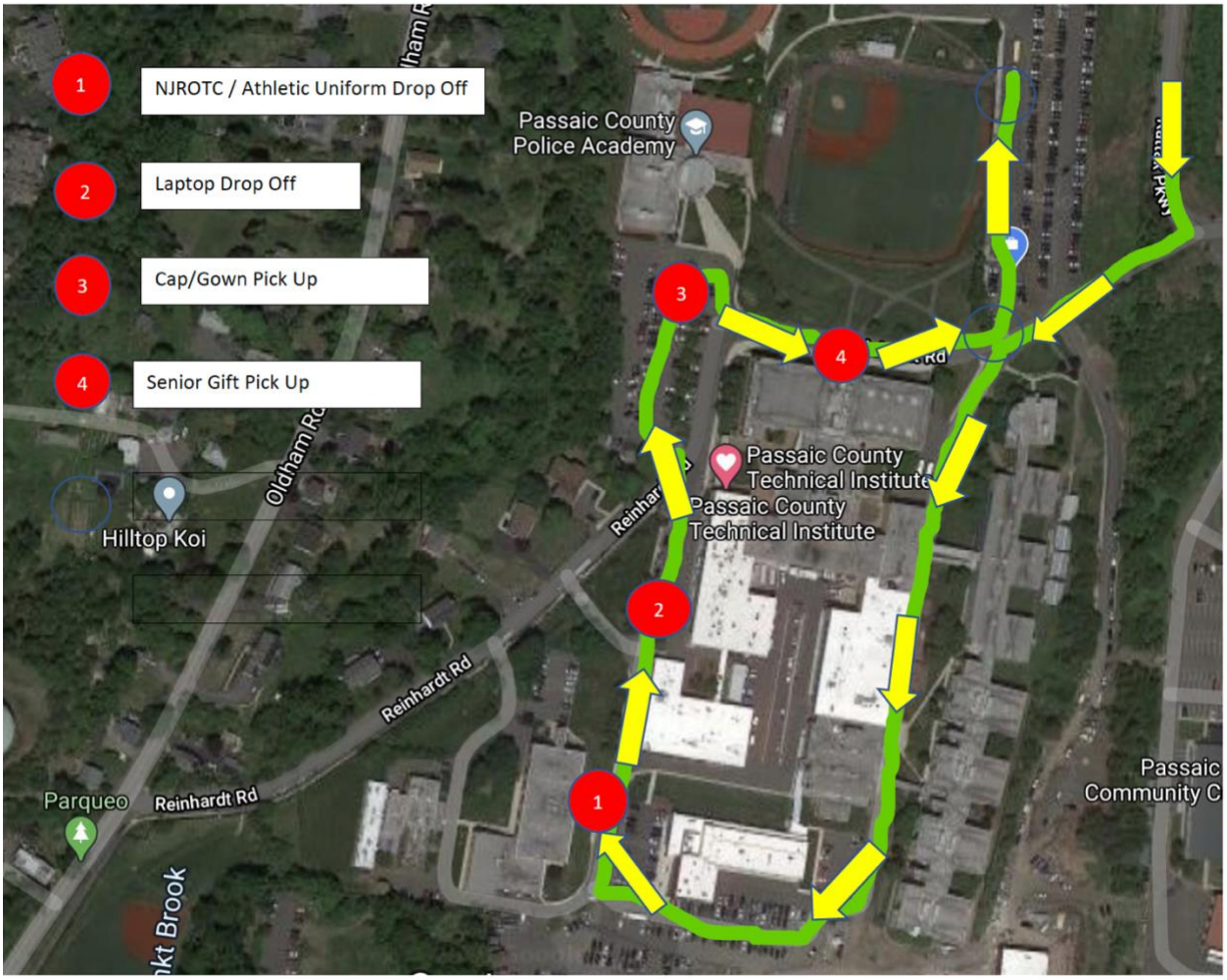
Senior Drive Through: Distribution of Senior Items (Caps, Gowns, Stoles, Gifts)
Seniors will receive their cap, gown, stole, and senior gift via a "Senior Drive Through". The "Senior Drive Through" will be held over the course of 4 days and is organized by CTE area. Please see the dates, times, and assigned CTE dates below.

Date	Time	CTE Programs
Tuesday, June 9	11:00 am through 6:00 pm	School of Automotive Technology School of Construction Technology School of Culinary Arts School of Cosmetology
Wednesday, June 10	11:00 am through 6:00 pm	Academy of Finance School of Performing Arts School Education & Human Services
Thursday, June 11	11:00 am through 6:00 pm	School of Business School of Criminal Justice School of Communication Arts
Friday, June 12	11:00 am through 6:00 pm	Academy of Information Technology School of Applied Technology Academy of Medical Arts
Monday, June 15	11:00 am through 6:00 pm	Any senior who could not make it to campus June 9-12

On the dates listed above, seniors must also return:

1. The school-issued laptop and charger
2. NJROTC uniform (if applicable)
3. PCTVS Athletic Uniform (if applicable)
4. Instruments (if applicable)

In order to make this Drive Through system work smoothly, a traffic map has been devised that includes four stops along the way. As shown on the map below, cars will enter via Kattak Parkway and will follow the traffic pattern as indicated.



Administration Assignments for June 9-15:

Spot	Date	Administrator
1	June 9, 10	McDaniel, Alexander
1	June 11, 12	Nese, Abdeleziz
1	June 15	Bucci, Turi
2	June 9, 10	N/A – Staffed by Technology Office Personnel
2	June 11, 12	N/A – Staffed by Technology Office Personnel
2	June 15	N/A – Staffed by Technology Office Personnel
3	June 9, 10	Castaneda, Parent, Coscia, Cumberbatch
3	June 11, 12	Holman, Parent, Cacace, Salma
3	June 15	Castaneda, Parent, Espiritu, Rabelo
4	June 9, 10	Sabbath, Gambino, Szczawinski
4	June 11, 12	Wacha, Valik, Johnson
4	June 15	Laor, Khairullah, DePalma

Senior Drive-Through-Graduation:
Because the Class of 2020 cannot have a traditional graduation ceremony, diplomas, diploma covers, yearbooks, and locker items will be distributed in-person as per the schedule below. Also, each senior will commemorate their graduation from PCTI with an individualized graduation process described below.

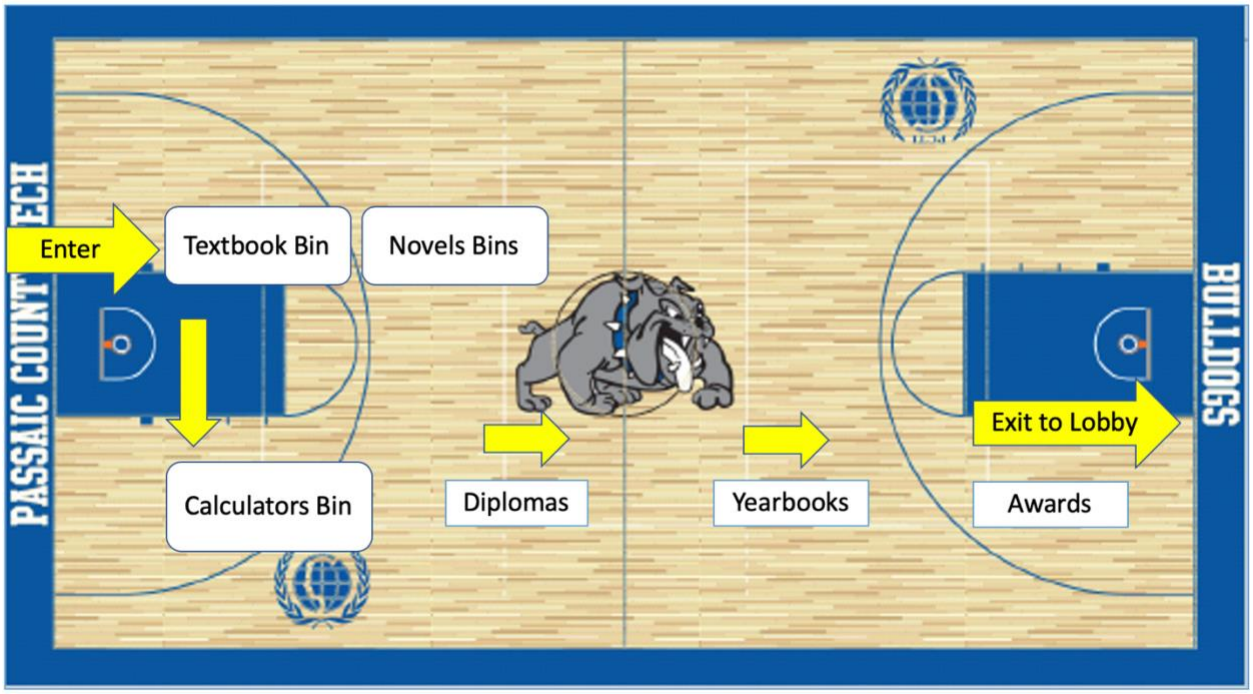
Date	Time	CTE Programs
Tuesday, June 23	11:00 am 2:00 pm 4:00 pm	School of Applied Technology School of Construction Technology School of Culinary Arts
Wednesday, June 24	11:00 am 11:00 am 2:00 pm 4:00 pm	Academy of Finance School of Automotive Technology School of Performing Arts School Education & Human Services
Thursday, June 25	11:00 am 2:00 pm 4:00 pm	School of Criminal Justice School of Business School of Communication Arts
Friday, June 26	11:00 am 2:00 pm 4:00 pm	Academy of Medical Arts Academy of Information Technology School of Cosmetology
Monday, June 29	11:00 am until 6:00 pm	Rain date (Cancellation date will be determined by PCTVS)

On the dates above be aware of the following procedures:

- Only one car per graduate is permitted. A graduate must be present in every vehicle.
- Seniors must arrive on campus in cap, gown, and stole.
- Seniors will be dropped off at the rear of the gymnasium and proceed, alone, into the gym. In the gymnasium, we will distribute the diplomas, yearbooks (if purchased), locker bags, and Athletic Awards (if applicable) following all CDC guidelines and protocols for grouping.
- The campus security will direct vehicles through campus and seniors will be picked up at the front of the main lobby.
- From there, the vehicle will proceed to the graduation stages for individual graduation photos. Each senior and their family will have 5 minutes at the staging area for personal photos and or filming.
- Seniors who are driving themselves will park as directed by security, and then proceed to the main gymnasium.
- All seniors must wear a mask from the time they exit their vehicles to the time they return to their vehicles. If you do not wear a mask, you will not be permitted to enter the school.
- Seniors must bring all textbooks and novels with them. We will collect them in bins.
- Seniors must bring all school-issued calculators. We will collect them in bins.
- Senior must bring their ID card. We will collect them when before they exit.
- Senior lockers will be emptied and placed into plastic bags. Each bag will be identified by name. On your assigned date, your locker bag will be available for you to take home.

In order to make this Senior Drive-Through-Graduation system work smoothly, a floor plan has been devised that includes five stops along the way. As shown on the floor plan below, seniors will enter the main gym from the back doors and will follow the pattern as indicated. Once in the main lobby, seniors will pick up their locker bags.

Main Gym



Administration Assignments for June 23-26:

Table	**Administrator**
Diplomas Table	Alexander, Schulte, Cumberbatch, Espiritu
Graduation Stage 1	Holman, Coscia (Szczawinski – BREAKS)
Graduation Stage 2	Sabbath, Valik (DePalma – BREAKS)
Graduation Stage 3	Gambino, Wacha (Rabelo – BREAKS)
Graduation Stage 4	McDaniel, Abdeliziz (Johnson – BREAKS)
Graduation Stage 5	Khairullah, Salma (Woods – BREAKS)
Yearbook Table	Rizzo, Castaneda
Awards Table	Nese, Turi
Locker Table in Lobby	Cacace, Laor

MP/mp

Cc:
Diana C. Lobosco, Chief School Administrator
John Maiello, Assistant Superintendent
Sandy Woods, Director of Communications
Salvatore Antoniello
William Vacca
Larry Gallagher
Terry Smith

PCTVS PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS

Listing of Essential Employees by Title

Chief School Administrator
Principal
Assistant Principal
Assistant Principal of Discipline/Transportation
Assistant Principal
Assistant Principal
Director of Student Personnel Services
Director of Special Education
Director of Adult & Continuing Education
Director of Athletics

Supervisor of Social Studies / CTE
Supervisor of Physical Education / NJROTC / Nurses
Supervisor of CTE
Supervisor of CTE and Extracurricular Activities
Supervisor of Science / CTE
Supervisor of Math / CTE
Supervisor of World Languages / CTE
Supervisor of Testing
Supervisor of Admissions
Supervisor of Federal programs
Supervisor of English

Principal STEM
Assistant Principal STEM
Supervisor of Humanities
Supervisor of CTE
Supervisor of Math & Science

Central Office:

Business Administrator
Assistant Superintendent for Curriculum/Human Resources
Board Secretary
Director of Curriculum
Director of STEM
Director of Communications/Special Projects
Administrative Assistant to CSA
Human Resource Manager
Comptroller
Chief Information Officer

Continued

PCTVS PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS

12 Month Office Staff:

Office Staff – 12 Month Contract

Custodial / Maintenance:

Supervisor – Maintenance
Supervisor – Custodial/Transportation
Supervisor – Custodial Evening Supervisor
Supervisor – Custodial Evening Supervisor
Maintenance & Custodial Cleaning Personnel

Food Service:

Food Service Director

Security Services:

Coordinator of Security Services
Security Personnel