

Bloomington Public Schools  
Contingency Operation Plan

Bloomington Public Schools

Contingency Operation Plan

March 2020

Updated May 2020

Submitted to the Passaic County Executive Superintendent of  
Schools

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SIGNATORY PAGE

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**Introduction & Purpose of the Plan**

The Bloomington Public Schools are comprised of three buildings: Martha B. Day School (Grades PK-1; 138 enrollment), Samuel R. Donald School (Grades 2 – 4; 170 enrollment), and Walter T. Bergen School (Grades 5 – 8; 235 enrollment). Overall demographic profile for the district, (0-state funded preschool, 0-homeless, 0-migrant LSE, 172-Students with Disabilities IEPs and 504s, and 16 English Language Learners (ELLs).)

The purpose of the Bloomington Public Schools Contingency Operation Plan (School COP) is to comply with NJDOE directives outlined in the broadcast memo of March 5, 2020, followed by a May 4, 2020 update which provides guidance from the NJ Department of Health (NJDOH) regarding the requirements for Public Health-Related School Closure as it relates to the outbreak of 2019 Novel Coronavirus (COVID-19). The NJDOH has identified school closure as a potential strategy to limit transmission within a community. In the event a Board of Education receives a *written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure*, the Board of Education **may** utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services is guided by N.J.A.C 6A:16-10.1 and may include direct services, online instruction, or any other means developed by the district to meet the needs of its students. The district is providing this plan to the Passaic County Executive Superintendent in an effort to outline the responsibilities and duties of Bloomington Public Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and accurately. In addition, the plan educates staff, students, and other key stakeholders of their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Bloomington Public Schools has established guidelines and procedures to respond to this possible health related closure in an effective way.

**School Board Policy Statement**

As directed by N.J.A.C 6A:16-10.1, home or out-of-school instruction may be provided to students due to a temporary or chronic health condition. N.J.A.C 6A:16-10.1(c)(4) states that “For a student with disabilities, the home instruction shall be consistent with the student’s IEP to the *extent appropriate*.” N.J.A.C 6A:16-10.1(c)(5) provides that “For a student without disability, the home instruction shall meet the New Jersey Student Learning Standards, and the requirements of the district board of education for promotion to the next grade level.” To meet the requirement of promotion to the next grade level, the district will follow Regulation 5410 which states:

**“Students in Kindergarten** - Promotion will be based on students’ sufficient mastery of the Readiness Skills listed in the Bloomington School District Kindergarten Needs Assessment. Input from teachers, parent(s) or legal guardian(s), the Principal, and the Child Study Team will be gathered and considered in making the final decision.

**Students in grades 1st through 2nd** - Promotion will be based on students’ satisfactory performance in the subjects of Language Arts Literacy and Mathematics.

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**Students in grades 3rd through 5th** - Promotion will be based on students attaining passing final averages in the subjects of mathematics, and language arts literacy. Students in grade 5 will also be expected to attain a passing grade in science because it is a state tested content subject.

**Students in grades 6th through 8th** - Placement in the next higher grade depends on academic performance as well as satisfactory attendance as per board policies. The policies and regulations are 2624, 2624R, 5200, 5200R, 5410, 5410R and 5420 and 5420R during the school year, as well as satisfactory attendance as outlined in Board Policy 5410. Students must pass all four (4) major subject areas: mathematics, language arts literacy, science, and social studies.

**Academic Goal**

The academic goal in each grade level is for students to receive at least two (2) hours of instruction in the requisite subject areas.

**Student Access to Technology**

On March 9, 2020 a home device survey was distributed to all parents of Bloomington students.

- 277 Responses for District-wide technology survey
- 273 Respondents had access to internet - 4 Respondents had no access to internet
- Devices students had access to at home by %
  - Desktop - 29.96%
  - Laptop -79.06%
  - Tablet - 65.34%
  - Smartphone - 70.40%
  - No Device - 1.44%
- Access to a working printer at home
  - Yes-76.17%
  - No-23.83%

On March 13, 2020 a follow up survey was distributed to parents who indicated they did not have a device at home for student use. Devices were lent on March 13 based on these results.

- 13 students were identified
  - MBD - 7
  - SRD - 2
  - WTB - 4
- 100% of the respondents had access to internet

To combat the digital divide, building principals reach out to parents based on teacher input to offer devices that can be picked up or dropped off safely. These safe pick ups occur as needed and are set up within a day. Information for obtaining wifi access residentially is also given to families in need - Spectrum (855) 243-8892.

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As of May 8, 2020 fifty (50) devices (ipads, laptops and chromebooks) have been distributed to students to access their online learning. Three (3) families received free Wifi through Spectrum Cable. Students and parents have access to the district's IT department to ensure technology is working correctly and troubleshoot issues as they arise.

### **Notice of Closure – Next Steps**

Upon notification from the NJDOH or the local health officer of the jurisdiction (Bloomington is served by the Pequannock Township Health Department- Peter Correale, Health Officer) to close, the district will promptly respond in the following manner:

1. Inform staff and parents via Realtime emergency notification system, along with posting the information on the district website.
2. After notification, students will report to school the following day to be provided details from their teachers and to gather all of their school and personal belongings. This day will be an early dismissal day for all students **(Day 1)** Although it is an early dismissal for students, the staff will remain on site until regular dismissal times and the school buildings will remain open until 8PM so that everyone will have an opportunity to return to their respective school in the event a student forgot their personal belongings and/or school items.
3. The staff will have the opportunity to report to school the following day to continue to plan lessons and gather materials and equipment as needed for the continuity of instruction. **(Day 2)**
4. On the third day after the announcement to close, all schools will be closed until further notice to all staff, students, parents/guardians and the public. No entry to school buildings will be permitted and all evening activities will be canceled. **(Day 3)**
5. While it is difficult to determine the length of any closure at this time, we are planning for a 3 to 4 week period.
6. Closure has been extended to the end of the school year by the Department of Education

### **Methods of Academic Instruction**

**Students in PreKindergarten through grade 1** – (Planned for first two weeks of distance learning) Teachers in Martha B. Day School have developed lesson plans using MobyMax, a differentiated curriculum program and will log into the software using a smartphone, tablet, laptop or desktop device. Assignments will be disseminated through this platform and also using parental email accounts if necessary. Students who do not have access to the internet will be provided with paper copies of assignments. Classroom teachers will monitor student attendance through assignment completion.

(Follow-up plan through end of year) To meet the needs of our young learners we use a variety of instructional resources and implement the motto of flexibility to support our students and parents. All classrooms PreK to 1st grade are utilizing Google Classroom. Within their classrooms, teachers post morning announcements, flipgrids for video interactions and student feedback, pre-recorded lessons for asynchronous instruction, as well as live teacher/student video

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interaction for instruction and to meet the social and emotional learning needs of our students. Instructional time (pre-recorded video, live instruction or group meetings) follow best practices for student attention age ranges. Overall instructional time in grades PreK - 1st grade is roughly two (2) hours a day. This instructional time includes classwork, independent work, as well as assessment based on grade level standards. To keep students on track with NJSLs, assessments are conducted 1 time per week, per subject.

To keep students on track with NJSLs, assessments are conducted 1 time per week, per subject. Grade levels will work together to create differentiated opportunities for learning as outlined herein, with different staff taking the lead for content. We will utilize Quizizz, Kahoot and other online platform assessments in addition to Google Forms for more formalized assessment and data tracking when appropriate. We will utilize choice-boards in order to create differentiated opportunities for all students. Students will be assessed on completion of Choice Board Activities, and teachers will grade as they are submitted via email or through online tools in Classroom, whenever possible.

**Students in grades 2 through 4** – (Planned for first two weeks of distance learning) Teachers in Samuel R. Donald School have developed lesson plans using MobyMax, a differentiated curriculum program and will log into the software using a smartphone, tablet, laptop or desktop device. Assignments will be disseminated through this platform and will also use parental email accounts if necessary. Students who do not have access to the internet will be provided with paper copies of assignments. Classroom teachers will monitor student attendance through assignment completion.

(Follow-up plan through end of year) To meet the needs of our young learners we use a variety of instructional resources and implement the motto of flexibility to support our students and parents. All classrooms 2nd through 4th are utilizing Google Classroom. Within their classrooms, teachers post morning announcements, flipgrids for video interactions and student feedback, pre-recorded lessons for asynchronous instruction, as well as live teacher/student video interaction for instruction and to meet the social and emotional learning needs of our students. Instructional time (pre-recorded video, live instruction or group meetings) follow best practices for student attention ranges. Overall instructional time in grades 2nd to 4th range between 2-3 hours per day. This instructional time includes classwork, independent work, as well as assessment based on grade level standards.

To keep students on track with NJSLs, assessments are conducted 1-2 times per week, per subject. Grade levels will work together to create differentiated opportunities for learning as outlined herein, with different staff taking the lead for content. We will utilize Quizizz for an online platform in addition to Google Forms for more formalized assessment and data tracking when appropriate. We will utilize choice-boards in order to create differentiated opportunities for all students. Students will be assessed on completion of Choice Board Activities, and teachers will grade as they are submitted via email or through online tools in Classroom, whenever possible.

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**Students in grades 5 through 8** – Teachers in Walter T. Bergen School have developed lesson plans using Google Classroom. Instruction and assignments will be disseminated through this platform and also using parental email accounts if necessary. Each individual teacher has a webpage that students can access for further information and lesson assignments. Students who do not have access to technology will be provided with paper copies of assignments. Students in grades 5 and 6 will be using their own personal computing devices located in their homes and students in grades 7 and 8 will use the district issued Chromebook. Classroom teachers will monitor student attendance through assignment completion and via daily parental check-ins through a Google Form which is monitored by the school nurse. Lessons are designed to engage students following NJSLs and are modified when necessary. Teachers are responsible for maintaining an accurate gradebook of assignments. Teachers are using Zoom to conduct virtual instruction and one-one assistance when needed. Overall instructional time in grades 5th to 8th range between 2-4 hours per day. This instructional time includes classwork, independent work, as well as assessment based on grade level standards.

**Regular School Hours**

Martha B. Day School - 7:50AM - 2:25PM  
Samuel R. Donald School - 8:15AM - 2:50PM  
Walter T. Bergen School - 8:40AM - 3:15PM

**Transportation**

We have made contact with NRESC and Jordan Transportation requesting additional cleaning of our buses. They will be notified of any school closures.

**Student Attendance**

The plan adheres to district policy. The parent is required (as per Tabitha's Law) to call or email the school office before the start of the student's school day. Students in grades Pre-K-4 respond to an attendance question on their homeroom's Google Classroom and then comment to another student in the stream by 10 am each day. Nurse will notate parent calls in Realtime. At 10:30 AM, if students are not present in their Google Classroom, the school nurse calls the parent to find out if they are absent and why they did not call. Then notates the response in RealTime. Attendance will be adjusted in Realtime based on calls. If students have not logged on at all, they will be marked absent, unless the parent has indicated paper copies are needed. Student's attendance factors into promotion, retention, graduation, and discipline based on district policy.

If a student is not participating in online distance learning, the classroom/homeroom teacher will reach out via email and phone to the parent. The nurse will also reach out each day that student is considered absent for the day. Principals will reach out to parents via email and/or phone to

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give assistance of devices, translation services and/or paraprofessional tutoring if these are the causes for the absences.

**Staff Attendance**

Staff are expected to account for their time on days school is officially closed by reporting to the school secretary their attendance status i.e. present, sick or otherwise. The respective school nurse will monitor staff and student absences. ***Staff are expected to document any personal sick days using their Frontline account.*** The school secretary will communicate with the building principal attendance status and that status gets forwarded to the business office weekly. Staff members are expected to be available to students during their regularly scheduled school hours. Any staff not actively engaged in lessons with students during the school day are expected to use the Otis for Educators online professional development software. A log of all completed professional development will be maintained.

**Administration Expectations**

All school and district administrators are expected to be available by phone or email. Their hours will coincide with the regular school hours for staff. Administrators should review, where possible, teacher created websites for lesson assignments. MBD and SRD building principals meet with staff regularly by grade level or department via video conference, train teachers in academic technology, assist and monitor students learning in Google Classrooms, and oversee student subgroups, i.e., 504s, ELLS, BSI, RTI, ED, IEP. Community outreach in the vein of social and emotional support to parents, students, and staff. Identify trends of technological deficiencies and create parent friendly how-to videos and websites in English and Spanish. At the elementary level, they continue to do morning announcements and keep school spirit going virtually. Teachers at WTB communicate via Google Hangout with each other and are in contact with parents when necessary. Weekly Zoom Faculty Meetings provide an opportunity for feedback and discussion. The Interim Special Services Director holds weekly check in meetings , via Zoom, with all CST members, special education teachers, related service providers and paraprofessionals for the purposes of support, providing leadership and addressing any challenges, issues or concerns. Furthermore, the Interim Director has been attending the majority of IEP meetings in an effort to offer feedback and support.

**Special Education Related Services (Occupational, Physical and Speech Therapy)**

The NJDOE has authorized teletherapy for OT, PT and Speech. Related Service providers have been using asynchronous videos or small group/individual virtual meetings to provide therapies in all three services. All the related service providers have provided therapies that support IEP objectives for the students on therapists' caseload, i.e. utilize paper activities, apps available on an iPad, or individual student activities available within Google Classroom. Therapists have been

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in constant contact with families to provide support through email and/or phone. All communications will be documented. Compensatory Education is to be discussed when schools reopen. As per NJDOE, regression is to be measured on a student by student basis, not hour by hour. Weekly check in meetings have transpired with the Interim Director, Related Service Providers and Special Education teachers in an effort to monitor progress of therapies and the ongoing improvement of the special education teaching and learning process.

**English Language Learning (ELL)**

Identified ELL students will be exposed to the same instruction they would have received in school. The District ESL teacher is a member of all Google Classrooms so differentiation of instruction and/or assessments can occur on demand. Translation of instruction/assessment/classwork is provided to students. The District ESL teacher meets with identified ELL students daily or weekly virtually for instruction. Grade level review is also mailed weekly to students to reduce regression of previously mastered skills. In order to communicate with ELL families, the district utilizes our spanish speaking paraprofessional, spanish teacher, and spanish speaking IT Technician to translate materials, directions, and translate during phone and video conferences. This is the only identified home language of need currently.

Depending on the student's WIDA Language Proficiency alternative methods of instructions can be implemented. Such alternatives would include: paper copies of work instead of using online platforms, using various platforms for instruction instead of solely Google Classroom, virtual one on one instructional sessions with shared screen or a combination of them. Parents of Ells, were called individually (in their native language) to identify any challenges their household, device or student may have to complete work. These challenges are promptly solved and follow up check-ins occur to maintain parental support and student learning.

**Paraprofessionals**

Students with IEPs and 504s that have assigned paraprofessionals, will continue to work with them on a daily or weekly basis as needed, through live video conferences, phone calls, follow-up parental emails. Students struggling with online distance learning are also paired with a Paraprofessional for support. This support can be for social, emotional and/or academic needs. Paraprofessionals coordinate with classroom teachers to ensure modifications, accommodations and/or reteachings hold to the integrity of the NJSLs. Paraprofessionals also complete online professional development from BCBA and the Otis for Educators, as well as other approved online PD. A log of all completed professional development will be maintained.

Paraprofessionals have been engaged in intensive inservice live video training 2-3 days every week since closure. Training has been conducted by Dr. Katie Baker and the Interim Special Services Director. Topics have included items such as the role of a paraprofessional, how to support the teaching and learning process, positive behavior supports, reinforcements, educational terminology, data collection, working with children on the Austistic Spectrum, dealing with

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apathy and many other practical applications. The training will continue until the close of the school year.

**Child Study Team**

Case Managers are in contact with families via phone or email to provide support. The Child Study Team (CST) are in contact with the special education teachers to ensure students' goals and objectives are being met and what modifications and accommodations are needed. CST members have completed necessary reports/paperwork associated with IDEA timelines and compliance regulations. Contact with families and activity logs are documented in our Realtime Student Information System. IEP meetings have been held via required time lines. Additionally, as per NJDOE directive, "*all IEP meetings are taken as far as they can be taken virtually*". Any student testing which cannot be done virtually e.g. Psychological and educational will need to be conducted upon the reopening of school. All CST members have weekly virtual check meetings with the Interim Director of Special Services as well daily phone calls, texts, and e-mails. Furthermore, the Interim Director has participated in all County and State Special Education meetings and has shared all notes from the meetings with Special Services staff.

**Nursing Staff**

Respective school nurses will check/monitor phone messages and will use the Realtime Student Information System to log attendance in consultation with the school secretary. The expectation is that they will be in contact with the local health department regarding any student/staff matters. Each nurse will check in on a daily basis to inform their respective principal of any issues/concerns. Each nurse will produce a daily absentee list in accordance with standard operating procedures and will forward the same to their respective school staff members. Contact logs will be maintained.

**School Counselors/Social Worker**

MBD and SRD have weekly virtual coffee conversations with parents on how to support their students at home, how to handle stresses of distance learning and how to meet the social/emotional raising needs of their households. SRD and WTB have a school counselor and MBD has a social worker. They will be available to students and staff via phone or email as necessary. The school counselor will be in daily communication with the school principal or members of the CST as necessary. Contact logs will be maintained. At both SRD and MBD, the counselor and social worker have Google Classrooms and hold live sessions with students via video conferencing. The school counselor at WTB is invited to and attends teacher Google classrooms and communicates with students and parents as needed. Additionally, she works with the School Psychologist on matters pertaining to students with an IEP.

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**Out of District (OOD) Placements**

The Child Study Team and the Interim Director have been in weekly communication with all Out of District Placements since the closure of schools. All IEP required meetings have been held and, in essence, OOD schools closure plans have mirrored our own very closely in terms of the teaching and learning process and related services. Bloomington bus transportation continues to be provided.

**Building/Custodial Services/Essential Employee**

While school is closed, custodial staff will continue to work albeit on a reduced schedule in order to conduct building checks and to provide cleaning and disinfecting of frequently touched areas in preparation for the return of students and staff. All personnel in the buildings are instructed to wear masks and gloves. In each school building, there is one custodian in the building room 8-1pm. In the WTB school, where the business office is housed, there are essential personnel entering the building daily on a limited basis. Custodians are working on building and boiler checklists, upkeep of grounds, receiving deliveries, and cleaning areas that were exposed to essential personnel. The MBD school has the free and reduced breakfast and lunch pick-up occurring in the cafeteria on a no contact basis for parents who refused food to be delivered. MBD has the only full functioning kitchen in district. On a limited as needed basis, for instructional supplies, the building has been made available to teachers, while practicing social distancing rules and wearing masks and gloves. We will be following the directives in the following broadcast for cleaning the schools. School Cleaning procedures will follow the state guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

**Essential Employees by Building**

**SRD**

John Petrelli	Interim District Superintendent
Ralph Burrows	Facilities Manager
Kerridyn Trusheim	Principal
Mike Gillen	Custodian
Rafael Ruiz	Custodian
Victor Boyer	Custodian
Sandi Stout	Confidential Secretary to Superintendent
Lois Manella	School Secretary

**MBD**

John Petrelli	Interim District Superintendent
Ralph Burrows	Facilities Manager
Karen Husser	Principal
Robert VanGurd	Custodian

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Andrea Albrecht                      School Secretary  
Jennifer Martin                      Food Service

**WTB**

John Petrelli                      Interim District Superintendent  
Frank Verducci                      Principal  
Ralph Burrows                      Facilities Manager  
Maria Leon                      Custodian  
Emelyn Santana                      Custodian  
J Cesar Leon                      Custodian  
Al Soccio                      Custodian  
Carlos Cribeira                      Custodian  
Brian J Tanis                      Custodian  
Magueretta Santana Ruiz              Custodian  
Chip Turner                      Summit Management Consultant  
Janice Meich                      School Secretary  
Donna Lee Duffy                      Accounts Payable Secretary  
Donna Costa                      Transportation Coordinator  
Karen Spiridakis                      Payroll Secretary  
Eulalia Gillis                      Interim Business Administrator  
Ernest Turner                      Summit Management Consultant

**Business Office**

Essential staff in those departments will work minimal hours when the WTB school is open in order to process purchase orders, pay bills and process payroll.

**Free and Reduced Lunches**

Our food service vendor Maschio’s Food Service will provide food on a “grab & go” basis for students enrolled in free and reduced lunch. The food will be delivered to Martha B. Day School and parents will be informed as to a time frame in which to pick up the food. We have about 115 students who qualify. As of March 18, the Interim Business Administrator was coordinating the delivery of breakfast/lunch to those students eligible through cooperative efforts with Jordan Transportation for students enrolled in the free and reduced lunch program and any family who requested food as per the SSO directive from the Agriculture Department.

**After School Care**

The district has a third party who runs an aftercare program at Samuel R. Donald from dismissal until 6PM. We are reaching out to the vendor to make them aware of our plans so they may

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notify those affected. The vendor was notified on March 13, 2020 that schools would be closed until further notice.

**Next Steps**

PreK will conduct a virtual graduation ceremony. First and fourth grade may hold virtual clap outs and eighth grade is planning a virtual graduation. Virtual move up days may occur for students attending a new school within the district. These grades would include 1st going into 2nd and 4th going 5th.

Identify funding (Title 1) that can be utilized for remediation during the summer and fall, even in the distance learning format. Additional district surveys regarding technology, instruction, free and reduced lunches, social and emotional needs.

Bloomington School District will investigate virtual STEM and 21st Century programs (utilizing the extending learning opportunities unit) and offer these programs to students until the Title 4 grant.

Assessments of learning loss will be done by grade level teams prior to the end of the school year to identify standards not fully mastered due to distance learning. Teachers will also identify students who will be offered summer remediation through Title funds. BSI, 504, RTI and I&RS teams will conduct end of year virtual meetings with parents to address those student's needs for summer learning.

Fall assessments will occur for all students 1st - 8th grade to identify any learning deficits that may have occurred from distance learning. Any identified students will go to the RTI team for an action plan to be implemented.

Determine summer needs for in-person or virtual instruction to meet the safety and educational needs of our students. Form a District committee for when and how schools will reopen and what protocols need to be in place for the safety and logistical needs of the schools.

The Bloomington BOE has approved dates and times for ESY. Summer contracts were ready to be posted when school closed

1. Resent planning and suggestions by the NJDOE for the 2020 ESY program are being taken under advisement for development and possible implementation.
2. Operate an in person ESY program staffed by certified teachers and support staff.
3. Operate a virtual ESY program staffed by certified teachers and support staff..
4. Cancel the 2020 ESY program if IEPs can be revised to eliminate ESY programs for students.