

# BUTLER SCHOOL DISTRICT



## Virtual/Remote Instruction Program

**2025-2026**

*38 Bartholdi Avenue*

*Butler, NJ 07405*

***IT TAKES MORE TO BE A BULLDOG***

***#smalldistrictbigimpact***

*Board of Education Approved - July 31, 2025*

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## BUTLER'S DISTANCE VIRTUAL LEARNING AT A GLANCE



### CONTINUITY OF INSTRUCTION

- Fixed Daily Schedules
- Teachers will teach from their classrooms using new Teacher Stations to enhance student learning and engagement
- Daily Attendance will be taken and tracked
- Google Classroom, Google Meet, Zoom, and Nearpod Platforms
- Scheduled Services and Interventions in the afternoons
- Academic Assistance and Teacher Office Hours Scheduled weekly

### SOCIAL AND EMOTIONAL SUPPORT

- Counselors will meet with students virtually in individual and in group sessions
- Weekly newsletters to students, staff, and community focused on social and emotional well being and strategies for mindfulness
- Ongoing work to host one lesson a month for all students to attend focused on mindful practices and self-regulatory strategies
- Weekly academic progress monitoring and support

### FACILITIES

- Preventative Maintenance Plan started
- Continued cleaning and sanitation for areas with individual instructional and/or counseling appointments
- Cleaning and sanitation of teacher work stations daily

### CO- AND EXTRA- CURRICULAR

- Hosting of virtual clubs and co-curricular activity meetings
- Weekly communications from AD to update schedule and events for our students, staff and learning community
- Creative means to host events - livestreaming, virtual, etc.
- Proactive planning for yearbook, prom, senior events



## **Introduction**

This document outlines the protocols to be followed in the event of a school district closure to ensure the continuity of instruction for all students. The implementation of virtual/remote learning under these protocols will fulfill the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

This plan will be activated in the event of a closure lasting more than three (3) consecutive school days, due to any of the following:

- A declared state of emergency (e.g., natural disasters such as Superstorm Sandy)
- A declared public health emergency (e.g., pandemic-related concerns)
- A directive issued by a local or state health agency or official requiring a public health-related closure

In the event such a closure becomes necessary, the Superintendent or designee will consult with the Board of Education and formally communicate the activation of this plan.

Instruction will be delivered through established virtual platforms and digital tools, with attention to equitable access, student engagement, differentiated support, and clear expectations for both staff and students. The district remains committed to maintaining instructional continuity, meeting students' academic and social-emotional needs, and ensuring compliance with all applicable state and federal guidelines.

The Butler School District has prepared this plan following guidance from the NJ Department of Education, and it addresses these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing Multilingual Learner (ML) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

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## **I. Equitable Access and Opportunity to Instruction**

The Butler School District is committed to ensuring all students have equitable access to instruction during periods of virtual or remote learning.

The district maintains a 1:1 Chromebook Program for all students in grades K–12, ensuring that each student has access to a personal learning device. To address connectivity barriers, the district has secured 50 WiFi hotspots for families without reliable internet access at home.

These devices are prioritized for students identified through the Free and Reduced-Price Lunch program

and are distributed on an as-needed basis thereafter. Building principals are responsible for identifying needs and tracking device distribution and connectivity status through the district's student information system to ensure accurate support and follow-up.

Through these efforts, the district ensures that every student, regardless of background or circumstance, has the tools necessary to fully engage in remote learning opportunities.

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## **II. Addressing Special Education Needs**

The Butler School District remains committed to ensuring that all students, including those with disabilities and specialized instructional needs, continue to receive appropriate educational services with minimal disruption during periods of virtual or remote instruction.

### **Instructional Schedule Overview (All Schools)**

In the event of remote learning, all schools will follow a modified instructional day as follows:

- 8:00 a.m. – 12:25 p.m.: Core Classroom Instruction
- 12:25 p.m. – 1:00 p.m.: Lunch and Movement Breaks
- 1:00 p.m. – 2:45 p.m.: Related Arts, Academic Assistance, and Related Services

### **Special Education Services**

To the greatest extent possible, special education students will experience continuity in their instructional programs:

- Paraprofessionals will continue to support students by collaborating with classroom staff to individualize instruction. Instructional delivery and student progress will be monitored by classroom teachers.
- Accelerated learning opportunities and enrichment will continue to be provided as appropriate.

### **Related Services**

Related services will be delivered through both in-person sessions (by appointment) with safety protocols in place, and virtual platforms as needed. All virtual sessions will comply with HIPAA and FERPA standards using platforms such as Doxy.me. Services include:

- Speech Therapy
- Occupational Therapy (OT)
- Physical Therapy (PT)
- Applied Behavior Analysis (ABA) Therapy
- Teacher of the Deaf Services
- Home Therapies – These will continue virtually unless otherwise coordinated with families.

- Paraprofessionals and Aides will remain actively assigned to assist with student support.

### **Preschool Programming**

- Preschool Half-Day: Students will receive specialized instruction, accommodations, and modifications via Google Classroom. Platforms like ABC Mouse and Touch Math will support individualized learning.
- Preschool/MD Full-Day: BCBA and RBT staff will coordinate with families to deliver continued ABA instruction. Daily socialization sessions and progress monitoring will be provided by teachers.

### **K-12 Specialized Programming**

For students in ICR, ICS, MD, and Resource Room programs:

- Co-teaching teams will deliver modified instruction tailored to IEP goals and aligned to classroom content using platforms such as Google Classroom, Google Slides, Khan Academy, IXL, and CommonLit.
- Assessments will include both formative and summative methods to track student progress through mClass, IXL, and teacher created assessments
- Students with functional skills programs will receive video-based instruction in life skills and daily living skills (e.g., video modeling).
- Supplementary tools: Go Noodle, NJSLA prep, Spell City, and others.

### **IEP Implementation, Monitoring, and Evaluation**

- Case Managers will maintain regular contact with families to ensure services are implemented in accordance with IEPs.
- IEP meetings and Annual Reviews will continue as scheduled via Zoom, Google Meet, or phone, with all team members signing off through IEP Direct's Collaborative Portal.
- Evaluations in Progress may continue in person, in alignment with current health and safety guidelines.
- Referrals will be accepted via signed documentation submitted electronically.

### **Students Placed Out-of-District**

- Case Managers will serve as the primary point of contact for families.
- Regular check-ins will continue.
- Parents will be advised to notify their case manager if they choose not to send their child to school.
- Case Managers will request documentation of any missed services for future compensatory service planning.

### **Gifted and Talented / STE(A)M Programs**

- Weekly enrichment will continue for Grades K-4 using the Renzulli Whole School Enrichment Model.
- Weekly GT programming will remain in place for Grades K-8.

- At the high school level (Grades 9–12), Honors and AP coursework will continue uninterrupted.
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### III. Addressing Multilingual Learner (ML) Plan Needs

Multilingual Learners (MLs) will continue to receive uninterrupted instruction during periods of virtual learning. At the middle and high school levels, ML instruction will follow students' regular schedules. At the elementary level, students will continue to engage with their ESL teacher, though instructional times may differ from in-person schedules to accommodate developmental needs and family logistics.

To support equitable access to learning, all students in grades K–12 have been provided a district-issued device as part of the district's 1:1 initiative. WiFi Hot Spot devices are provided as available based on free and reduced status.. In cases where devices are not available, students may share with a sibling or access instructional materials through printed packets, which can be picked up from school or delivered to the home if necessary.

Teachers supporting MLs utilize a range of instructional tools and platforms, including IXL, RAZ Kids, ESL BrainPOP, ReadWorks, Nearpod, Schoolwide, and others, to address language development and close learning gaps. All ESL teachers maintain individual Google Classrooms for their students that target the four language domains: reading, writing, speaking, and listening. Additionally, ESL teachers are embedded in the Google Classrooms of content area teachers to monitor instruction, collaborate on lesson delivery, and provide in-the-moment scaffolds, models, and explanations through "push-in" instructional support.

In alignment with best practices for ML instruction, teachers incorporate the following strategies:

- Use of visual supports, sentence stems, and graphic organizers to aid comprehension and output.
- Pre-teaching of vocabulary and language structures before content delivery.
- Language objectives that are explicitly stated alongside content objectives.
- Use of video modeling, bilingual resources, and closed captioning where appropriate.
- Ongoing formative assessments to adjust instruction and provide individualized feedback.
- Culturally responsive materials and connections that affirm student identity and background.
- Consistent home-school communication in the family's home language when possible, using multilingual platforms or translation services.

Professional learning remains a priority. The district's technology coordinator will continue to facilitate virtual workshops and instructional coaching sessions to assist teachers with the effective use of digital tools and strategies for enhanced student engagement. Dedicated professional development has been provided to help staff reassess and redesign their instruction to better meet the unique needs of multilingual learners in a distance learning environment, with a focus on practical strategies and culturally responsive practices.

The ML Supervisor and building principals monitor student engagement and work completion on a weekly basis. When students are not submitting assignments, teachers and administrators reach out to

families to ensure that students have access to materials and to identify and resolve any barriers to participation.

All instructional staff have been trained to modify assignments appropriately for remote learning. Lessons have been adjusted to ensure they are manageable for students and families, with consideration given to screen time, workload, and home support. A consistent grading rubric has been implemented at the secondary level, focusing on accuracy, completion, and timeliness. This rubric includes safeguards to ensure that no student receives lower than a 65 as a final marking period grade due to the challenges of remote learning.

All staff and administrators receive annual training aligned with the district's Professional Learning Plan. These sessions focus on strategies for culturally responsive teaching, social-emotional learning, and trauma-informed instructional practices to ensure the needs of our multilingual learners are addressed with care and intentionality in both virtual and in-person settings.

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## **IV. Attendance Plan**

Attendance will be taken daily in alignment with the district's attendance policy and state regulations regarding virtual instruction.

At the middle and high school levels, students are expected to log in to each class period on time and with their camera turned on in order to be marked present. Attendance will be recorded at the beginning of each class period. Active engagement and visibility during class are key components of verifying presence and participation.

Elementary students are expected to log in at the start of the school day and remain online through the morning instructional block. After the scheduled lunch break, students must log in again and continue to follow the same attendance expectations. Cameras should remain on during instructional time unless otherwise approved for individual circumstances. Teachers will take attendance during both the morning and afternoon sessions.

Parents and guardians are required to report student absences through Genesis, the district's student information system, on the day of the absence. If a student is marked absent and no communication has been received, the school will initiate outreach to the family. Continued unverified absences may prompt additional follow-up by school staff, which may include a wellness check conducted by a School Resource Officer to ensure the student's safety and well-being.

The district remains committed to supporting student success and well-being. Consistent attendance and engagement—whether in person or remote—are foundational to academic progress and access to services. As such, all expectations for student attendance, participation, and conduct will apply during remote instruction in the same manner as they would during traditional in-person learning.

## VIII. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program continues within the Butler School District. The distribution of school meals for approved students will be daily between 11:00 a.m. and noon and will take place through the Butler High School Cafeteria. Delivery can be arranged for families who are unable to get to either high school.

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## IX. Facilities Plan

In the event of a district-wide closure, all Butler School District facilities will remain under regular supervision and care by custodial and maintenance personnel. A rotating skeleton crew may be deployed if public health conditions require minimal on-site presence, ensuring continued oversight of building safety and operations.

All established cleaning and sanitizing protocols will remain in effect, with additional measures taken to ensure deep cleaning throughout all buildings. This includes classrooms, restrooms, locker rooms, cafeterias, offices, and common areas. Deep cleaning efforts will follow CDC and Department of Health guidance and will be conducted using hospital-grade disinfectants and specialized equipment.

Transportation providers will clean and disinfect all student transport vehicles daily. This process includes the use of sanitizing wipes and Atomizing Disinfectant Sprayers to ensure all high-touch surfaces are regularly treated. All procedures will follow the most recent recommendations from public health agencies.

The Butler School District will remain in full compliance with state and federal public health advisories. Procedures and protocols will be updated promptly as new guidance is released by the CDC, New Jersey Department of Health, or other regulatory bodies.

During any extended closure:

- Custodial and maintenance staff will operate on reduced, rotating schedules focused on preventative maintenance, safety inspections, and sanitization.
- PPE (including hazard suits, gloves, and masks) has been purchased and is available to all custodial and maintenance staff for use while in district buildings.
- The Superintendent, Business Administrator, and Director of Buildings and Grounds will remain onsite daily to monitor facilities and coordinate response needs.

The following additional resources and upgrades have been implemented to enhance the district's cleaning capabilities and air quality systems:

- Two electrostatic disinfecting guns per school building for thorough surface sanitization.
- Fogging machines available in each school for monthly whole-building disinfecting.
- HEPA filters installed in ventilation systems across all district facilities.
- Antimicrobial floor wax and treatments applied to all floors to reduce surface transmission risks.
- Structured daily, weekly, and monthly cleaning protocols developed in consultation with CDC and OSHA guidelines, including cleaning of building exteriors and playgrounds.
- Sign-in/out checklists and task logs have been implemented for accountability and tracking of



completed sanitation routines.

Additionally, the district has:

- Designated fixed staff entry and exit points in each building to monitor and control building access.
- Installed and maintains hand sanitizing stations throughout all school buildings, encouraging frequent use by both staff and students when buildings are open.

These comprehensive steps reflect the district's commitment to maintaining clean, healthy, and safe learning environments for all students and staff, both during closures and throughout the school year.

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## **X. Social and emotional health of staff and students**

Students grades K-12 will continue to learn via their Chromebooks and Google Classroom. Preschool will have more developmentally appropriate learning opportunities which will be made available. Our school counselors, case managers and student assistance counselors will be available to address any student or parent concerns during this time frame. Please do not hesitate to reach out with any questions or concerns. We will continue to offer support to our students as much as we can throughout this challenging time period. Listed below is important information for parent(s)/guardian(s) to refer to:

Contacting our staff: School counselors and case managers will be available during school hours via email Monday - Friday, for students and parents to contact them with any requests or questions.

### **BHS Counselors:**

Sue Maurer - [smaurer@butlerboe.org](mailto:smaurer@butlerboe.org)

Lisa Urbina - [lurbina@butlerboe.org](mailto:lurbina@butlerboe.org)

Guidance Administrative Assistant - Barbi Gnecco - [bgnecco@butlerboe.org](mailto:bgnecco@butlerboe.org)

### **RBS Counselor:**

Joseph Fischer - [jfischer@butlerboe.org](mailto:jfischer@butlerboe.org)

### **ADS Counselor:**

Theresa Sansone - [tsansone@butlerboe.org](mailto:tsansone@butlerboe.org)

### **Student Assistance Counselor**

ADS, RBS & BHS - Emma Tagariello - [etagariello@butlerboe.org](mailto:etagariello@butlerboe.org)

### **BHS Case Managers**

Patrick Keane [pkeane@butlerboe.org](mailto:pkeane@butlerboe.org)

Rebecca Collette [rcollette@butlerboe.org](mailto:rcollette@butlerboe.org)

### **RBS Case Manager**

Lindsay Massessa - [lmassessa@butlerboe.org](mailto:lmassessa@butlerboe.org)

### **ADS Case Manager**

Jeni Kertesz - [jkertesz@butlerboe.org](mailto:jkertesz@butlerboe.org)

**If at any point you need to contact administration, please contact the following:**

BHS Principal - Rory Fitzgerald - [rfitzgerald@butlerboe.org](mailto:rfitzgerald@butlerboe.org)

BHS Assistant Principal - Jacqueline Molina - [jmolina@butlerboe.org](mailto:jmolina@butlerboe.org)

RBS Principal - Michael Tobin - [mtobin@butlerboe.org](mailto:mtobin@butlerboe.org)

ADS Principal - James Manco - [jmanco@butlerboe.org](mailto:jmanco@butlerboe.org)

Director of Student Instructional Services - Dr. Michelle Papa - [mpapa@butlerboe.org](mailto:mpapa@butlerboe.org)

### **Home Instruction:**

Students on home instruction should follow the assignments and work in their regular classrooms using google classroom.

**In the event of an emergency - Please call 911**

Please see the information below for additional Counseling Resources throughout the state if needed.

## **Counseling Resources**

### **Crisis Intervention Services**

Chilton Memorial Hospital 973-831-5078

Morristown Medical Center 973-540-0100

Saint Clare's Hospital 973-625-0280

Newton Memorial Medical Center 973-383-2121

St. Joseph's Medical Center 973-754-2000

PerformCare 1-877-652-7624

### **Mental Health**

Wayne Psychological Group LLC  
45 Carey Ave, Suite 204  
973-527-4411  
Diane Uhler  
19 Cutlass Road  
Kinnelon, New Jersey 07405  
(973) 750-9783

Wayne Behavioral Service  
973-790-9222  
(counseling and psychiatry)

Parent Train  
Pompton Plains, NJ  
973-588-4486  
Shannon Foster  
45 Carey Ave, Suite 107  
973-248-5896  
Family Psychiatry of North Jersey  
201-580-2524  
Paramus

ADHD, Mood and Behavior Center  
Cedar Knolls  
973-605-5000

Counseling Center at Fairlawn  
16-01 Broadway  
Fairlawn, NJ 07410  
201-797-0001

West Bergen Mental Healthcare  
201-485-7172  
Ridgewood, NJ  
(counseling and LGBTQ services)

Strength for Change  
Wayne, NJ  
973-770-7600

Cairn Psychotherapy Group  
25B Hanover Road  
Florham Park, NJ  
973-295-6729

Care Plus Anger Management,  
Social Skills, Freedom From Anxiety, ALLIES

Jersey City Medical Center  
Child and Adolescent Outpatient:  
(individual, family, group) 201-915-2272

Dr. Nafeesa Siddiqui  
510 Hamburg Tpke, Suite E106  
Wayne  
973-904-3161

Dave Glaser, LCSW, NRNP  
Individual, Couple, Family, Group  
Oakland  
201-337-9165  
Ravinder Bhalla  
Ridgewood  
201-652-4999

Care Plus NJ, Inc.  
Paramus  
201-986-5000  
(individual, family, group available)

Anthony Polizzio, LCADC  
Belleville  
973-450-3100

Reina Rivas, LCSW, LCADC – Spanish Speaking  
Verona  
973-986-2193

Eclectic Counseling Services  
287 Boulevard, Pompton Plains  
973-835-0740

PerformCare  
877-652-7624

Challenge Program: 201-915-2285  
Edward G. Lambro  
Pompton Plains  
973-345-8410

Comprehensive Behavioral Healthcare, Inc  
(Intensive Therapeutic After-School Program)  
Hackensack  
201-646-0195

St. Clare's Behavioral Health Services  
Central Access Helpline  
1-888-626-2111

New Bridge Services  
973-316-9333  
Cornerstone Family Programs  
Morristown  
973-538-5260

Joel Levine, LCSW, LPC, LCADC, LMFT  
Marriage, Family, Addiction Therapy  
Verona  
973-875-3022

Family Intervention Services  
986-586-5243  
[www.fisnj.org](http://www.fisnj.org)

Morristown Medical Center/Atlantic Health  
Services: Psychiatry  
1-888-247-1400  
[www.atlantichealth.org](http://www.atlantichealth.org)

Psychological & Educational Consulting  
9 North Beverwyck Rd  
Lake Hiawatha, NJ 07034  
973-400-8371

## **Substance Abuse**

New Pathways  
321 Changebridge Road  
Pinebrook, NJ 07058  
201-436-1022

High Focus  
1259 Route 46 East  
Parsippany  
(800) 877-9919

Ascend Treatment Center  
100 Enterprise Drive Suite 301  
Rockaway, NJ 07866

Daytop Adolescent Substance Abuse  
320 W Hanover Avenue  
Parsippany, NJ 07054  
973-539-5764

Strength for Change  
2035 Hamburg Turnpike, Suite-G  
Wayne, NJ 07470  
973-770-7600

## **Psychiatry**

Wayne Behavioral Service  
973-790-9222

Dr. Colon  
732-469-7656

NBAR Psychiatry  
12-15 Broadway, Suite 2A  
Fair Lawn, New Jersey 07410  
(551) 227-2305

Cooperative Counseling  
908-731-7099 x 313  
Medicaid Provider

Bright Side Psychiatry  
608 Sherwood Parkway  
Suite 106  
Mountainside, New Jersey 07092  
(908) 258-6534

M&S  
Clifton, NJ  
973-341-9869  
Medicaid Provider

## **Community Resources, Hotlines & Websites**

### **Community Resources**

Butler Police Department

973-838-4100

<http://www.butlerborough.com/Cit-e-Access/webpage.cfm?TID=19&TPID=15645>

Butler Health Department

973-838-7200

<http://www.butlerborough.com/>

Bloomington Police Department

973-838-0158

Morris County Human Services Department

1 Medical Drive

Morris Plains, NJ

Morris County Office of Temporary Assistance

340 W Hanover Ave

Morristown, NJ

Passaic County Human Services

401 Grand St #417

Paterson, NJ

County of Passaic Board of Social Services

1237 Ringwood Ave

Haskell, NJ

### **Food Pantries**

Butler United Methodist-Loaves and Fishes Food Pantry

973-838-2026

Church of the Nazarene

973-838-1027

Bloomington United Methodist Church

973-838-2026

St. Mary's Food Pantry  
Pompton Lakes, NJ  
973-831-4442

### **Important Numbers**

Addiction Hotline of New Jersey  
800-238-2333

Alcoholics Anonymous  
800-245-1377  
Al-Anon/Ala Teen - families/friends  
973-744-8686

Center for Alcohol & Drug Resources  
201-488-8680

Nar-Anon Families & Friends of Addicts  
732-591-1827

Narcotics Anonymous of NJ  
800-992-0401

National Suicide Prevention Hotline  
800-273-TALK

National Runaway Switchboard  
800 RUNAWAY

National Youth Crisis Hotline  
800-442-4673

Parents Anonymous/Family Helpline  
800-843-5437

Psychiatric Intervention Screening  
201-262-HELP  
Rape Crisis Hotline - 24 hour hotline  
201-487-2227

Safe Haven for Infants Hotline  
877-839-2339

Second Floor Youth Helpline  
888-222-2228

Jersey Battered Women's Service  
973-267-7520

NJ Domestic Violence Hotline  
800-572-7233

NJ Child Abuse Hotline  
800-792-8610

First Call for Help (connect & get answers)  
2-1-1

### **Important Websites**

National Council on Alcoholism & Drug  
Dependence  
[www.ncaddnj.org](http://www.ncaddnj.org)

National Institute on Alcohol Abuse & Alcoholism

Young Teens- The Cool Spot  
[www.thecoolspot.gov](http://www.thecoolspot.gov)

Parents - The Anti-Drug

www.niaaa.nih.gov

New Jersey Prevention Network  
www.njpn.org

Drug Free New Jersey  
www.drugfreenj.org

Morris County Prevention Is Key  
www.mcpik.org

New Jersey Quit Net  
www.nj.quitnet.com

Willow Tree Center  
[www.willowtree.org](http://www.willowtree.org)  
Morris County  
www.co.morris.nj.us

Teens - Freevibe  
www.freevibe.com

www.theantidrug.com

Family Guide  
www.family.samhsa.gov

Northern NJ SAFE KIDS  
www.preventionworks-nj.org

New Bridge Services  
www.newbridge.org

40 Developmental Assets  
www.search-institute.org

Youth Empowerment Alliance  
www.uwmorris.org

Find Treatment  
www.findtreatment.samhsa.gov

NJ Al-Anon/Ala-teen  
www.nj-al-anon.org

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## **XI. Other Considerations**

- **Title I Extended Learning Programs**
- **21st Century Community Learning Center Programs**
- **Credit recovery**
- **Other extended student learning opportunities**
- **Extra-curricular programs**
- **Childcare**
- **Community programming**
- **Assessment of Growth**

In alignment with district practices for inclement weather closures, Before- and After-Care programs will not operate during any health-related school closure. The safety of students, families, and staff remains our highest priority.

### **Title I Extended Learning / RTI Support Structure**

The district will continue to support students identified through the Response to Intervention (RTI) process. Interventions will be structured as follows:



- Tier 1: In-classroom support and accommodations through core instruction.
- Tier 2: Targeted small-group intervention during Academic Assistance periods.
- Tier 3: Individualized intervention during Academic Assistance or scheduled virtual support blocks.

### **Extracurricular and Community Use of Facilities**

All extracurricular programs will be temporarily postponed during any health-related closure. In addition, outside community organizations will not be permitted to use district facilities during this time.

The district does not currently offer:

- Credit recovery programs.
- A 21st Century Community Learning Center Program.
- District-provided transportation services.

### **Assessing Student Growth & Addressing Learning Loss**

To mitigate learning loss and support student progress, the district will expand its efforts in academic data collection and instructional planning. This includes:

- Foundational Assessments:
  - mClass Universal Screening for Foundational Skills (Grades K-3) and CommonLit Benchmark Assessments for Reading in Grades 3–12.
  - Envision Benchmarks for Math in Grades K-12
  - IXL (Grades K-9) to monitor growth in reading and math.
  - Longitudinal standardized test data (NJSLA, ACCESS, etc.).
  - Schoolwide Running Records as needed for reading fluency and comprehension.
- Instructional Planning:
  - Design individualized learning plans in collaboration with interventionists.
  - Adjust school schedules to prioritize intervention and remediation time.
  - Continue curriculum revisions focused on standards alignment, authentic learning tasks, and improved assessment strategies.
- Professional Development Initiatives:
  - Use scheduled PD days to address high-priority instructional topics.
  - Launch a PD Academy with sessions throughout the year focused on blended learning, differentiated instruction, and student engagement.
  - Create monthly staff newsletters that provide resources and highlight best practices.
  - Utilize Frontline Education's online PD modules for individualized, small group, and whole-staff professional learning.
- Ongoing Tech Integration:
  - Continue to support blended learning models using available district platforms.
  - Provide training to maximize effective technology use for instruction and communication.
- Academic Assistance & SEL Support:
  - Establish structured Academic Assistance blocks in each school.
  - Maintain systems for supporting students with significant social-emotional or

health-related needs that require distance learning accommodations.

### **Essential Personnel During Closure**

A designated team of essential personnel will continue to ensure the safety, security, and operational continuity of the district:

#### Daily On-Site Leadership:

- Dr. Daniel R. Johnson, Superintendent
  - Facility oversight
  - Participation in municipal meetings
  - Oversight of budget and curriculum planning
  - Strategic leadership and community communication
  - Direct support for school leaders and district staff
- Ms. Pamela Vargas, Business Administrator
  - Coordination of business operations
  - Budget management
  - Payroll and financial responsibilities
  - Oversight of district mail and vendor payments
- Mr. Joe Scaparro, Director of Buildings and Grounds
  - Oversight of custodial/maintenance operations
  - Coordination of building cleaning and disinfecting protocols

#### Intermittent On-Site Attendance (As Needed):

- Business Office Staff (2 team members weekly) – to assist with essential financial operations including payroll and accounts payable/receivable.
- Secretarial Staff – equipped with laptops and remote access to Systems 3000 to support administrative functions.
- Custodial & Maintenance Teams – operating on a staggered A/B week schedule to maintain safety and conduct deep cleaning and preventative maintenance across all facilities.
- Central Office – will be cleaned daily to ensure a safe environment for any staff reporting in-person.

### **Available Remotely on a Daily Basis**

***The following individuals are available via email daily. All voice mail will be forwarded to emails through our IP Phone system***

- Dr. Michelle Papa - Director of Student Instructional Services
- Mr. Rory Fitzgerald - Butler High School Principal
- Mr. Michael Tobin - Richard Butler Middle School Principal
- Mr. James Manco - Aaron Decker Elementary School Principal
- Mrs. Jacqueline Molina - Butler High School Assistant Principal
- Mr. Anthony Rosamilia - District Data Coordinator
- Mr. Ryan Brown - Supervisor of Special Education
- Ms. Margaret Lynch - STEAM Supervisor
- Mrs. Suzanne Greco - Humanities Supervisor
- Mr. Michael Cronin - Technology Coordinator
- Mr. Derek Hall - Athletics and Activities Director