

ADDENDUM TO  
REPORTS & COMMUNICATIONS  
For The  
REGULAR MEETING 27 MAY 2020

# *Resolutions*

WORK SESSION  
20 MAY 2020

**LODI BOARD OF EDUCATION  
LODI, NEW JERSEY 07644**

**RESOLUTION# 41-2020**

**RESOLUTION RE:                    ENTERING INTO CLOSED SESSION**

**OFFERED BY TRUSTEE:**

**SECONDED BY TRUSTEE:**

**WHEREAS**, the Lodi Board of Education shall go into **CLOSED SESSION WEDNESDAY, MAY 20, 2020** during the Work Session to discuss:

- **Labor Agreements and Salary Guide Parameters as related to contract negotiations**

**AND WHEREAS**, this discussion will not be disclosed at any open public meeting until such time that a reason for privacy no longer exists.

**DATE:            MAY 20, 2020**

**VOTE:**

# *Addendum to Resolutions*

REGULAR MEETING  
27 MAY 2020

**LODI BOARD OF EDUCATION  
LODI, NEW JERSEY**

**RESOLUTION# 40-2020**

**RESOLUTION RE:           RESOLUTION TO PURCHASE PROPRIETARY  
PAYROLL SOFTWARE**

**OFFERED BY TRUSTEE:**

**SECONDED BY TRUSTEE:**

**WHEREAS**, acknowledging the purchase of an expansion of SYSTEMS 3000 software for payroll; moreover, that this additional component is proprietary and is our only choice; and specifically, that this purchase will exceed our "QUOTE" threshold of \$6,000 (not BID threshold of \$40,000) and,

**WHEREAS**, N.J.S.A 40A:11-5, EXCEPTIONS; states any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if:

The provision or performance of goods or services is for the support or maintenance of proprietary computer hardware and software.

**NOW, THEREFORE BE IT RESOLVED**, that the Lodi Board of Education authorizes the creation of an Employee Portal; (online) to enable employees to view, print, save, or email their own check stubs and W2s for up to 10 years. The cost is a one-time set up fee of \$5,000.00 and annual maintenance of \$4,475.00.

**DATE:           MAY 27, 2020**

**VOTE:**

**BOARD OF EDUCATION  
LODI, NEW JERSEY**

**RESOLUTION# 42-2020**

**RESOLUTION RE:                    ADDING VANGUARD AS A PROVIDER FOR  
THE DISTRICT'S 457 & 403B PLANS**

**OFFERED BY TRUSTEE:**

**SECONDED BY TRUSTEE:**

**BE IT RESOLVED** by the Board of Education of the Borough of Lodi, New Jersey,  
as follows:

**WHEREAS**, the Lodi Board of Education by resolution on May 27, 2020 adopted  
a 457 and a 403b Plan for the purpose of making available to eligible employees an  
eligible deferred compensation plan as defined in Sections 457 and 403b of the  
Internal Revenue Code of 1986, as amended, and further authorize the contractor  
Vanguard to offer investment funding vehicles for said Plan.

**NOW, THEREFORE BE IT RESOLVED**, that the Lodi Board of Education  
hereby authorizes Vanguard to offer funding vehicles for said Plan named above.

**DATE:            MAY 27, 2020**

**VOTE:**

**BOARD OF EDUCATION  
LODI, NEW JERSEY**

**RESOLUTION# 43-2020**

**RESOLUTION RE:                    ADDING NEW YORK LIFE AS A PROVIDER FOR  
LIFE INSURANCE**

**OFFERED BY TRUSTEE:**

**SECONDED BY TRUSTEE:**

**BE IT RESOLVED** by the Board of Education of the Borough of Lodi, New Jersey,  
as follows:

**WHEREAS**, the Lodi Board of Education by resolution offers fringe benefits to our  
employees, at no cost to the board, through authorized payroll deductions.

**NOW, THEREFORE BE IT RESOLVED**, that the Lodi Board of Education  
hereby authorizes New York Life to offer life insurance benefits paid through authorized  
payroll deductions.

**DATE:            MAY 27, 2020**

**VOTE:**

**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
for Batch 55

20

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05/20/2020

PO #	Account # / Description	Inv #	Vendor # / Name	Check Type	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
19-2466	12-000-400-450-03-067/ CONSTR. SERVICES-TJMS						
	APP#6		6885 / GOKSU CONSTRUCTION, LLC	CF	CONSTR. SERVICES-TJMS		16,867.78
	DUMPSTER COST		6885 / GOKSU CONSTRUCTION, LLC	CF	CONSTR. SERVICES-TJMS		1,198.10
			<b>Total for 19-2466</b>				<b>\$18,065.88</b>
20-0212	11-402-100-600-00-050/ SUPPLIES ATHLETICS LHS						
	907258647		2237 / PASSONS SPORTS	CF	SUPPLIES		35.34
20-0219	11-402-100-600-00-050/ SUPPLIES ATHLETICS LHS						
	057988-00		5638 / LEISURE SPORTING GOODS	CF	SUPPLIES		289.65
20-0386	11-000-262-420-02-050/ OP OF PLANT SVCS-LHS						
	183182		3938 / PINTO SERVICE, INC.	CF	OP OF PLANT SVCS-LHS		630.00
20-0421	11-000-262-590-00-000/ MISC PURCH SVCS						
	0005745257		6930 / MR. JOHN, INC.	CF	MISC PURCH SVCS		281.33
20-0500	11-000-230-530-00-000/ COMMUNICATIONS/TELEPHONE						
			2116 / VERIZON (PO BOX 4833)	CP	973-594-0839		37.43
			2116 / VERIZON (PO BOX 4833)	CP	973-778-9586		37.43
			<b>Total for 20-0500</b>				<b>\$74.86</b>
20-0501	11-000-230-530-00-000/ COMMUNICATIONS/TELEPHONE						
	100309915		5952 / CABLEVISION LIGHTPATH, INC.	CF	COMMUNICATIONS/TELEPHONE		8,814.50
	11-190-100-530-00-000/ PURCHASED SERVICES LINC						
	100309915		5952 / CABLEVISION LIGHTPATH, INC.	CF	PURCHASED SERVICES LINC		10,527.60
			<b>Total for 20-0501</b>				<b>\$19,342.10</b>
20-0507	11-000-262-621-00-000/ ENERGY-NATURAL GAS						
	605604488114		2333 / PSE&G	CF	ENERGY-NATURAL GAS		1,771.36
	11-000-262-622-00-000/ ENERGY-ELECTRICITY						
	605604488114		2333 / PSE&G	CF	ENERGY-ELECTRICITY		2,040.23
	11-000-262-621-00-000/ ENERGY-NATURAL GAS						

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
for Batch 55

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PO #	Account # / Description	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
		604005680549	2333 / PSE&G	CF	ENERGY-NATURAL GAS		2,535.28
	11-000-262-622-00-000/ ENERGY-ELECTRICITY	604005680549	2333 / PSE&G	CF	ENERGY-ELECTRICITY		3,278.26
		603305986368	2333 / PSE&G	CF	ENERGY-ELECTRICITY		15.95
	11-000-262-621-00-000/ ENERGY-NATURAL GAS	600906467852	2333 / PSE&G	CF	ENERGY-NATURAL GAS		2,564.19
	11-000-262-622-00-000/ ENERGY-ELECTRICITY	600906467852	2333 / PSE&G	CF	ENERGY-ELECTRICITY		3,878.63
	11-000-262-621-00-000/ ENERGY-NATURAL GAS	601606343265	2333 / PSE&G	CF	ENERGY-NATURAL GAS		886.61
	11-000-262-622-00-000/ ENERGY-ELECTRICITY	601606343265	2333 / PSE&G	CF	ENERGY-ELECTRICITY		2,144.69
	11-000-262-621-00-000/ ENERGY-NATURAL GAS	6065013901	2333 / PSE&G	CF	ENERGY-NATURAL GAS		2,155.45
	11-000-262-622-00-000/ ENERGY-ELECTRICITY	6065013901	2333 / PSE&G	CF	ENERGY-ELECTRICITY		1,045.21
	11-000-262-621-00-000/ ENERGY-NATURAL GAS	60006538909	2333 / PSE&G	CF	ENERGY-NATURAL GAS		3,403.36
	11-000-262-622-00-000/ ENERGY-ELECTRICITY	60006538909	2333 / PSE&G	CF	ENERGY-ELECTRICITY		5,556.84
		605105178508	2333 / PSE&G	CF	ENERGY-ELECTRICITY		1,235.65
<b>Total for 20-0507</b>							<b>\$32,511.71</b>
<b>20-0609</b>							
	11-000-262-490-50-000/ PURCH SVS-WATER		1913 / PVWC	CP	Acct# 0056703052334		482.13
			1913 / PVWC	CP	Acct# 0001315048064		129.44
			1913 / PVWC	CP	Acct# 0001185054138		84.86
			1913 / PVWC	CP	Acct# 0020729051868		129.44
			1913 / PVWC	CP	Acct# 0055413050846		266.87
			1913 / PVWC	CP	Acct# 0021071051038		84.86
			1913 / PVWC	CP	Acct# 0123735048112		167.49
			1913 / PVWC	CP	Acct# 0135469127746		167.49
<b>Total for 20-0609</b>							<b>\$1,512.58</b>
<b>20-0510</b>							

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial  
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**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
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PO #	Account # / Description	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To	Check Name	Check #	Check Amount
<b>Pending Payments</b>								
	11-000-262-490-00-000/ PURCH SVS-WATER		2698 / SUEZ WATER NEW JERSEY, INC.	CP	Acct# 10002871512222			823.62
20-0511	11-000-261-420-09-000/ BUILD MAINT-ITINERANT							
	235382		3440 / JERSEY ELEVATOR CO.,INC.	CF	BUILD MAINT-ITINERANT			1,156.72
20-0536	11-000-291-270-00-000/ HEALTH BENEFITS							
	PM0000000075906		1453 / DELTA DENTAL	CF	HEALTH BENEFITS			32,050.64
20-0541	11-000-230-530-00-000/ COMMUNICATIONS/TELEPHONE							
			4728 / CABLEVISION/OPTIMUM	CP	Acct# 07870-384345-01-5			24.98
20-0918	11-000-218-600-47-050/ SUPP & MAT TESTING LHS							
	137413		6276 / ACT ASPIRE, LLC	CF	SUPP & MAT TESTING LHS			7,425.00
20-1485	11-190-100-320-00-067/ PURCH PROF-ED SRV TJMS							
	200791419		6374 / DELTA-T GROUP NORTH JERSEY, INC.	CF	PURCH PROF-ED SRV TJMS			2,424.95
	200790687		6374 / DELTA-T GROUP NORTH JERSEY, INC.	CF	PURCH PROF-ED SRV TJMS			4,219.48
			<b>Total for 20-1485</b>					<b>\$6,544.43</b>
20-1695	11-000-230-331-00-000/ LEGAL SERVICES							
	80514		6952 / CLEARY GIACOBBE ALFIERI & JACOBS, LLC	CF	LEGAL SERVICES			4,059.00
	80515		6952 / CLEARY GIACOBBE ALFIERI & JACOBS, LLC	CF	LEGAL SERVICES			7,711.70
			<b>Total for 20-1695</b>					<b>\$11,770.70</b>
20-2092	11-000-262-610-09-000/ GEN SUPP-ITINERANT							
	942226852		1680 / GRAINGER EQUIP	CF	GEN SUPP-ITINERANT			2,666.15
20-2109	11-000-219-600-47-000/ SUPP & MAT-TESTING							
	8805482		4567 / PEARSON (TESTING)	CF	SUPP & MAT-TESTING			1,522.50
20-2134	11-000-261-610-09-000/ GEN SUPP MAINT-ITIN							
	9380059361		1680 / GRAINGER EQUIP	CF	GEN SUPP MAINT-ITIN			307.65
20-2290								

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**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
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PO #	Account # / Description	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	11-000-261-610-09-000/ GEN SUPP MAINT-ITIN						
		S815478	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		10.94
		S815206	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		4.29
		S815168	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		12.18
		S814926	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		81.36
		S812960	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		5.87
		S814172	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		11.96
		S814425	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		33.90
		S814165	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		193.40
		S814847	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		219.99
		S815490	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		455.00
		S816886	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		158.52
		S816951	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		763.60
		S817069	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		135.93
		S817454	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-ITIN		91.50
			<b>Total for 20-2290</b>				<b>\$2,198.44</b>
20-2348	11-000-261-420-02-050/ BUILD MAINT-LHS						
		3203	7067 / MANNO ELECTRIC MECHANICAL & GEN'L CONTRA	CF	BUILD MAINT-LHS		4,717.00
20-2351	11-000-261-610-10-000/ GEN SUPP MAINT-LINCOLN						
		3202	7067 / MANNO ELECTRIC MECHANICAL & GEN'L CONTRA	CF	GEN SUPP MAINT-LINCOLN		5,000.00
20-2360	11-000-223-580-00-050/ PURCH SRV STAFF DEV LHS						
		53984	5069 / FOUNDATION FOR EDUCATIONAL ADMIN.	CF	PURCH SRV STAFF DEV LHS		150.00
20-2374	11-000-261-420-08-100/ BUILD MAINT-WILSON						
		3201	7067 / MANNO ELECTRIC MECHANICAL & GEN'L CONTRA	CF	BUILD MAINT-WILSON		5,500.00
20-2400	11-000-261-420-06-080/ BUILD MAINT-ROOSE						
		1460-162334	4856 / ALARM & COMMUNICATION TECHNOLOGIES	CF	BUILD MAINT-ROOSE		3,426.38
* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial							
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**Lodi Board of Education**  
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PO #	Account # / Description	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
20-2404	11-000-261-420-09-000/ BUILD MAINT-ITINERANT	29983	6758 / MCCLOSKEY MECHANICAL CONTRACTORS, INC.	CF	BUILD MAINT-ITINERANT		4,704.00
20-2409	11-000-261-610-10-000/ GEN SUPP MAINT-LINCOLN	S813899	3334 / GARFIELD LUMBER & MILLWORK, INC.	CF	GEN SUPP MAINT-LINCOLN		1,487.30
20-2427	11-000-261-420-03-067/ BUILD MAINT-TJMS	3204	7067 / MANNO ELECTRIC MECHANICAL & GEN'L CONTRA	CF	BUILD MAINT-TJMS		3,800.00
20-2429	11-000-261-420-10-000/ BUILD MAINT-LINCOLN	104126	1685 / GRIFFITH SHADE COMPANY	CF	BUILD MAINT-LINCOLN		3,685.00
20-2439	11-000-262-420-02-050/ OP OF PLANT SVCS-LHS	20201193	7080 / PATHOGEND OF NEW JERSEY, INC.	CF	OP OF PLANT SVCS-LHS		3,995.50
		20201196	7080 / PATHOGEND OF NEW JERSEY, INC.	CF	OP OF PLANT SVCS-LHS		3,995.50
			<b>Total for 20-2439</b>				<b>\$7,991.00</b>
20-2442	11-000-261-610-09-000/ GEN SUPP MAINT-ITIN	10390034304	3677 / DELL COMPUTER CORPORATION	CF	GEN SUPP MAINT-ITIN		1,385.26
20-2451	11-000-261-420-09-000/ BUILD MAINT-ITINERANT	29946	6758 / MCCLOSKEY MECHANICAL CONTRACTORS, INC.	CF	BUILD MAINT-ITINERANT		1,408.00
		29975	6758 / MCCLOSKEY MECHANICAL CONTRACTORS, INC.	CF	BUILD MAINT-ITINERANT		1,514.00
			<b>Total for 20-2451</b>				<b>\$2,922.00</b>
20-2452	11-000-261-610-09-000/ GEN SUPP MAINT-ITIN	9514616086	1680 / GRAINGER EQUIP	CF	GEN SUPP MAINT-ITIN		87.52
20-2456	11-000-261-610-09-000/ GEN SUPP MAINT-ITIN						

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**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
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PO #	Account # / Description	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Inv# S813947		634.18
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Credit# S817170		-344.61
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Inv# S814585		393.85
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Inv# S814007		188.10
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Inv# S814846		136.48
			3334 / GARFIELD LUMBER & MILLWORK, INC.	CP	Inv# S814840		101.97
			<b>Total for 20-2455</b>				<b>\$1,109.97</b>
20-2458	11-190-100-320-00-050/ PURCH PROF-ED SRV LHS						
	LODI2003		5555 / EDUCERE, LLC	CF	PURCH PROF-ED SRV LHS		7,888.00
20-2471	11-000-261-420-09-000/ BUILD MAINT-ITINERANT						
	30088		6758 / MCCLOSKEY MECHANICAL CONTRACTORS, INC.	CF	BUILD MAINT-ITINERANT		2,016.49
20-2477	11-000-262-800-00-000/ OTHER OBJECTS						
	RENEWAL #B-140649		3316 / STATE OF NJ-DEPT OF LABOR	CF	OTHER OBJECTS		80.00
20-2479	11-000-251-600-00-000/ SUPP BD SEC OFF						
	172331		3711 / MGL FORMS-SYSTEMS, LLC	CF	SUPP BD SEC OFF		1,170.00
20-2481	11-000-261-420-09-000/ BUILD MAINT-ITINERANT						
	108085		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108086		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108087		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108088		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108095		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108094		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108093		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
	108092		1997 / MERCHANTS ALARM SYSTEMS	CF	BUILD MAINT-ITINERANT		17.50
			<b>Total for 20-2481</b>				<b>\$140.00</b>
<b>Total for Pending Payments</b>							<b>\$196,594.21</b>

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial  
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**Lodi Board of Education**  
**Bills And Claims Report By PO Number**  
for Batch 55

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*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator,  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

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Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$178,528.33				\$178,528.33
10	12	\$18,065.88				\$18,065.88
Fund 10	TOTAL	\$196,594.21				\$196,594.21
GRAND	TOTAL	\$196,594.21	\$0.00	\$0.00	\$0.00	\$196,594.21

Board Secretary

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05/20/2020

# Lodi Board of Education

## Check Register By Check Number

for Batch 75 and Posted Checks : Current Cycle : May

27

Check # PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
<b>POSTED CHECKS</b>								
<b>Payroll Agency -Check Series #2</b>								
13665 Non A/P Chk		DB90-471-32, CR90-101-01	5385/AXA EQUITABLE LIFE INSURANCE CO.	75	41,309.00	AXA 403B	05/13/2020	C
Non A/P Chk		DB90-471-30, CR90-101-01	5385/AXA EQUITABLE LIFE INSURANCE CO.	75	3,897.00	AXA 457B	05/13/2020	C
<b>Total For Check Number 13665</b>					<b>\$45,206.00</b>			
13666 Non A/P Chk		DB90-471-16, CR90-101-01	4945/THE LEGEND GROUP/ADSERV	75	6,125.00	LEGEND 403B	05/13/2020	C
Non A/P Chk		DB90-471-31, CR90-101-01	4945/THE LEGEND GROUP/ADSERV	75	6,200.00	LEGEND 457B	05/13/2020	C
<b>Total For Check Number 13666</b>					<b>\$12,325.00</b>			
13667 Non A/P Chk		DB90-471-34, CR90-101-01	4978/MET LIFE	75	1,075.00	MET LIFE 457B	05/13/2020	C
13668 Non A/P Chk		DB90-471-62, CR90-101-01	5324/PRUDENTIAL RETIREMENT SERVICES	75	904.06	DCRP PENSION	05/13/2020	C
Non A/P Chk		DB90-471-63, CR90-101-01	5324/PRUDENTIAL RETIREMENT SERVICES	75	665.89	brd share dorp 3%	05/13/2020	C
<b>Total For Check Number 13668</b>					<b>\$1,569.95</b>			
13669 Non A/P Chk		DB90-471-19, CR90-101-01	6916/SOCIAL SECURITY ADMINISTRATION	75	98.00	GARNISHMENT	05/13/2020	C
13670 Non A/P Chk		DB90-471-12, CR90-101-01	4944/SOUTH BERGEN FEDERAL CREDIT UNION	75	4,643.10	CREDIT UNION	05/13/2020	C
Non A/P Chk		DB90-471-13, CR90-101-01	4944/SOUTH BERGEN FEDERAL CREDIT UNION	75	47,992.59	SUMMER PAY	05/13/2020	C
<b>Total For Check Number 13670</b>					<b>\$52,635.69</b>			
<b>Total for Payroll Agency Check Series #2</b>					<b>\$112,909.64</b>			

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05/20/2020

# Lodi Board of Education

## Check Register By Check Number

for Batch 75 and Posted Checks : Current Cycle : May

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Check # PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
<b>POSTED CHECKS</b>								
<b>Hand Checks</b>								
* 90513200 Non A/P Chk		DB90-471-06, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	75,807.21	state share fica/medi	05/13/2020	H
* 905132000 Non A/P Chk		DB90-471-07, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	13,048.24	board share fica /medi	05/13/2020	H
905132001 Non A/P Chk		DB90-471-33, CR90-101-01	4978/MET LIFE	75	9,005.00	MET LIFE 403B	05/13/2020	H
905132002 Non A/P Chk		DB90-471-58, CR90-101-01	5204/LODI BOE - GEN'L ACCT.	75	73,495.17	HEALTH BEN CONTRIB CALC	05/13/2020	H
905132003 Non A/P Chk		DB90-471-01, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	105,820.66	FEDERAL TAX	05/13/2020	H
905132004 Non A/P Chk		DB90-471-40, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	493.50	EXTRA FEDERAL AMOUNT	05/13/2020	H
905132005 Non A/P Chk		DB90-471-41, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	1,800.24	FEDERAL FLAT %	05/13/2020	H
905132006 Non A/P Chk		DB90-471-02, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	71,851.59	FICA	05/13/2020	H
905132007 Non A/P Chk		DB90-471-42, CR90-101-01	4820/INTERNAL REVENUE SERVICE	75	16,803.95	MEDI	05/13/2020	H
905132008 Non A/P Chk		DB90-471-03, CR90-101-01	4976/STATE OF NJ - TAXES	75	34,697.12	NJ STATE A - SINGLE	05/13/2020	H
905132009 Non A/P Chk		DB90-471-44, CR90-101-01	4976/STATE OF NJ - TAXES	75	11,552.09	NJ STATE B - MARRIED	05/13/2020	H
905132010 Non A/P Chk		DB90-471-48, CR90-101-01	4976/STATE OF NJ - TAXES	75	520.00	NJ STATE EXTRA	05/13/2020	H
905132011 Non A/P Chk		DB90-471-04, CR90-101-01	4977/NYS INCOME TAX	75	498.91	NY STATE TAX FLAT AMOUNT	05/13/2020	H
<b>Total for Hand Checks</b>					<b>\$415,193.68</b>			
<b>Total Posted Checks</b>					<b>\$528,103.32</b>			



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05/20/2020

**Lodi Board of Education**  
**Check Register By Check Number**  
for Batch 75 and Posted Checks : Current Cycle : May

29

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	90	90		\$112,909.64		\$415,193.68	\$528,103.32
GRAND		TOTAL	\$0 00	\$112,909.64	\$0.00	\$415,193.68	\$528,103.32

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

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05/20/2020

30

**Lodi Board of Education**  
**Check Register By Check Number**  
for Batch 79 and Posted Checks : Current Cycle : May

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba- tch	Check Check Amount Description	Check Date	Check Type
<b>POSTED CHECKS</b>								
<b>Hand Checks</b>								
905152020	Non A/P Chk		DB10-141-01, CR10-101-	1899/LODI BOARD OF EDUCATION	79	75,607.21 state share fica	05/15/2020	H
	20-0722		11-000-291-220-00-000	1900/LODI BOARD OF EDUCATION	79	13,048.24 soc sec contrib	05/15/2020	H
	20-0723		11-000-291-241-00-000	5321/LODI BOARD OF EDUCATION	79	665.89 RETIRE CONTRIB REGULAR	05/15/2020	H
	20-0724		11-000-291-250-00-000	1899/LODI BOARD OF EDUCATION	79	4,584.60 UNEMPLOYMENT COMP	05/15/2020	H
Total For Check Number 905152020						\$93,905.94		
Total for Hand Checks						\$93,905.94		
Total Posted Checks						\$93,905.94		

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05/20/2020

**Lodi Board of Education**  
**Check Register By Check Number**  
for Batch 79 and Posted Checks : Current Cycle : May

31

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$75,607.21	\$75,607.21
	10	11			\$18,298.73		\$18,298.73
	Fund 10	TOTAL			\$18,298.73	\$75,607.21	\$93,905.94
	GRAND	TOTAL	\$0.00	\$0.00	\$18,298.73	\$75,607.21	\$93,905.94

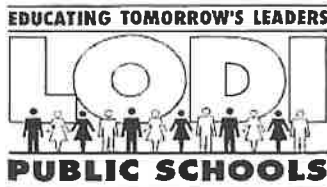
\* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00  
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

REGULAR MEETING MAY 27, 2020  
ADDENDUM TO  
BOARD SECRETARY'S SPECIAL REPORT

**6. THOMAS JEFFERSON MIDDLE SCHOOL BATHROOM  
RENOVATION PROJECT  
CHANGE ORDER#02**

In accordance with the recommendation of Environetics Group Architects, the Board's Architectural Firm, I request confirmation of approval of the above referenced change order decreasing the contact in the amount of \$(301.90) Said change order is for the following:

- Credit owed to Gosku Construction from BGD Contracting dumping their waste into Gosku Construction Dumpster.
- Back charge for owner supplied smoke test to plumbing system



Douglas J. Petty, Ed.D.  
Superintendent

## OFFICE OF THE SUPERINTENDENT

Lincoln School Building • 8 Hunter Street • Lodi, New Jersey 07644  
Phone: (973) 778-4620 • Fax: (973) 778-6393

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May 27, 2020

Lodi Board of Education  
Lodi, New Jersey

**Re: ADDENDUM  
Superintendent's Monthly Report  
Regular Meeting May 27, 2020**

### A. PERSONNEL

#### 8. Staff Appointments

I recommend the appointments of the following staff members effective September 1, 2020 to June 30, 2021 as listed below:

- a. **Matthew Loosse** – TJMS Health and Physical Education Teacher  
Letter of recommendation from Jack Lipari, Principal, and resume are attached.  
  
Degree: BS  
Step: 1  
Salary: \$48,137.00
- b. **Sandra Wasserman** – TJMS French Teacher  
Letter of recommendation from Jack Lipari, Principal, and resume are attached.  
  
Degree: MA  
Step: 11  
Salary: \$60,449.00
- c. **Errol Bareiss** – LHS Physics Teacher  
Letter of recommendation from Frank D'Amico, Principal, and resume are attached.  
  
Degree: BA  
Step: 10  
Salary: \$55,802.00

9. **Staff Achievements**

The following staff members have achieved a degree change effective September 1, 2020 as listed below:

<u><b>Staff Members</b></u>	<u><b>Degree</b></u>
a. Deborah Malestein	MA to MA + 30
b. Laura Rinaldi	MA to MA + 30

10. **Staff Resignation**

I am in receipt of a letter from **MaryAnn Kruse**, School Nurse at Hilltop School and Lead Nurse for the Lodi School District, resigning from her position effective July 1, 2020.

11. **Resignation of LHS School Banker**

I am in receipt of a letter from **Michael Tuttle**, Social Studies Teacher at Lodi High School, resigning from his position as LHS School Banker effective July 1, 2020.

**B. CURRICULUM & INSTRUCTION**

10. **Nursing Services Contract**

I request confirmation of approval to enter into an agreement with **Bayada Home Health Care, Inc.** and the Lodi Board of Education in order to provide nursing services for student #13-13 for the 2020-2021 school year as listed below. Said agreement is effective July 1, 2020 to June 30, 2021.

RN:	\$55.00 per hour
LPN:	\$46.00 per hour

11. **Nursing Services Contract**

I request confirmation of approval to enter into an agreement with **Bayada Home Health Care, Inc.** and the Lodi Board of Education in order to provide nursing services for student #01-03 for the 2020-2021 school year as listed below. Said agreement is effective July 1, 2020 to June 30, 2021.

RN:	\$55.00 per hour
LPN:	\$46.00 per hour

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a cursive 'J' and 'Petty'. The signature is enclosed within a large, hand-drawn oval.

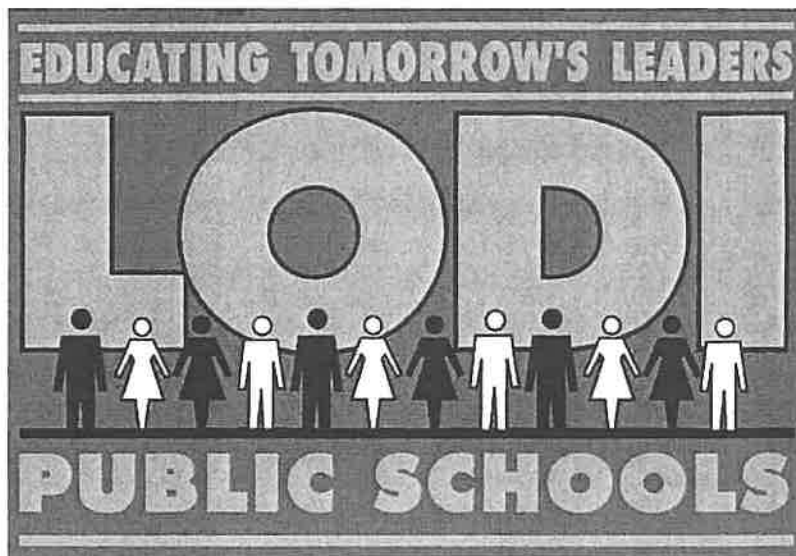
Dr. Douglas J. Petty  
Superintendent of Schools

DJP/tz

# **Lodi Public Schools**

## **Health-Related Closure Preparedness**

### **Flexible Instruction Day-Learning Plan**



Created: March 10, 2020  
Adopted: March 18, 2020  
Updated: March 20, 2020  
Updated: May 19th, 2020  
Re-Adopted: May 27th, 2020



## **Overview**

This plan details the Lodi School District's plan to provide instruction remotely in the event that the Lodi Schools must be closed in an emergency situation. This action plan allows us to operate digitally while continuing to provide meaningful instruction to students through the use of learning packets and digital resources. The sections below detail the school district's plan to ensure fluid operation during this time.

## **Demographics**

- Total Student Population: 3048
- LSE: 1615
- Students with Disabilities: 321
- ELL: 193
- Students Receiving Free Lunch: 1,109
- Students Receiving Reduced Lunch: 412

## **Alert and Notification Procedures**

The mechanisms utilized to communicate emergency information to parents, faculty, staff, and students incorporate a variety of communication channels including email, BlackBoard Connect, Class Dojo, social media, and posting to the school district's website. The procedure for the sharing of information in the event of a school closing are as follows:

1. BlackBoard Connect Message
2. Notice on School Website
3. Posting on Class Dojo
4. Post on District Social Media Pages

## **Community Message**

A Flexible Instruction Day (FID) is a one-session virtual school day where students and staff have an opportunity to explore and engage in meaningful

learning experiences that are: (a) aligned to the curriculum, (b) connected to standards, and (c) relevant to the current instructional sequence. These days are not intended to supplant regular school day instruction; rather their intent is to continue to afford students with meaningful learning experiences while connected with teachers in the event of an emergency school closing.

## **Equitable Access to Instruction for All Students**

- A survey has been sent to all families to assess device and wireless capabilities at home via the Superintendent Letter to the community.
- Survey Results
  - 897 Responses
  - 93.1% Access to a device (Chromebook, Laptop, Desktop)
  - 97.2% Access to internet at home
  - **INTERNET ACCESS:** We are receiving notification that internet providers, such as ALTICE, are offering free internet services for families that do not currently have access. We will investigate this in collaboration with our city officials and provide more information as it becomes available. Some smart phones can provide short term access by using the personal hotspot. We encourage you to be resourceful in gaining internet access during this period of remote learning and will do everything possible to help.
- Learning packets are available hard copy for all students who are not able to access the curriculum via an internet connection and/or via a device.
- Pre-Kindergarten and Kindergarten learning packets will be made available to all students.

### **Update:**

- Students without internet access have been provided physical learning packets. Teachers, counselors and administrators have been communicating with these

students and families to provide support through phone conferences and email communications with parents who have email access.

- Most students have been able to complete assignments and take pictures of completed work which are emailed to the teacher. Some students without the ability to send completed work electronically have dropped off completed assignments.
- Through collaboration with the College Board, students who did not have access to electronic devices or wifi have been provided with access to this equipment to have access to the AP Assessments.

## **Essential Conditions**

- All students in grades 6-12 and teachers know their passwords for all required online applications
- All teachers are able to upload or record to their Google Classroom
- All teachers know how to do the following in Google Classroom
  - Add a resource
  - Add an activity
  - Create an exam and access the results
  - Embed a video
  - Set up a discussion forum
  - Set up a chat
- The Technology Department will be accessible to staff and have access to and are trained on remote access software to connect to and solve problems with school issued computers.

## **General Parent Expectations**

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child's study

- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your children process their learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress and/or anxiety level
- Monitoring how much time your child is spending online
- Keeping your children social, but setting rules around their social media interactions

## **Free and Reduced Lunch**

The Lodi Public School District is implementing the following plan to meet the nutritional needs of students in our Free and Reduced lunch program. A meal will be provided for each student in the free and reduced lunch program grades K-12 and will be available for pick-up at Lodi High School. Pick-ups will be scheduled alphabetically by last name according to the following schedule:

- 11:00 AM Last names beginning with A - D
- 11:30 AM Last names beginning with E - K
- 12:00 PM Last names beginning with L - Q
- 12:30 PM Last names beginning with R - Z
- Please note that families with children who have different last names may pick-up a meal for each of their students during the pick-up schedule for any of their children.
- The meals will be available for pick up in the Lodi High School cafeteria which can be accessed through door 11 which is adjacent to the rear parking lot off of

Sherman Street. This will be the only entrance and location where a meal may be picked up. There will be no access provided through the front of the building.

Please note that the meals will be served on a grab and go basis. Students will not be permitted to congregate and eat their meal at the school.

- SFA Name: Lodi Board of Education
- Agreement: 00302740
- Date Meal Distribution will begin: 3/16/2020
- Date Meal Distribution will end: TBD
- Meals to be claimed for reimbursement per day: 1
- Meal Content: 5 Component menu plan
- Meal Counting and Claiming: Point of Sale System (POS)

**Update:**

- The district is continuing our plan to provide grab and go lunches to free and reduced students from the Lodi High School Cafeteria. We are serving approximately 80 lunches per day at the current time. Provisions are in place to ensure pickups while following social distancing guidelines. The staging area is cleaned each morning and afternoon and then fogged each Friday to disinfect the entire area.

## **Monitoring Student Attendance**

- Students will log into their Google Classroom for their homeroom and complete a Google Form confirming their attendance for the day. All homeroom teachers will post daily attendance through Genesis.
- Elementary students' attendance will be taken through Class Dojo.

- Administrators will import/input daily attendance data into our student information system and personnel management system.

### **Update:**

- The Administrator and/or teacher monitors student attendance and communicates with families to inform them of their child's attendance as it relates to policies on earning credit.
- Parents are contacted daily when their child does not check in for daily attendance.
  - Calls are made by the school safety investigator, Assistant Principal, Principal, Counselors and teachers
  - Emails are sent out daily to notify parents if their child was absent
- When students do not complete their assignments on consecutive days
  - Email from teachers
  - Phone Calls by teachers
  - Referral to the Assistant Principal and Counselor
- Excessive absences
  - Phone calls by counselor, administration, SSI
  - Emails sent home
  - In-danger of losing credit emails and phone calls
  - House checks for cases where we are unable to contact guardians

## **General Student Expectations**

- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms (Google Classroom, Class Dojo, email, etc.) to check for announcements and feedback from your teachers.

- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate with and support your peers in their learning.
- Comply with the Lodi Public Schools Acceptable Use Policy.
- Proactively seek out and communicate with teachers as different needs arise.

## **Minimum Student Expectations**

- Students will need to log in and complete the online attendance form that will be sent out via Google Classroom or via emailed link.
- Students will have a space to work at home.
- Students will complete school work to the best of their ability before 9:00pm.
- Students will understand that staff members may or may not be available online after regular school hours.
- Students may contact the technology department Google Help account at [Techsupport@Lodi.k12.nj.us](mailto:Techsupport@Lodi.k12.nj.us) if they have any technical questions.

## **Student Expectations Grades: 6-12**

- A Flexible Instruction Day is a day of school and students are expected to give the same amount of focus and effort as they would to any other school day.
- Flexible Instructional Days will begin for students at approximately 9am.
- Students should be expected to log into their teacher's Google Classrooms to identify the expected work for the day.
- Students should be expected to complete a one-session day's worth of work and may be asked to collaborate virtually with other classmates on assignments.

- Students, without a school approved excuse, will be held responsible for all work not completed by the assigned deadline.
- Deadlines will be assigned at the discretion of the classroom teacher and assignments will be returned either graded or with feedback in a timely manner.
- Thirty (30) minutes of the Flexible Instruction Day will be set aside for physical activity of the students' choice.

**Update:**

- Students will be provided with one “real time” virtual meeting for each of their courses per week. There will be two sessions per day. Session 1 will run from 10:30 AM - 11:00 AM. Session 2 will run from 11:20 am - 11:50 am. Classes will meet following the schedule below:

Mondays - Session 1 (1st Period Class) Session 2 (2nd Period Class)

Tuesdays - Session 1 (3rd Period Class) Session 2 (4th Period Class)

Wednesday - Session 1 (5th Period Class) Session 2 (6th Period Class)

Thursday - Session 1 (7th period Class) Session 2 (8th Period Class)

Friday - Session 1 (9th Period Class)

The purpose of this session will be for the teacher to review content from previous lessons, introduce concepts that will be addressed in upcoming lessons and answer any questions or concerns that the students may have.

Teachers may choose one of the following options to conduct the “Realtime Virtual Class Meeting:”

1. Conduct a Google Meet Virtual Class Meeting
2. Google Classroom Session in real time - Have students log into Google Classroom in real time following the schedule for Virtual Class Meetings above. The teacher



will provide a pre-recorded instructional video, Power Point, and/or other form of instruction delivered through technology and will be logged into Google Classroom during the scheduled class meeting times to have a dialog with their students through the Google Classroom stream.

Students are strongly encouraged to participate in these sessions, but will not be required to attend if they have a legitimate reason (Work, caring for a younger sibling, other school approved situations). Students shall notify their teachers the day before the scheduled virtual class meeting if they are unable to attend the session.

- Students will comply with the code of conduct for participation in a virtual class meeting. (Students will adhere to the guidelines for online meetings as outlined in the LHS/TJMS Virtual Class Meeting Student Rules and Conduct Agreement.)
- Students and teachers will not be required to show their video when participating. They will be directed on how to shut their video off if that is their preference.

## **Student Expectations: Grades PK-5**

- PK-5 level students will have grade and content specific learning packets and activities provided by the teachers to support student learning and maintenance of skills.
- The focus of the Flexible Instruction Day at the elementary level is to ensure that meaningful time during the day is spent on appropriate reading, writing, mathematics, and science.
- During regular school hours, students should engage in a number of allotted times devoted to reading and then reflecting on the learning that occurred. This reflection should also memorialize any questions that arose during the learning experience.
- Thirty (30) minutes of this Flexible Instruction Day will be set aside for physical activity for the students' choice.

**Update:**

- There are a variety of components of our remote/virtual learning plan that center on the use of technology and online instruction in grades PreK-5. Our staff members are currently following our half day schedule and utilizing the following platforms:
  - ClassDojo Portfolio
  - Personal Instructional Videos
  - Zoom
  - SeeSaw
  - Instructional Lessons via youtube/khan academy
  - Google Meet
  - Grade Level Websites
  - Virtual Field Trips
  - Screencast
- They are also using the following websites to help promote student growth by differentiating lessons. These websites include but are not limited to: Study Island, Teach TCI, Scholastic, Generation Genius, NJTV Let's Explore and Live, Spelling City, Brain Pop, ABCya, Timeforkids, Starfall, Happy Numbers, RAZ Kids, PBS Kids, Multiplication.com, Mystery Science, Splash Learn, and Turtle Diary.

## **Special Education and Related Services**

### **General Requirements for Special Education**

Programs and services will be provided to students according to the requirements of NJAC 6A:14, and their IEPs with modifications/accommodations will be made available to the best of our ability during the current health emergency.

All special education students will be provided with appropriately modified materials and instruction by their special education teachers to meet their individual needs based on distance learning and packets. All related services, according to student IEP's, will be modified with USDE and NJDOE guidance.

- IEP and Eligibility Determination Meetings will be held via phone conferences to maintain compliance with due dates, including all essential team members and participants when applicable.
- Speech, Occupational, and Physical Therapies as well as Counseling Services will be modified based on NJDOE guidelines.
- Speech, Occupational and Physical Therapist will provide individualized student packets that align with student IEP goals and objectives and overlap with student skills development from the current school year.
- Speech, Occupational, and Physical Therapist will be available to students and parents, daily, to serve as consultants and check in on student progress.
- Speech, Occupational, and Physical Therapist will participate in weekly Supervision in order to assess and review services.
- Speech, Occupational, and Physical Therapist will complete daily logs of their services.
- In accordance with USDE and NJDOE guidance, after schools reopen and if it is determined, based on individual circumstances, that a meeting is needed to consider compensatory services for a student, the IEP team should meet and discuss what, if any, services are necessary.
- The district will make every effort to adhere to mandated timelines for pending Child Study Team evaluations. In the event that timelines require modification, the Child Study Team Case Manager will contact the parent directly to discuss other options.
- IEP meetings that require rescheduling will be done when school resumes or at its earliest convenience.

- Case Managers will be available via email and other appropriate online platforms, to support the management of their caseload.
- Case Managers will keep student IEPs up to date in Frontline Education.
- Case Managers will be available to students and parents, daily, to serve as consultants and check in on student progress while addressing any student or parent concerns.
- Case Managers will participate in weekly Supervision in order to review and assess progress and services, and IEP planning.
- Case Managers will complete daily logs in order to record their tasks and activities.
- For out of district students, case managers will coordinate with their OOD placements to ensure continuity of services via virtual learning plans and scheduling IEP meetings, accordingly.
- The District Behaviorist will “check in” and serve as a consultant for students and families.
- The District Behaviorist will consult with the CST case managers on a daily basis.
- The District Behaviorist will participate in weekly Supervision in order to review and assess progress and services.
- The District Behaviorist will provide crisis management support when or as needed.
- Department administrative assistant’s will monitor and respond to all emails and communications on a daily basis.
- Department administrative assistant’s will keep in contact with all special services staff as needed via email and phone contact.
- Department administrative assistant’s will participate in weekly Supervision in order to keep abreast of all special services issues.
- Department administrative assistant’s will schedule and coordinate IEP meetings.

- Personal/Shared Teacher Aides will not be available during a Flexible Instruction Day.
- Bilingual Spanish personnel are available.
- The Supervisor of Special Services and case managers are actively in communication with out-of-district schools to coordinate IEP meetings and ensure that teachers servicing these students are made available to attend meetings via telecommunication means i.e Zoom and/or Google Hangouts.
- The Supervisor of Special Services and case managers will provide appropriate service provider(s) made available through contracted agencies for medically fragile students.
- The Supervisor of Special Services has communicated with the SBJC Coordinator of Transportation. If OOD schools are open then transportation will be provided. If OOD schools are closed then transportation will be placed on hold.
- The Supervisor of Special Services will have daily communication with and be readily accessible to all special services related personnel in order to monitor and oversee the delivery of services.
- The Supervisor of Special Services will conduct weekly supervision with the department in order to review and assess all special services related issues.

**Update:**

- All related services personnel (OT/PT/Speech/Counseling) are required to submit weekly logs of their services to the Supervisor or Special Services. This log keeps track of the type of services, duration, and frequency. They also list the types of activities, work, and lessons that are being provided to our students, and student participation. The department is in the process of developing a student progress report to be submitted on a monthly basis by related services personnel and assess each student's progress towards their accommodations and modifications.

- All district case managers are responsible to submit weekly logs to the Supervisor of Special Services which includes family outreach.
- All CST case managers utilize Zoom (updated version) which is HIPAA and FERPA compliant to conduct their Identification, Annual Review, Re-evaluation Plan, and Re-evaluation meetings. Social evaluations are conducted via Zoom, when identified at the Identification meeting or Re-evaluation meetings if or when deemed necessary.
- Due to compromising the validity of psychological, educational, and speech and language evaluations (standardized tests); the department has decided to postpone and document accordingly at IEP meetings, that all required standardized tests will be conducted once school re-opens. The district has aligned their practices according to legal counsel recommendations i.e. Pandemic Response: Meeting the Needs of Special Education Students. April 1, 2020.

**Update:**

## **Summer Programs and Graduation**

- Extended School Year (ESY): There are 581 students who are classified and receive special education and related services within the district. 321 of those students are in-district programs: Resource or LLD - M/M and 260 students attend out-of-district programs.
- All students who have ESY indicated in their IEP's will be provided with this program, whether it be a virtual or ESY or a traditional ESY program. The district will coordinate with all of the OOD schools who will be responsible for ESY implementation.
- The district will also identify, on a case by case or individual basis, the need for those in district students that may require an ESY program based on the criteria determined in the NJ Administrative Code, Title 6A, Chapter 14 Statute 6A:14-4.3 (C) Program Options.

- Our Virtual Summer Program will implement a blended learning approach to include Virtual Class Meetings, Independent Study, Pre-recorded Lessons through the use of multiple platforms. (Google Classrooms, Edmentum Online Coursework, Screencastify, Google Meet Virtual Class Meetings, EdPuzzle, Newsela and more.
- The summer program will include:
  - Title I Credit Recovery Math and Language Arts - Approximately 50 Students
    - Provide credit recovery opportunities for upperclassmen and at risk underclassmen.
  - Title I ELL Program - Approximately 15 students
    - Provide a supplemental support program to help ELL beginners a continuity of instruction in English Language Development.
  - Honors Anatomy and Physiology - 20 Students
    - Provide an enrichment program for honors students interested in pursuing a career in science and medicine.
  - Proposed STEM Program for Grades 5-8 - 30 Students
    - Provide introductory instruction in Principles of Engineering, Design, Coding and Technology Instruction
  - Virtual Summer Program Grades 6-8
    - In collaboration with the Boys and Girls Club of Lodi to continue the current Lodi Enrichment Afterschool Program (LEAP) in the summer. The program is funded through a 21st Century Community Learning Centers grant agreement with the New Jersey Department of Education and will include virtual class meetings, academic tutorials, financial literacy sessions, opportunities for social and family interaction, career research, participation from outside vendors, virtual field trips, and more.

### Preliminary Graduation Plans

- Virtual Graduation - Jostens Virtual Graduation

## **School Counselor Support (Working from Home)**

- Lodi School Counselors will be available to ALL students via email.
- School Counselors will be available between the hours of 9am-1pm.
- Students may request a counseling session via “Google Hangouts Chat” by emailing their counselor for an appointment.
- School Counselors will assist and provide resources for all mental health concerns.

### **Update:**

## **ESL Teachers (Working from Home)**

- All ESL teachers are holding virtual class meetings at a minimum of two times per week with individual students (many meet daily.) In addition to these virtual meetings, teachers are also engaging students instructionally via telephone, ELL Google classrooms, and ClassDojo. They are also collaborating with all teachers in other classes/departments to implement interventions and strategies for differentiating assignments to meet the needs of all ELL students.
- A variety of methods are utilized to meet each student’s individual level.

Examples of these would be:

- Project based assignments
- Use of Newsela to provide resources at each student’s individual lexile level and ability to switch documents between English and Spanish as needed.
- Targeted interventions to support vocabulary development and reading comprehension.



- Use of duolingo to provide a balanced blended classroom, personal feedback, best practice in English Language Domain, monitor student growth, and provide timely feedback to students.
- ELL teachers have weekly check-ins with parents.

## **General Teacher Expectations (Working from Home)**

- In the event of a Flexible Instruction Day faculty will be expected to be available through email during one-session school hours.
- Learning experiences may include “class work” and homework, but all work that is required for submission will be provided with feedback from the teacher.
- Student work assigned by each classroom teacher and the assignments contained within the learning packets, should not exceed what the district has determined as an “appropriate” amount of time. Appropriate, in this case, is defined by the district as work lasting the approximate duration of a normal class period.

## **Minimum Teacher Expectations**

- Recognize that each student has different home/life circumstances that may affect what they are able to do or not do, and who might be available.
- Collaborate with grade level and subject area teams via Shared Folder, Email, and other means (when applicable).
- Be available for students during one-session school hours; understanding that online face to face communication with students is not expected.
- The day is asynchronous - teachers can't require students to be online during their regularly scheduled class time. Students are to submit required work with a reasonable grace period. Consideration be taken that students are not working beyond 9 pm for online submission.
- Office hours are 9:30-10:30AM. During office hours teachers need to be online and available to answer student questions.

- The FIRST post of the day should occur no later than 9:00am. The first posts of the day should include instructions for the class and office hours. Learning objectives for the day should be stated in the post.
- Elementary teachers should reach out to their students (via Class Dojo or Email) outlining the daily assignments no later than 9:00am.
- If using technology, use apps and other programs that are routinely used at school (ie. Raz Kids, Newsela, Google Classroom , CommonLit, Khan Academy, AP Classroom, Study Island, etc.)
- Communicate the intended learning and clear directions for activities.
- Require some form of evidence of student learning (such as: a written reflection, post, image, video, etc.)
- If you are sick, follow the same procedures and expectations as in a regular school day. Post student assignments to Google Classrooms by 9 am.
- Post weekly lesson plans directly to Genesis by 9 pm on Sunday prior to the week of instruction.

### **Administrative Staff (Working from Home)**

- Supervise the remote learning initiative.
- Monitor and report student attendance
- Maintain close communication with staff and superintendent.
- Communicate with parents and respond to questions, concerns, and/or issues related to remote learning all other school business.
- Continue to coordinate the preparation of additional materials as needed.

### **Non-Instructional Staff (Working from Home)**

- Guidance Counselors - will monitor student attendance, grades, and emails throughout the length of the Flexible Instruction period.

- Guidance Counselors will develop a counseling schedule in order to provide counseling services to students via Google Hangouts as needed and as requested via email within the Flexible Instruction Period.
- Nurse - Answer parental/teacher questions, complete 504 direct responsibilities, monitor plans of 504 students.
- SAC - Check in on students via email; be a resource for parents/staff
- CST Members - Monitor student IEPs, attendance, grades, and emails; work on reports and documentations; respond to parent emails; meeting requests/rescheduling of IEPs.
- Secretaries and clerical assistants should be in constant communication with their immediate supervisor.
- Teacher Assistants will perform duties as assigned.

## **Essential Staff (Working on Site): Flex Schedule**

- Office of the Superintendent
  - Superintendent of Schools (1)
  - Superintendent Clerk (1)
    - Maintain all operations and oversight of the school district
- Business Office
  - School Business Administrator (1)
  - School Business Office Clerks (3)
    - Maintain essential business functions including accounting, purchasing, payroll, health benefits, Board business, and contractor/vendor management.
- Technology Department
  - Director of Technology (1)
  - Technicians (2)

- Monitor and problem solve items related to IT network/server infrastructure, student/staff remote access, devices, networking, remote access and digital materials.
- Maintain ongoing communication with administrators and superintendent
- Buildings and Grounds
  - Director of Building and Grounds (1)
  - Custodians (22)
  - 8 Locations
    - Clean and sanitize all areas
    - Complete open work orders
    - Perform all duties assigned by the Director of Buildings and Grounds
    - UPDATE: Lodi BOE will maintain a custodial, maintenance, and security presence in each of our eight buildings. HVAC, electrical, plumbing, and alarm systems will be maintained as required. Limited contractual work will be ongoing with contractors required to obey COVID-19 precautions. Sanitization of rooms has occurred and personnel will maintain social distancing and wear masks when necessary. The building will not be open to the public or non-essential staff; however, the district will continue to serve lunches from Lodi High School.
- Food Service Provider
  - Food Service Manager (1)
  - Food Service Workers (2)
    - Manage meal preparation and distribution
    - Manage meal counting and claiming
- Safety and Security
  - School Safety Officers
    - Building security
    - Ensure safety of essential personnel

- Provide timely information to visitors
- Assist in distribution of learning packets

## Virtual Teaching Options

### Resources available from Google:

- **Google Classroom** - Create assignments, communicate with students, and send feedback all from one place.
- **Google Docs, Sheets and Slides** - Collaborate, share feedback, and work together with your students in real time on documents, spreadsheets, and presentations.
- **Google Forms** - Create Forms, Quizzes, and surveys to collect and analyze responses with the help of machine learning.
- **Google Drive** - Store and organize assignments, documents, or class curriculum securely and access them from any device.
- **Google Calendar** - Share calendars or create a joint calendar with members of your class or institution to easily keep track of schedules.
- **Google Jamboard** - Sketch and collaborate on an interactive canvas with Jamboard—Google's cloud-based smartboard, on your computer, phone, or tablet.
- **Google Hangouts Meet.** - Connect with students virtually through secure video calls and messaging to keep learning going outside of school.
- **Google YouTube** - Yes...you have a YouTube channel through your Gmail. If you would like to learn how to upload videos to YouTube just follow this [handy screencast](#).

## Resources for Teachers

- [Getting Started with Google Classroom](#)
- [Google Classroom Tips and Tricks for Teachers](#)
- [How to Create Digital Assignments for Google Classroom](#)

- [Tips and Tricks for Organizing Your Google Drive](#)
- [How I Make My Google Slides for Teaching](#)
- [Resource Directory for Online Instruction](#)

## **Resources Available from Google**

- [Google for Education Training Center](#)
- [Google for Education YouTube Channel](#)