



**ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES VIRTUAL
MEETING – ZOOM
April 29, 2020
6:30 PM**

I. CALL TO ORDER – by Edgardo Galleno 6:45 PM

This meeting has been publicized in accordance with Section 5, Ch 231, PL 1975, an Open Public Meeting Law by notification of the Home News Tribune and at the Academy for Urban Leadership Charter School within the legal time required. Time may be allotted for public comment at this meeting.

II. FLAG SALUTE – Lead by Edgardo Galleno

I pledge allegiance, to the flag, of the United States of America, and to the Republic, for which it stands, one Nation, under god, indivisible, with liberty, and justice, for all.

III. MISSION STATEMENT

To employ an educational design and experience that merges the highest standards of academic excellence while fostering convictions and commitment to social and economic justice. The school acknowledges that both family and community involvement are integral to the student's academic achievement level, and will focus on fostering strong relationships between the school, family and community. Through these partnerships, the school will strive to create a nurturing environment by providing each student with the five resources deemed necessary for healthy child development by the President's Summit for America's Future. These include: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start, a marketable skill through effective education, and a chance to give back to peers and the community.

In order to provide a quality education, the curriculum offered will involve rigorous academics with a holistic approach to education. Special emphasis will be placed on service learning and espousing the importance of civic and social responsibility. The development of character, leadership skills, conflict resolution abilities, and community responsibility will be stressed to provide the students with the necessary tools to become contributing members of a democratic society.

IV. ROLL CALL

Board Members

Edgardo Galleno (President)	Present
Joshua Bishop (Vice President)	Present – Left at 8:51 PM
Jesenia Vargas (Corporate Secretary)	Present



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Lisette Bayas Vilanova	Present
Claudine Bishop	Absent - Excused
Hector Bonilla	Absent
Elba Ceballo	Present – Left at 8:05 PM
Reyes Ortega	Present
Michelle Roman	Present
Stephanie Valdiviezo	Present

Additional attendees:

Margaret Morales (Lead Person)	Present
Patricia Bombelyn (Board Solicitor)	Present
Mark Kramer (Board Secretary)	Present
Douglas Kelly (Vice-Principal)	Present
Daniel Cugini (Vice-Principal)	Present
Peter Salek-Nejad (Supervisor of Curriculum And Instruction)	Present
Eloisa Hernandez (Parent Representative)	Present

V. APPROVAL OF MINUTES

Move that the Board of Trustees approve the regular board meeting minutes dated March 25, 2020.

Motion: Joshua Bishop, **Second:** Elba Ceballo, Roll Call via consensus:

Edgardo Galleno Yes, Joshua Bishop Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

VI. PRESENTATIONS

- PLC – Rose Ann Berberich, social studies teacher at the high school, discussed the high school PLC report. There were several follow-up questions from the board members.
- PLC/Data - April Gardner, ELS teacher at the middle school, discussed the middle school PLC report. There were several follow-up questions from the board members.



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- NJSLA Science - Margaret Morales, Lead Administrator, gave an update to the board.

VII. CORRESPONDENCE

None

VIII. PUBLIC COMMENT #1

1. Eloisa Hernandez, parent representative, commented on issues relating to students returning to school. She will report further during her section on the agenda.

IX. COMMITTEE REPORTS

Committee chairperson(s) will provide a brief overview of pertinent items discussed during the last committee meeting.

- Academic Excellence Team - Ms. Ceballo supports all resolutions in this section.
- Human Resources and Recognition Team - Ms. Roman supports resolutions but would like to table items #1 and #4 to discuss and close session.
- Finance and Facilities Planning Team - Mr. Bishop supports resolutions but would like to table items #4, #5 and #6 to discuss and close session.
- Executive Team - No report.

- X. LEAD PERSON'S REPORT** - Ms. Morales provided her report to the board mentioning professional development; senior class; percentage of those seniors accepted to college; deaths that it occurred in the AUL community; weekly newsletter; teachers appreciation week.

- XI. STUDENT REPRESENTATIVE'S REPORT** - None



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- XII. PARENT REPRESENTATIVE’S REPORT** - Ms. Hernandez commented on the PTA meeting last week; how students will be graded; how will students be assessed; senior graduation; when will the students get back to school.
- XIII. TEACHER REPRESENTATIVE’S REPORT** - Ms. Berberich made a few comments.
- XIV. BOARD PRESIDENT’S REPORT** - Mr. Galleno commented on the death of an alumni and of an AUL family member.
- XV. OLD BUSINESS** - None
- XVI. Motions - Consent Agenda**

The Lead Person recommends the following items for approval:

Move that the Board of Trustees approve the following consent agenda items under Academic Excellence, Human Resources and Recognition excluding items #1 and #4, Finance and Facility Planning excluding items #4, #5 and #6, and Executive Team.

Motion: Joshua Bishop, **Second:** Lisette Bayas Vilanova, **Roll Call:**

Edgardo Galleno **Yes**, Joshua Bishop **Yes**, Jesenia Vargas **Yes**, Lisette Bayas Vilanova **Yes**, Elba Ceballo **Yes**, Reyes Ortega **Yes**, Michelle Roman **Yes**, Stephanie Valdiviezo **Yes**.

Academic Excellence

1. Move that the Board of Trustees approve the following Professional Development:
(In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee):

<u>Faculty</u>	<u>Date(s)</u>	<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Amount Not to Exceed</u>
Nabaneeta Mukherjee	July 27 thru July 30, 2020	Advanced Placement Summer Institute	Rutgers University (online)	8:00 am - 4:00 pm	\$2,305 (\$1,025 Conference fee, \$1,280 Teacher stipend)"



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2. Move that the Board of Trustees approve the revised Title I & IDEA Salaries for FY2019-2020:

Title I Salary						
Employee	Subject	Salary	% Charged to Grant	Amount Charged to Grant	% Charged to General	Amount Charged to Fund 11
Ian Askins	Math	55,683.00	40.00%	22,273.20		
					60.00%	33,409.80
Majumder Rafiqul	Math	24,071.00	60.00%	14,442.60		
					40.00%	9,628.40
Olga Zarifyan	Math	33,000.00	60.00%	19,800.00		
					40.00%	13,200.00
Sara El-Mejdoub	English	53,000.00	40.00%	21,200.00		
					60.00%	31,800.00
Mathew Yard	English	53,000.00	40.00%	21,200.00		
					60.00%	31,800.00
Robert Hagan	English	53,000.00	96.39%	51,084.20		
					3.62%	1,915.80
		<u>271,754.00</u>		<u>150,000.00</u>		<u>121,754.00</u>
						<u>271,754.00</u>
IDEA Salary						
Jess Dhenz		55,000.00	100.00%	55,000.00	0.00%	-
Patrica Neal		28,000.00	57.00%	15,958.00		
					43.00%	12,040.00
Meltem Pak		31,650.00	50.42%	15,958.00		
					49.58%	15,692.07
		<u>114,650.00</u>		<u>86,916.00</u>		<u>27,732.07</u>
						<u>114,650.00</u>



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Human Resources and Recognition

1. Move that the Board of Trustees approve the appointment of the following staff members, subject to timely receipt of satisfactory disclosures, required by N.J.S.A. 18A:6-7.6 et. seq., from the applicant's previous public school district employers, for the 2019-2020 school year:

Employee	Effective Date(s)	Action	Position	Amount	Account Code
Robyn Bennett	TBA thru June 30, 2020, Reappointment for the 2020/2021 School Year thru June 30, 2021	Appointment	Assistant to the School Business Administrator	\$60,000	11.000.251. 100.000.053

2. Move that the Board of Trustees approve our participation in the following Job Fair 2020 (in the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee):

Event Holder	Date(s)	Time	Registration Cost
Monmouth University Virtual Career Fair	May 12, 2020	11 AM through 4 PM	\$100
NJSchooljobs Virtual Job Fair	June 9, 2020	4 PM through 7:30 PM	\$400

3. Move that the Board of Trustees approve in the following unpaid leaves:

Employee	Start Date	End Date	Position Title
Lourdes Lopez-Jumelles	April 1, 2020	April 30, 2020	Part time lunch aide
Jose Lopez-Segarra	April 1, 2020	April 30, 2020	Part-time custodian

4. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Teaching Staff** be offered a contract and be reappointed for the 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Acevedo, Ruth	Spanish
2	Askins, Ian	Mathematics



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3	Brotsky, Logan	Mathematics
4	Bushey, Nicholas	Music
5	Cannella, Nicole	Art
6	Carrino, Amy	English
7	Cutietta, Josephine	Physical Education
8	Dehnz, Jess	Special Education
9	Dino, Jim	Business
10	Dowling, Thomas	Science
11	El-Mejdoub, Sara	English
12	Enny, Kelly	French
13	Fernandez, Ariel	Social Studies
14	Gardner, April	ESL
15	Gigl, Timothy	Social Studies
16	Hagan, Robert	English
17	Heller, Joshua	Music
18	Irudhayasamy, Anasthasia	ESL
19	Lombardi, CathyJo	Physical Education
20	Manley, Kyle	Physical Education
21	Martin, Erica	English
22	Mukherjee, Deblina	Science
23	Munem, Syed	Social Studies
24	Obssuth, Andrew	Science
25	O'Keefe, Cornelius	Social Studies
26	Pereira, Tatiana	Spanish
27	Phillips Page, Dean	Social Studies
28	Sarbone, Michael	Music
29	Seward, Jaime	Social Studies
30	Shirin, Momtaz	Science
31	Spero, Ryan	English
32	Spiecker, Susan	Art
33	Sweatte, David	Computer Science
34	Syed, Saad	Science
35	Yard, Matthew	English
36	Zarifyan, Olga	Mathematics



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5. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Teacher Aide/Paraprofessional Staff** be offered a contract and be reappointed for the 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Diaz Hernandez, Altagracia	Paraprofessional
2	Genao, Ludys	Paraprofessional
3	Neal, Patricia	Paraprofessional
4	Pak, Meltem	Paraprofessional
5	Rodriguez, Raquel	Paraprofessional

6. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Lunch Aide Staff** be offered a contract and be reappointed for 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Cardona, Irys	Lunch Aide
2	Lopez Jumelles, Lourdes	Lunch Aide
3	Santiago, Evelyn	Lunch Aide

7. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Support Staff** be offered a contract and be reappointed for 2020-2021 school year ending June 30, 2021:

#	Last Name	Job Title
1	Barber, Reme	Security Officer
2	Blanco, Blanca	HR Assistant
3	Bonilla, Pedro	Custodian
4	Charles, Erika	Social Worker
5	Ho, Susan	Guidance Counselor
6	Howlett, Kelly	Guidance Counselor
7	Hutchinson, Odane	Discipline Assistant
8	Leonardo, Mabel	Social Worker



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9	Lopez-Segarra, Jose	Custodian
10	Martins, Maribel	Report Specialist
11	Mugica, William	Custodian
12	Padilla, Aknaris	Guidance Counselor
13	Pineiro, Ada	Substitute School Nurse
14	Puntiel, Rafael	Custodian
15	Puntiel, Ronald	Security Officer
16	Puntiel, Pablo	Security Officer
17	Ramirez Rojas, Fermin	Custodian
18	Rise, Jilian	Guidance Counselor
19	Rodriguez, Miriam	HR Generalist
20	Rojas, Stephanie	Security Officer
21	Sena, Maria	Attendance Officer
22	Sims, Olivia	School Nurse
23	Sosa, Fausto	Head Custodian
24	Torres, Felicia	Custodian
25	Vargas, Luis	Executive Assistant to Lead Administrator
26	Velez, Aileen	Administrative Assistant to Vice Principal
27	Williams, Abraham	Technology Coordinator

8. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Administration Staff** be offered a contract and be reappointed for the 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Cugini, Daniel	Vice Principal
2	Kelly, Douglas	Vice Principal
3	Salek-Nejad, Peter	Supervisor of Curriculum & Instruction

9. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Streamline Tenured staff** members be offered a contract and be reappointed for the 2020-2021 school year ending June 30, 2021:



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#	Full Name	Job Title
1	Allocco, Andrea	Physical Education
2	Berberich, Rose Ann	Social Studies
3	Critelli, Nicholas	Business
4	Frost, Douglas	Mathematics
5	Gioia, Bernadette	Social Studies
6	Jamali, Munira	Mathematics
7	Kofonow, Nina	Mathematics
8	Morgan, Brittany	English
9	Mukherjee, Nabaneeta	Science
10	Valentine, Lucila	Parent Outreach Coordinator

10. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following staff members be offered **Streamline Tenure**, offered a contract, and be reappointed for the 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Collazo, Diana	English
2	De Los Santos, Alex	Physical Education
3	Vlastaras, Penelope	English

Finance and Facility Planning

1. Move that the Board of Trustees approve:
- General Warrants List for:
 - March 18, 2020 through April 14, 2020 in the amount of \$110,267.10;
 - April 15, 2020 through April 21, 2020 in the amount of \$230,660.68;
 - April 22, 2020 through April 29, 2020 in the amount of \$93,872.64;
 - Food Service Warrant List for (Sodexo):
 - February 6, 2020 through April 29, 2020 in the amount of \$64,411.50;
 - Payroll Report for:
 - March 30, 2020 for \$ 287,200.56;
 - April 10, 2020 for \$261,713.17;
 - April 29, 2020 for \$271,211.84



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2. Move that the Board of Trustees approve the School Food Authority to School Food Authority shared Vended Meals Contract with Piscataway Township Schools with Sodexo for the 2020 – 2021 school year.
3. Move that the Board of Trustees approve the submission of an application for the continuation of the PNC grant for the 2020 – 2021 school year.
4. Move that the Board of Trustees approve the change order# 003 from JG Drywall LLC for the Barclay street project under the recommendation of the architect for additional demolition, framing, fireproofing of hallways ceilings, stairs, additional work on the kitchen cabinets, countertops and sink including all equipment, material, labor, protection and cleanup due to changes requested by the building department, owner and architect in an amount not to exceed \$23,694.00.
5. Move that the Board of Trustees approve the change order# 004 from JG Drywall LLC for the Barclay street project under the recommendation of the architect for the work necessary to provide for an upgrade to a 400 A electrical service, which is required to accommodate the excess wiring that had been illegally connected to the existing panel not including permit fees, utility fees, temporary power, premium time in an amount not to exceed \$19,165.00 if it is determined that the landlord is not responsible.
6. Move that the Board of Trustees approve reimbursing the Perth Amboy Public Schools \$147,890 relating to an overpayment paid during the 2019 fiscal year.

Executive Team

1. BE IT RESOLVED, that the Academy for Urban Leadership Charter Schools Board of Education, become a continuous member of the New Jersey Public Charter Schools Association located at 1 AAA Drive, Bldg A, Suite 206, Hamilton, New Jersey 08861 at an initial rate of \$12 per student for the 2020/2021 school year totaling \$6660 (\$12 per student x 555 students).
2. Move that the Board of Trustees approve the first reading for the following policies:

P0152	Board Officers (Revised)-Option 1
P1581	Domestic Violence (Revised)
P2422	Health And Physical Education (Revised)



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P3421.13	Postnatal accommodations(New)-
P4421.13	Postnatal accommodations (New)
P 5330	Administration of Medication (Revised)
P7243	Supervision of Construction (Revised)
P8210	School year (Revised)
P8220	School day (Revised)
P8462	Reporting Potentially Missing or Abused Children (Revised)

3. Move that the Board of Trustees approve the first reading for the following regulations:

R 1581	Domestic Violence (New)
R 5330	Administration of Medication (Revised)
R 8220	School Closings (Revised)

Other Motions

1. Move that the Board of Trustees approve the resignation of the following staff member:

Employee	Effective Date(s)	Action	Position	Amount	Account Code
Daniel Cugini	July 30, 2020 or sooner	Resignation	Vice Principal	N/A	11.000.240. 103.000.052

XVII. PUBLIC COMMENT #2

Ms. Hernandez, parent Representative, asked that the board agenda be provided to her prior to board meetings.

XVIII. EXECUTIVE SESSION

Public bodies may meet in closed session when the matters under discussion are:

- (1) Matters made confidential by state, federal law or rule by court.
- (2) Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
- (3) Disclosure would impair the body's right to receive federal or state funds.
- (4) Collective bargaining.
- (5) Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.



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- (6) Investigations into violations of law.
- (7) Strategies to protect public security. Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
- (8) Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
- (9) Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.

**PLEASE NOTE
ACTION MAY BE TAKEN UPON RETURN TO THE REGULAR MEETING.**

Mr. Galleno asked for a motion to go to close session to discuss matters relating to personnel, change orders, reimbursement to Perth Amboy, attorney-client privilege items and HIB Case #14.

Motion: Joshua Bishop, Second: Jesenia Vargas, Roll Call by consent:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

Close Executive Session: 8:34 PM

XIX. RECONVENE PUBLIC SESSION

Return from Executive Session: 10:27 PM

Mr. Galleno asked for a motion to return to the regular portion of the board meeting.

Motion: Joshua Bishop, Second: Jesenia Vargas, Roll Call by consent:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.



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XIX. CONSIDERATION OF ANY ADDITIONAL RESOLUTIONs

1. Move that the Board of Trustees approve the resignation of the following staff member:

Employee	Effective Date(s)	Action	Position	Amount	Account Code
Daniel Cugini	July 30, 2020 or sooner	Resignation	Vice Principal	N/A	11.000.240. 103.000.052

Motion: Jesenia Vargas, **Second:** Lisette Bayas Vilanova, **Roll Call by consent:**

Edgardo Galleno Yes, **Jesenia Vargas** Yes, **Lisette Bayas Vilanova** Yes, **Reyes Ortega** Yes, **Michelle Roman** Yes, **Stephanie Valdiviezo** Yes.

2. Move that the Board of Trustees approve the Lead Administrator's recommendation that the following **Teaching Staff** be offered a contract and be reappointed for the 2020-2021 school year ending June 30, 2021:

#	Full Name	Job Title
1	Acevedo, Ruth	Spanish
2	Askins, Ian	Mathematics
3	Brodsky, Logan	Mathematics
4	Bushey, Nicholas	Music
5	Cannella, Nicole	Art
6	Carrino, Amy	English
7	Cutietta, Josephine	Physical Education
8	Dehnz, Jess	Special Education
9	Dino, Jim	Business
10	Dowling, Thomas	Science
11	El-Mejdoub, Sara	English
12	Enny, Kelly	French
13	Fernandez, Ariel	Social Studies
14	Gardner, April	ESL
15	Gigl, Timothy	Social Studies
16	Hagan, Robert	English
17	Heller, Joshua	Music
18	Irudhayasamy, Anasthasia	ESL
19	Lombardi, CathyJo	Physical Education



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20	Manley, Kyle	Physical Education
21	Martin, Erica	English
22	Mukherjee, Deblina	Science
23	Munem, Syed	Social Studies
24	Obssuth, Andrew	Science
25	O'Keefe, Cornelius	Social Studies
26	Pereira, Tatiana	Spanish
27	Phillips Page, Dean	Social Studies
28	Sarbone, Michael	Music
29	Seward, Jaime	Social Studies
30	Shirin, Momtaz	Science
31	Spero, Ryan	English
32	Spiecker, Susan	Art
33	Sweatte, David	Computer Science
34	Syed, Saad	Science
35	Yard, Matthew	English
36	Zarifyan, Olga	Mathematics

Motion: Reyes Ortega, Second: Lisette Bayas Vilanova, Roll Call:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

3. Move that the Board of Trustees approve the change order# 003 from JG Drywall LLC for the Barclay street project under the recommendation of the architect for additional demolition, framing, fireproofing of hallways ceilings, stairs, additional work on the kitchen cabinets, countertops and sink including all equipment, material, labor, protection and cleanup due to changes requested by the building department, owner and architect in an amount not to exceed \$23,694.00.

Motion: Michelle Roman, Second: Lisette Bayas Vilanova, Roll Call:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

4. Move that the Board of Trustees approve the change order# 004 from JG Drywall LLC for the Barclay street project under the recommendation of the architect for the work necessary to provide for an upgrade to a 400 A electrical service, which is required to accommodate the excess wiring that had been illegally connected to the existing panel not including permit fees,



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utility fees, temporary power, premium time in an amount not to exceed \$19,165.00 if it is determined that the landlord is not responsible.

Motion: Michelle Roman, Second: Lisette Bayas Vilanova, Roll Call:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

5. Move that the Board of Trustees approve reimbursing the Perth Amboy Public Schools \$147,890 relating to an overpayment paid during the 2019 fiscal year upon confirmation from the Department of Education as to if money can or cannot be withheld as indicated in the letter from Derek Jess, School Business Administrator dated January 10, 2020.

Motion: Reyes Ortega, Second: Lisette Bayas Vilanova, Roll Call:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

6. BE IT RESOLVED that the Academy for Urban Leadership Charter School Board of Education hereby affirms the Lead Administrator's decision and recommendations in HIB Case #14 and directs administration to transmit a copy of the Board's decision to the affected students' parents forthwith.

Motion: Michelle Roman, Second: Lisette Bayas Vilanova, Roll Call by consent:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

XX. ADJOURNMENT

Mr. Galleno asked for a motion to adjourn.

Motion: Michelle Roman, Second: Lisette Bayas Vilanova, Roll Call by consent:

Edgardo Galleno Yes, Jesenia Vargas Yes, Lisette Bayas Vilanova Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

Board meeting adjourned at 10:43 pm.

Respectively submitted,

Mark Kramer
Board Secretary

Academy for Urban Leadership Charter School Pandemic Crisis Plan

Updated May 8, 2020

Background

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word "novel" means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community?

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

What should a school do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.
- Notify your local health department with any questions or concern about an ill student www.localhealth.nj.gov.

There have been continuous updates to the Covid-19 crisis over the past two months. Schools and local communities continue to receive guidance and will update as needed based on the data.

THE FOUR STAGES OF THE CRISIS PLAN

According to the World Health Organization (WHO), the medical arm of the United Nations:

Prevention – Mitigation

Preparedness

Response

Recovery

Prevention – Mitigation

A. Review/Enhancement of Policies and Procedures

B. Training

C. Communications System

D. Prevention

A. Review and Enhancement of Policies and Procedures
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1. Members of the School Safety Planning Committee are listed below and may be asked to meet as needed.
2. This plan may be modified based on new information and updates from the CDC, The NJ Department of Health, and the NJDOE. Meetings may be held to review, update, and approve the Pandemic Crisis Plan for the upcoming school year and conduct tabletop emergency exercises. School Safety committee members will review and understand their roles and responsibilities during a pandemic crisis.
3. Staff email and school based voice mail contact information will be posted/updated on the district website.

<u>Contact</u>	<u>Title</u>	<u>Contact Information</u>	<u>Alternate Contact</u>	<u>Title</u>	<u>Contact Information</u>
Margaret Morales	Lead School Administrator		Peter Salek-Nejad	Supervisor of Curriculum and Instruction	
Daniel Cugini	Vice principal				
Aknaris Padilla	Guidance Counselor				
Jillian Rise	Guidance Counselor				
Olivia Sims	High School Nurse				
Ronald Puntiel	Security Guard				
Luis Vargas	Administrative Assistant				
Abraham Williams	Information Technology Specialist				
Douglas Kelly	Vice Principal				
Maria Sena	Attendance Officer				
CathyJo Lombardi	School Safety Specialist				
Erika Charles	School Social Worker				
Susan Ho	Middle School Guidance counselor				
Mabel Leonardo	Middle School Social Worker				

B. Training

1. Annual training for staff members may be conducted as needed each year. The following topics may be discussed (Appendices A and A1)
 - i. Prevention
 - ii. Preparation
 - iii. Symptom Recognition and Action
 - iv. Communication
 - v. Communication for Staff
 - vi. Plan Distribution
 - vii. Continuation of Instruction Development
 - viii. Grading Expectations
 - ix. Work Related Responsibilities During School Closure
 - x. Student Expectation Communication/Rubrics

C. Communications System

1. Building vice principals will ensure that Appendices A and A1 are distributed to teachers, and Appendix A information will be included on the district website. They will also ensure that the attendance officer and all administrative assistants understand the specific calling out procedures to identify pandemic related symptoms in staff and students.
2. The School Nurse or Lead School Administrator will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be 848-203-3742 x 102
3. Staff and student contact details will be annually updated in the Realtime student data management system for the purpose of accurate communication.
4. An electronic system will be used to communicate updates and information to all stakeholders in various formats (text, email, robocall, etc.).

D. Prevention

1. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in symptom identification via the annual mandatory universal precautions training completed through the district's online professional development tool.
2. The Head Custodian at each site will ensure that all bathrooms are continually stocked with soap and paper towels.
3. The Head Custodian at each site will ensure that all student contact spaces are sanitized on a frequent and regular basis; hand washing signs will be posted.
4. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes. Teachers, building staff and administrators will remind students to wash hands and/or use hand sanitizer when hand-washing is not available.

5. School nurses will encourage staff and students to obtain (on their own) flu shot vaccinations.
6. District staff are encouraged to obtain flu shot vaccinations annually.

Preparedness

A. The Surveillance System

B. Updates, Research, and Precautions

C. Continuity of Student Learning Preparation

D. Stock

E. Counseling Support

A. The Surveillance System

The following processes and procedures are to be practiced by individual schools within the district to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.
- Each building secretary will forward, on a daily basis, the names of **students** who are absent due to pandemic related symptoms to the school nurse (Appendix B); the school nurse will document and monitor medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- The Human resources office will forward the names of **staff** who are absent due to pandemic related illness to the appropriate school nurse (Appendix B) on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- Staff will be reminded to send sick students to the Nurse's Office.

B. Updates, Research, and Precautions

1. The Lead School administrator will provide updates and the latest research information to staff, students, and parents via mass communication techniques (text, email, robocall, Blackboard, etc)
2. Building vice principals will cancel and announce cancellation of any large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office.
3. Student seating will reflect social distancing to the fullest extent possible; student desks will be separated if directed to do so by the NJ Health Department and/or County Superintendent's office.

4. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in pandemic related symptom identification.
5. The Head Custodian at each site will ensure that all building bathrooms are continually stocked with soap and paper towels.
6. The Head Custodian at each site will ensure that all student contact spaces are sanitized on a daily basis; hand washing signs will be posted.
7. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes. Teachers, building staff and administrators will remind students to wash hands and/or use hand sanitizer when hand-washing is not available.
8. Informational literature will be sent home identifying the protocols parents should use to keep kids home (Appendix A).
9. District health professionals will be encouraged to obtain flu shot vaccinations.
10. Building administration will arrange for a standard informational mailing to go out to parents and guardians on the following topics (Appendix A).
11. The Lead School administrator will communicate with local school districts to ensure needs of students within the town/school community are being met

i.Prevention

ii.Preparation

ii.Pandemic Symptom Recognition and Action

v.Communication

11. Building administration will remind staff to review this plan.

C. Continuity of Student Learning Preparation (Regulation #2412) Home Instruction

Grade Bands	Instructional Resource	Comments
7-12 General education students	All assignments shared in G-suite for education (Google classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet, Google	Paper-based assignments for students without device and/or wifi will be provided; Hotspots have been purchased

	<p>Hangouts, Google Jam Board), Microsoft Office 365 (Word, Excel, Power point, One Note, Publisher, One Drive, Microsoft Teams) and One Drive with appropriate modifications for individual learners</p> <p>In grades 7-8, teacher PLCs have been implemented each morning prior to the implementation of the learning program. Forty-five minute class periods for all content areas occur daily; 3-4 pm tutoring for any student wishing to participate occurs Tuesday-Friday. For grades 9-12, students and teachers continue to follow the nine period day with all classes meetings during their assigned class time.</p> <p><u>Class assignments</u>-we use a daily Do Now assignment to gauge attendance, and then we have daily and weekly assignments to further the concepts and skills that students are working on by classroom.</p> <p><u>Independent work</u>-students are given daily and weekly assignments by their teachers, discussion questions, and formative and summative assessments are utilized for grading</p> <p><u>Measures of student learning</u>-Do Now, Classroom discussions, daily and weekly assignments, tests, quizzes, projects</p>	by the school to distribute to any students without wifi
7-12 English Language Learners (ESL)	<p>All assignments shared in G-suite for education (Google classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet, Google Hangouts, Google Jam Board), Microsoft Office 365 (Word, Excel, Power point, One Note, Publisher, One Drive, Microsoft Teams) and One Drive, with appropriate modifications for individual learners; Bilingual paraprofessionals will review assignments and provide additional supports as needed</p> <p><u>Describe the provision of ESL and bilingual education to meet the needs of ELLs</u></p>	Paper based assignments for students without wifi, or whose learning style improve with paper-based resources; Hotspots have been purchased by the school to distribute to any students without wifi

	<ul style="list-style-type: none"> -teachers upload assignments in both English and Spanish in classrooms to assist students in understanding key concepts -Bilingual paraprofessionals are assigned to each classroom with ELL students to support the instructional program -General Education teachers send assignments to the ESL teachers to level the assignments and scaffold for instruction for all ELL students -ELL students have an ESL/ELL Google classroom specifically designed for them with additional resources and tools for learning -Google translate -ESL teacher created a PLC Google classroom for teachers to receive resources and tools to assist them in instructional delivery -ELL levels 1-4 are designated for learning in grades 9-12 -ESL teacher created Word Walls through Padlet <u>Describe how the district communicates with ELL families, including the translation of materials and directions</u> -Guidance counselors, secretaries, social worker, bilingual paraprofessionals and nurses call home to speak with families and ensure that information is received in the home language -Robo calls for school information translated into home language -District newsletter for school information translated into home language -Classroom materials translated by teachers using Google translate, as well as bilingual paraprofessionals -Virtual parent meetings in English and Spanish conducted with Lead Administrator and Parent Outreach Coordinator 	
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	<p><u>Describe how the district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL challenges</u></p> <ul style="list-style-type: none"> -General education classroom teachers translate and modify assignments -ESL teacher created Word Walls through Padlet -Bilingual paraprofessionals are assigned to each classroom with ELL students to support the instructional program -General Education teachers send assignments to the ESL teachers level the classroom assignments and scaffold for instruction for all ELL students -ELL students have an ESL/ELL Google classroom specifically designed for them with additional resources and tools for learning -Google translate -ESL teacher created a PLC Google classroom for teachers to receive resources and tools to assist them in instructional delivery -ELL levels 1-4 are designated for learning in grades 9-12 -All students have been issued a Chromebook for use; wifi is being provided for students that do not have access at home -System in place for technology troubleshooting, ie. Chromebook can be repaired or replaced at school -IT coordinator is available daily to troubleshoot technology issues -IT coordinator is available for replacement and repair of chromebook, if needed, including chargers 	
7-12 Special Education:	All assignments shared in G-suite for education (Google classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet, Google	Paper based assignments for students without wifi, or whose learning styles improve with paper-based resources;

Students	<p>Hangouts, Google Jam Board), Microsoft Office 365 (Word, Excel, Power point, One Note, Publisher, One Drive, Microsoft Teams) and One Drive, with appropriate modifications; Special education teacher and paraprofessionals will review assignments and provide additional support as needed</p> <p><u>Describe the delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms</u></p> <ul style="list-style-type: none"> -Special Education in-class support teacher meets with students individually to support learning -Special Education teacher receives all classwork from teachers and modifies as needed -Special Education teacher has set up individual Google classroom for students with disabilities -Special Education paraprofessionals work with students individually to assist and modify instruction as needed, providing direct support -Special Education teacher and paraprofessionals follow students through their daily classroom schedule to assist as needed -Multiple assignments are broken down to the students' needs so as to increase comprehension -Special education paraprofessionals have a Google meet to work with students individually and provide support on assignments. -Students that receive related services (speech) work directly with the family and provider and those services are conducted virtually -Some students with disabilities receive both paper-based and virtual instructional supports to support individualized learning needs 	Hotspots have been purchased by the school to distribute to any students without wifi
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	<p>-Special Education paraprofessionals email students to discuss class assignments and provide additional support as needed</p> <p>-Case Manager and Social worker make weekly contact with student and family to discuss progress and concerns</p> <p><u>Describe the methods used to document IEP implementation including the tracking of services, student progress as well as the provision and accommodations and modifications</u></p> <p>-All documentation is inputted in Realtime</p> <p>-IEP meetings are documented in Realtime</p> <p>-Case management with Social worker and ESCNJ Case manager documented in Realtime</p> <p>-Related Services are documented in Realtime via progress notes</p> <p>-The Special education department (teacher, case manager, social worker) meets on a weekly basis to discuss each student's individual concerns</p> <p><u>Describe how case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible</u></p> <p>-Case manager and social worker communicates with families weekly</p> <p>-All communication with families is documented in Realtime</p> <p><u>Describe how the district conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities</u></p> <p>-Conference calls are held (via conferencecall.com) to conduct Child Study Team meetings for IEPs and re-evaluations</p>	
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	-Parents understand evaluations will take place on site, and give consent	
Class of 2020 graduation ceremonies	Class of 2020 graduation ceremonies are currently being planned virtually; graduation ceremonies may occur in-person using social distancing based on lifting of Executive Order	
<u>Summer Programming</u> Extended School Year (ESY)	At this time, there are no students with disabilities whose IEPs reflect a need for extended school year	
Assessment of Credit loss or shortages for high school seniors	Guidance counselors have met with students individually to discuss plan for graduation Guidance counselors have called all parents/families to discuss plan for graduation and any outstanding requirements Seniors that need seat time will make up during afterschool tutoring and/or summer programming Seniors that are short credits will be provided credit recovery courses to complete all graduation requirements	
Initial plan to address credit recovery	Students in grades 9-11 will be provided the opportunity for virtual credit recovery and/or in-person credit recovery courses, based on Executive Orders, for all core academic subjects Students in grades 7-8 who failed one or more core academic subjects will receive summer programming to assist them in meeting grade-level requirements	
21 st Century Programs	21 st Century Programming is being planned for both virtual and on-site programming, based on the Governor, Executive Order. Tentative dates in July and August, up to six weeks, either full day or four	

	<p>hours per day, based on funding and guidance from NJDOE.</p> <p>In-person program includes field trips once per week, Fridays, and four days per week will include both academic and enrichment activities.</p> <p>Virtual summer program will include both academic and enrichment activities taught via Google G-suite.</p>	
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Counseling: Support will be provided via phone conference and/or Google classroom, if warranted, to address relevant concerns.

Section 504: School Counselors and School social worker to monitor and provide additional support per individual plans.

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

- Daily attendance is recorded during period 1 for all classes
- Students must complete the daily "Do Now" assignment for attendance in all classes; there is flexibility in completing the Do Now assignment
- Attendance officer records the daily attendance, then contacts teachers, guidance counselor and social worker to ensure any students with illness or special circumstances are documented accordingly
- Teachers call home after two days absent, with support staff if the family's home language is other than English
- Attendance officer and/or guidance counselors call home and/or email for ongoing absences
- Medical and/or mental health issues are communicated in a confidential manner and documented accordingly
- Nurses call home and email if a student has extended absences to determine if there are medical needs
- Students must fulfill all state requirements for graduation and/or promotion
- Students with 18 or more absences must complete seat time to make up the required absences by class; seat time may be completed via additional assignments and during 3-4 pm
- There is a Google classroom set up for seat time for all students

ADA Compliance: Assignments posted on the ADA compliant District Website.

D. Stock

- The Head custodian at each site will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.
- All classrooms will receive hand sanitizing gel for regular use.
- The Information Technology (IT) specialist will monitor and maintain an offsite data file backup for all electronically stored data on a regular basis.

Response

A. Protocol - Schools Open

B. Protocol - Schools Closed

C. Other Core Operations

A. Protocol - Schools Open

When necessary, the Lead School Administrator will initiate the response process:

Central Office

- The IT department will send out message via mass communication, and on the district website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information.
- The Lead School Administrator will provide updates and the latest research information to staff, students, and parents via mass communication, the district website, and Blackboard
- The Lead School Administrator will communicate with local school districts to ensure the needs of students within the town/school community are being met

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

Building Administration

- Support and endorse nursing decisions

Director of Technology

- Send out mass communication messages and relevant information as necessary on a regular basis.
- Regular updates via newsletter, Blackboard and website.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.

- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B).
- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.

School Counselors/ School Social Workers

- Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.

Addressing Stigma

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, majority population groups may not take important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

Please note that there will be no transportation home for ill students.

B. Protocol (Schools Closed)

When necessary, the Lead School Administrator will activate the response plan.

Central Office

- Lead School Administrator informs administration and staff, directing them to close some or all schools identified by the state; any non-academic events will be cancelled as well.
- Send out mass communications message informing families that schools are closed; encourage school community to refer to handbooks, the school calendar, and school website for additional information.
- The Lead School Administrator will provide updates and the latest research information to staff, students, and parents via mass communications, newsletter, the district website, and press releases.
- The Lead School Administrator will communicate with local school districts to ensure needs of students within the town/school community are being met

School Nurse

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide health updates to central administration for posting on district website and via mass communications

Teachers

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Prepare all daily lessons and assignments via Google Suite
- Grade work submitted through continuation of learning process.
- Log pupil, parent, staff contacts.
- Prepare lesson plans for the recovery phase.
- Complete all reports as necessary.

Administration/Supervisors

- Implement their continuity of education services plan.
- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Monitor staff health and work performance.
- Complete all reports as necessary.

Information Technology Specialist

- Send out mass communication messages and relevant information as necessary on a regular basis.
- Regular update of district website and Blackboard

- All school staff phone extensions transferred to home phones so that no calls or communications are missed

Custodial Staff

- Restock ample supply of cleaning and sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.
- School Business Administrator, Lead administrator and Building Administrators will monitor cleaning and sanitizing of all school facilities

School Counselors/ School Social Workers

- Counselors and social workers will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

C. Other Core Operations

Business Office/Payroll

- The Business Office will continue regular functioning both on-site and from an outside location if necessary.

Human Resources

- The Human Resources office will continue regular functioning both on-site and from an outside location when necessary

Food Services

(Policy #'s - 3542 Food Service; 3542.1E Wellness and Nutrition; 3542.2 School Meal Program Arrears; 3542.31 Free or Reduced-Price Lunches/Milk)

- Sodexo will arrange for food distribution as necessary. Meals will be provided once per day in a secure location
- Breakfast, Lunch and hot dinner meals are provided daily. Hot dinner meals are delivered by 9:30 am daily
- All three meals are distributed daily to each student/family that picks up
- Meal distribution occurs 10 am to 1 pm
- Meals are provided for three days to support food security
- Meals are provided in a grab and go setting-no contact pickup. Families are not allowed into the building to promote safety of staff and families. Tables are set up and, as families arrive, they receive the meals as per the number in the household.

- School staff document food distribution via a checklist, checking off each meal that is distributed
- Sodexo and/or other food service companies will provide meals during the school year and during the summer program

List of Essential Employees

- Margaret Rose Morales, EdS, Lead School Administrator
- Mark Kramer, Interim Business Administrator
- Daniel Cugini, Vice Principal
- Douglas Kelly, Vice Principal
- Peter Salek-Nejad, Supervisor of Curriculum and Instruction
- Miriam Rodriguez, Human Resources Generalist
- Fausto Sosa, Head Custodian, High School
- Rafael Puntiel, Custodian
- William Mugica, Head Custodian, Middle School
- Ronald Puntiel, Security
- Pablo Puntiel, Security
- Stephanie Rojas, Security
- Reme Barber, Security
- Abraham Williams, IT Coordinator

Recovery

When necessary, the Lead School Administrator will initiate the recovery process. School closure days as a result of this pandemic will not result in an extended school year if permissible per NJDOE.

Those students who can document illness to self or a member of the immediate family will have additional time to make up missed work; extenuating circumstances will also be taken into consideration.

Central Office

- Identify healthy staff to determine the feasibility of reopening schools.
- The Lead School administrator will communicate with local school districts to ensure needs of students within the town/school community are being met
- The Lead School administrator will provide updates and the latest research information to staff, students, and parents via mass communications and the district website.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the flu period to report absences.
- Follow up with students who are deemed at high risk for pandemic related complications.
- Physical assessment and needs of students who made contact with school nurse during the response phase.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.
- Each classroom room teacher must maintain the structure of the class but have the class engage in a creative processing activity such as journal writing, discussion related to the event, tie in of content matter to event; this must happen for a minimum of one day.
- Each classroom teacher should acknowledge the loss and/or event.

Administration/Supervisors

- Support and endorse nursing decisions.
- Monitor and report absences to central office.
- Serve as the primary contact person and authorizing body for all activities.
- Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.
- Monitor grading and assist in the reestablishment of a positive school climate.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B).

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

School Counselors/ School Social Workers (Appendix F)

- Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.
- Assessment of functioning and needs of students via referral system.
- Follow up with referrals.
- Follow up with students who called in/made contact during response.
- Stabilization groups will be conducted for students who cannot cope in the classroom setting.
- Coping groups will be conducted for the purpose of preventing post traumatic stress.
- Conduct seminars for parents related to support, information, and referral services.

Reactions to Stress

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website.
<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.

- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

Buildings and Grounds

- The school will be sanitized under the direction of the Supervisor of Buildings and Grounds.

Appendix A

What is Pandemic? A “pandemic” is a disease that spreads all over the world and affects a large number of people. If you are caring for a loved one during a pandemic, it’s important to take steps to protect yourself and others. Always follow the most current advice of the U.S. Department of Health and Human Services and your local Health Department.

Prevention:

These healthy habits will help keep you and others from getting and passing on the virus:

- Clean your hands often with soap and water or alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterward. Put used tissues in a wastebasket.
- Cough or sneeze into your upper sleeve if you don’t have a tissue.
- Keep your hands away from your eyes, nose and mouth to prevent germs from entering your body. Also, a person with signs of the virus should stay home from work, school and errands and avoid contact with others.
- **Disinfectant:** 1 gallon water, 1/4 cup bleach, Mix up a fresh batch every time you use it.
- **OBTAIN A FLU SHOT.**

To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick.
- Stay home from work and school if sick.

Caregivers should always wash their hands before providing care. Afterward, wash again and apply alcohol-based hand sanitizer as well. Follow these steps for proper hand hygiene:

- Wet hands with warm, running water and apply liquid soap.
- Rub hands vigorously for 20 seconds, covering all surfaces and fingers.
- Scrub nails by rubbing them against the palms of your hands.
- Rinse your hands with water.
- Dry your hands thoroughly with a paper towel and use it to turn off the faucet. A shared towel will spread germs.

Preparation:

You can prepare for a pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home: During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.

Non-perishable foods

- ~Ready to eat canned meats, fruits, vegetables, soups
- ~Protein or fruit bars
- ~Dry cereal or granola
- ~Peanut butter and jelly
- ~Dried fruit, nuts, trail mix
- ~Baby formula
- ~Crackers
- ~Canned juices
- ~Bottled water
- ~Canned or jarred baby food
- ~Baby formula
- ~Pet food

Health and emergency supplies

- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol based hand wash
- ~Medicines for fever, such as acetaminophen (aspirin) or ibuprofen (Motrin)
- ~Thermometer
- ~Antidiarrheal medications
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Flashlight with extra batteries
- ~Portable radio with extra batteries
- ~Manual can opener
- ~Garbage bags

~Tissues, toilet paper, disposable diapers

To plan for a pandemic:

- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for a pandemic.

Cold Symptoms	Flu Symptoms	COVID-19 Symptoms
Stuffy nose	Fever	Fever
Sneezing	Headache	Cough
Sore throat	Often and severe aches	Shortness of breath
Mild to moderate chest discomfort/cough	Extreme exhaustion	*Be mindful of recent travel or contact with people who recently traveled.
	Stuffy nose	
	Sneezing	
	Sore throat	

Communication:

The CSA will provide updates and the latest research information to staff, students, and parents via TV36, the district website and ConnectEd /e-Ram.

For more information, call your healthcare provider or visit the CDCs 2019 Novel Coronavirus Situation Summary at:

<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Reactions to Stress:

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- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

*Special Thank You to Ms. Silvana Zircher, Superintendent of South River Public Schools, and her School Safety Team, for their support in developing this plan.

Appendix A1

Communication for
Staff Members:

Staff members are not to communicate with the media; the following statement should be utilized when questions and/or concerns from the media and/or the public arise:

“The District is taking all necessary measures to protect students, staff, and provide a continuity of operations as required. Added information will be provided from the Superintendent’s office when it becomes available. “

Plan Distribution:
access it if and when

Please store and keep this plan in a safe place where you can
necessary.

Grading
Expectations:

Teachers are asked to grade assignments as they come in
via email or Google classroom while schools are closed

Work Related
Google classroom, and/or phone, etc. while schools are closed;
Responsibilities
During Extended
School Closures:

Teachers are asked to maintain contact with students via email,
logs to be maintained.

Student Expectation
Communication/
Rubrics:

Teachers are required to communicate grading expectations for
assignments in the case of an extended school closure.

Appendix B

Absentee Questionnaire for COVID-19

This form is to be completed by office staff if/when he./she receives a phone call for illness related reasons. This information is to be forwarded to the school nurse for informational purposes only.

Student Name: _____ Grade: _____ Date: _____

Does your child:	Yes	No
1. have a fever	_____(Temperature:_____)	_____
2. have a cough	_____	_____
3. shortness of breath	_____	_____
4. under care of doctor	_____	_____
5. travelled out of the country	_____	_____
6. contact with people who traveled out of country	_____	_____

Please forward to the school nurse on a daily basis one hour after taking attendance.

Appendix C

Daily Pandemic Census Log

School _____ Date _____ Patient Category: Staff _____ Student _____

Once pandemic has been confirmed as present in Middlesex County, use this form to log student absences.

Name	Symptoms	Absent: Yes/No
TOTALS		

Appendix D

Academy for Urban Leadership Charter School district Weekly Pandemic Census

When 15 percent or more of the school student and/or staff population is absent due to pandemic related symptoms, use this form to report weekly to Middlesex County Health Services Public Health Division's Communicable Disease Programs.

Name of School _____ Phone Number _____ Week
Ending _____

Middle _____ High _____

City: Perth Amboy School District: Academy for Urban Leadership Charter School

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

ADA for the week _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

**Fax this form each Friday during the period of Heightened Surveillance
to NJ LINCS Agency**

Appendix E

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county Health Department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If the pandemic continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and homeschooling.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

SCHOOL CLOSURE

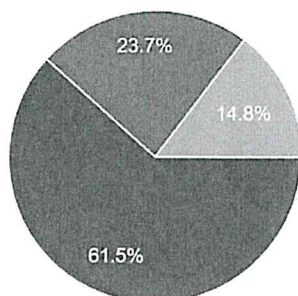
Sample Press Releases

- Middlesex County health officials have ordered the closure of schools as a result of a pandemic outbreak in our county.
- Schools may be closed for an extended period of time.
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because a pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

Student Marking period grading options | Covid-19

Please check off one of the following:

169 responses

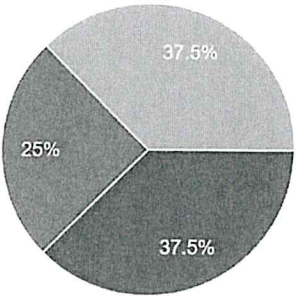


- ☐ I would like the grading system to be revised in the fourth marking period to a Pass/Fail. Virtual learning has impacted me.
- ☐ I would like the option to keep my current grade or go to a Pass/Fail for the fourth marking period.
- ☐ I would like to keep grades the same for the fourth marking period. Virtual learning has not impacted me.

Survey: Staff Marking period grading options | Covid-19

Please respond to the brief survey below

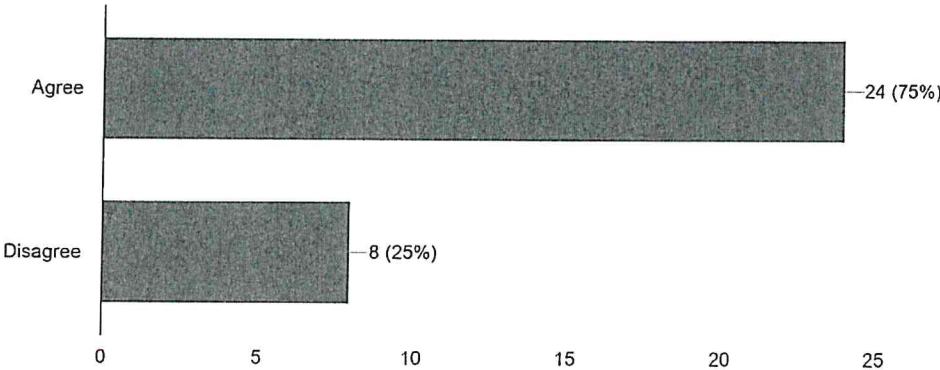
32 responses



- The grading system should be revised for marking period 4 to go to Pass/Fail.
- I think students should have a choice to either go Pass/Fail or keep a grade for marking period 4.
- I think student grades should remain in place for marking period 4.

1. Virtual learning has impacted students in many ways, and should not impact their fourth marking period grade.

32 responses





PROFESSIONAL DEVELOPMENT REQUEST FORM

NAME: Diana Collazo

DATE: 4/23/20

PD REQUEST: (Also attach details/flyer for PD, i.e.: description, date, location, cost)



LEWES AP*
SUMMER INSTITUTE

Online Advanced Placement Workshop July 21st-24th.

<http://lewesap.com/wp/register/>

The cost is for \$895.00

PD/Workshop Name:

Online Advanced Placement English Language Workshop

PD Date(s):

July 21st- 24th

Location:

Online

Cost: \$895.00 + ~~\$1,500.00 - \$2,495.00~~ (\$40.00 an hour times five days of hours)

Or

$4 \text{ days} \times 8 \times \$40 = \$1,280 + 895 = \$2,175$

~~\$895.00 + \$800.00 - 1,695.00~~

They have not responded to my question asking if it is four-hour days for one week or eight hour five days for a one week.

State your rationale for attending this PD:

I want to strengthen my understanding of the AP rubric and what would qualify for achieving high scores on the AP exam. I also want to learn new ways to teach the curriculum as this will be my second year of teaching it.

State how this PD can benefit staff and/or students at AUL and how you can turnkey this PD:

The students will have a teacher who has received the most up-to-date information of exam. The exam has changed a lot in the past few years and this year it has had its most extreme change----the removal of the multiple choice section and two of the three open-ended response sections.

Date Received in Main Office: 4/30/2020

Administration Approval: Yes ☒ No ☐ [Signature] Date: 5/1/2020

Business Office Approval: Yes ☐ No ☐ _____ Date: _____

Academic Excellence Committee Approval: Yes ☒ No ☐ in committee meeting Date: 5/11/2020

Board of Trustees Approval: Yes ☐ No ☐ _____ Date: _____



LEWES AP*
SUMMER INSTITUTE

Advanced Placement Workshop

COVID-19 UPDATE

We're Going **ONLINE** - Reduced Rates

As you may know, communities around the globe are facing unprecedented challenges as COVID-19 (CoronaVirus) continues to spread. It remains our goal to take the necessary steps to confront this public health threat.

In light of this situation, and in the best interests of the health and safety of attendees, faculty, staff, and local communities, Lewes AP* has decided to move to **ONLINE COURSES** for all summer 2020 sessions.

We will be offering our summer 2020 sessions at a **REDUCED RATE: \$895 including fees.**

REGISTER

ONLINE REGISTRATION NOW OPEN!

Due to the COVID-19 Pandemic, **ALL SESSIONS** will be held online.

Our online classroom server is limited to the amount of attendees it can host. Take advantage of our Discounted Tuition Fee and reserve your seat today!

Click on your preferred session below to register:

Session 1

July 21 - 24

REGISTER

Courses Offered: Art & Design, Calculus BC, English Literature, English Language, Environmental Science, Modern World History, Spanish & Culture, US Government & Politics

Session 2

July 28 - 31

[REGISTER](#)

Courses Offered: Biology, Calculus AB, Chemistry, Economics, Physics 1, Psychology, Human Geography, Statistics, US History

Please note: Registration now requires an account with the College Board.

If you don't have one, you may create one by [clicking here](#).



Call Us

302.644.0277



Email Us

LewesAP@Gmail.Com



Location

**32647 Minnesota Street,
Lewes, DE 19958**



* The Lewes Advanced Placement Summer Institute has been endorsed by Advanced Placement Program, AP, Pre-AP, College Board and it's logo are registered trademarks of the College Board.



LEWES AP*
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