



## Department of Special Services

300 Franklin Avenue

Nutley, NJ 07110

Phone: (973) 661-8809

Fax: (973) 661- 5296

---

**Mrs. Helen Doyle - Marino**  
**Director of Special Services**  
[hdoyle-marino@nutleyschools.org](mailto:hdoyle-marino@nutleyschools.org)

**Mrs. April Vitiello**  
**Supervisor of Special Services**  
[avitiello@nutleyschools.org](mailto:avitiello@nutleyschools.org)

The following **School Closure Special Education Preparedness Plan** is intended to guide students, parents, faculty, and staff in maintaining instruction, support services, and procedures. This plan will be re-evaluated as more information becomes available.

All Child Study Team and Related Service Therapists will be available remotely. Please find staff email below:

CST Member	Role/Location	Email Address
Deborah Amoroso	Washington LDT-C	damoroso@nutleyschools.org
Scott Bagish	Lincoln/OOD LDT-C	sbagish@nutleyschools.org
Abigail Bergen	JWMS LDT-C	abergen@nutleyschools.org
Nicole Boglivi	Spring Garden LDT-C	nboglivi@nutleyschools.org
Steve Caraccio	Radcliffe Social Worker	scaraccio@nutleyschools.org

Sarah Fredericks	Lincoln School Psychologist	sfredericks@nutleyschools.org
Susan Furnari	NHS School Psychologist	safurnari@nutleyschools.org
Amy Giaccio	Spring Garden School Psychologist	agiaccio@nutleyschools.org
Toni Giovatto	NHS Social Worker	tgiovatto@nutleyschools.org
Heather Harris	Spring Garden School Psychologist	hharris@nutleyschools.org
Jenny Maddalena	Radcliffe LDT-C	jmaddalena@nutleyschools.org
Jenna Maffucci	Lincoln Social Worker	jmaffucci@nutleyschools.org
Amanda Mecker	Radcliffe/Lincoln Washington Behaviorist	amecker@nutleyschools.org
Michael Ocejo	NHS School Psychologist	mocejo@nutleyschools.org
Kaitlyn Schaefer	JWMS/ NHS Spring Garden Behaviorist	kschaefer@nutleyschools.org
Erin Raia	JWMS School Psychologist	eraia@nutleyschools.org

Heather Trachta	Washington School Psychologist	htrachta@nutleyschools.org
Jessica Tubertini	Yantacaw School Psychologist	jtubertini@nutleyschools.org
Albiona Vinca	Lincoln School Psychologist	avinca@nutleyschools.org
Michelle Yasso	NHS LDT Transition	myasso@nutleyschools.org
Christina Biesiada	Lincoln School Psychologist	cbiesiada@nutleyschools.org

<b>Speech Related Service Therapist</b>	<b>Role/Location</b>	<b>Email Address</b>
Michelle Delitta	Lincoln/Yantacaw Speech	mdelitta@nutleyschools.org
Elefteria Evagelou	Radcliffe/Spring Garden /Yantacaw Speech	eevagelou@nutleyschools.org
Kaitlyn Gandolfi	Spring Garden Speech	kgandolfi@nutleyschools.org
Molly Maher	Radcliffe/Spring Garden/	mmaher@nutleyschools.org
Jen Otero	Spring Garden Speech	jotero@nutleyschools.org

Nikki Piro	JWM/NHS Washington Speech	npiro@nutleyschools.org
Cynthia Saurez-McNulty	Radcliffe Speech	csmcnulty@nutleyschools.org
Donna Zarra	Lincoln Speech	dzarra@nutleyschools.org
Jessica Alacron	Spring Garden Occupational Therapy	jalarcon@nutleyschools.org
Ira Samantha Aglibut	District Occupational Therapist	<a href="mailto:iaglibut@nutleyschools.org">iaglibut@nutleyschools.org</a>
Renee Bross	Spring Garden Occupational Therapist	rbross@nutleyschools.org
Joan Falch	Lincoln Occupational Therapist	jfalch@nutleyschools.org
Melissa Morgan	District Occupational Therapist	mmorgan@nutleyschools.org
Sherri Budinick	Spring Garden Physical Therapist	sbudinick@nutleyschools.org
Karen Chasmar	District Physical Therapist	kchasmar@nutleyschools.org
Jacqueline Finnen	District Physical Therapist	jfinnen@nutleyschools.org

- ❖ **Annual Review Meetings:** Case managers will be working collaboratively with IEP team members to draft a copy of the IEP prior to the meeting. Case managers will reach out to parents to invite them to participate in a meeting via *Google Meet*. Teachers will continue to provide input in both written form via Realtime and through participation in the remote meeting on *GoogleMeet*. Parents will be provided with a draft PDF copy of the IEP so they will be able to view the document while the meeting is occurring. Documentation of that parent communication will be kept on a shared Google document with the Director and Supervisor of Special Services.
  
- ❖ **Reevaluation Meetings-**Case managers will reach out to parents and team members to participate in the remote meeting via *Google Meet*. Agreed upon evaluations will be conducted following the re-opening of the school district.
  
- ❖ **Initial Planning Meetings Referrals/Requests for Evaluations:** Any electronic referrals sent to case managers, will be forwarded to Dorothy Dispoto ([ddispoto@nutleyschools.org](mailto:ddispoto@nutleyschools.org)).
  
- ❖ **Related Service Providers (Speech, Occupational Therapy, Physical Therapy, Counseling)**  
Related service providers will be giving their students worksheets/exercises that can be performed/practiced in the home. Lessons should continue to be crafted and therapies need to be continued to be provided so as to ensure student's skills are maintained as well as continued progress on goals and objectives. Our most recent information from) Office of Special Education Programs (OSEP) is that they are not retreating from their prior guidance that related services may not be given via a teleconferencing at this time. Video resources and videoconferencing can be shared with parents to ensure consistency with lessons. Activities will incorporate items found within the home and based on developmental skill level. Websites with appropriate activities will also be shared via email. Parents will be asked to respond and note which activities were completed with corresponding dates of activity completion. Documentation of parent communication will be kept on a shared Google document with the Director and Supervisor of Special Services.
  
- ❖ **Special Education Teachers**  
**In Class Support (ICS) Special Education teachers** will continue to plan and provide lessons remotely to reflect general education teachers' plans. Individualized modifications

to lessons will be provided directly through Schoology to each student on the special education teacher's roster.

**Special Education Replacement and LLD teachers** will utilize the same planning and instructional practices noted above while providing individualized modifications and additional support based on students needs.

**Preschool teachers** sent home a packet in advance reviewing essential Kindergarten readiness skills introduced throughout the school year. Students will log into Schoology daily to sign in for attendance and participate in a Question of the Day. Additionally, teachers will use Schoology, email, and videoconferencing for student learning. Teachers will work collaboratively with parents to monitor student learning and continue to provide additional resources, lessons, and suggestions for a daily schedule of learning activities.

**Autism Self-Contained teachers** will create a master list of programs individually tailored to each student. Materials sent home will include program descriptions, guidance for implementation, data sheets, as well as suggested activities and supplemental materials and/or websites. Students will log into Schoology daily to sign in for attendance purposes and participate in a Question of the Day. Additionally, teachers will use Schoology, email, and videoconferencing for student learning. Teachers will be available to communicate about suggested schedules for learning. Parents are encouraged to share data collection with teachers so that programs can be monitored and revised, as necessary. Video training will be shared with parents for behavioral support. Also, consultation with the district behaviorist, will be provided, as per IEP, via GoogleMeet and/or email.

## **Resources**

### **[Talking to your children about the Coronavirus](#)**

The NJ Department of Human Services operates a toll-free “warm line” which is a resource for people seeking mental health services. The warm line is activated during events that impact the mental health of New Jersey residents. The warm line is available 24 hours and has language access; **(877) 294-HELP (4357)**.

To access support regarding your anxiety or stress, speak to a trained counselor at SAMHSA Disaster Distress Helpline at **1-800-985-5990** or text **TalkWithUS 66746**

2nd Floor Youth Crisis Hotline: 888-222-2228 - **<https://www.2ndfloor.org/>**

**\*Please reach out to your case manager if further resources are needed.**