



Denville Township School District
Flexible Instruction Day
Extended Closure Plan- Administration
Revised 5/14/20
BOE Approved 5/18/20

District Contacts

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Manager of Technology	Cindy Costanza	(973) 983-6530	ccostanza@denville.org

[Click here for all COVID-FID plans, letters, resources and all staff contacts.](#)

Overview

A Flexible Instruction Day (FID) is a virtual school day when students and staff have an opportunity to explore and engage in meaningful learning experiences that are: (a) aligned to the curriculum, (b) connected to standards, and (c) relevant to the current instructional sequence. These days are intended to continue to afford students meaningful learning experiences while connected with teachers in the event of an emergency. Nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers.

The school day will run from 9:00 AM - 2:00 PM with an hour for lunch at the family's discretion. This will allow teaching staff adequate time to present the learning experience on their Google Classroom, Google Hangout/Zoom or website so that students can: (a) access the information, (b) prioritize their day, and (c) reach out to the teacher(s) through email should there be a question/inquiry or submission of work needed. Teachers will be available via email during these hours, except for 12:00 PM - 1:00 PM, which will be identified as teacher lunch. Thirty (30) minutes of this FID will be set aside for physical activity of the students' choice.

Learning experiences may include "class work" and homework, but all work that is required for submission will be provided with feedback from the teacher making the

assignment. Teachers will also indicate the due date on all “classwork” and homework that requires submission.

During Flexible Instruction Days (FID), instructional videos will be posted on teacher Google Classroom or instruction will be delivered synchronously through Google Hangouts/Zoom by teachers a minimum of once per week. These virtual interactions will further the instructional sequence by serving as initial exposure to content as received in class or supporting student understanding by focusing on reteaching or clarifying previously instructed materials. These reteaching/clarification videos will be gathered through student-teacher communications and formative assessment, just as they are in class.

In the event that a student does not have access to a computer or internet service at home. Provisions will be made by contacting your building principal or tech team.

Students who receive additional IEP driven services, such as Speech, Occupational Therapy, and Physical Therapy will receive alternative services, outlined below.

Student Demographics

	Total # Students	# LSE	# Spec Ed	# ELL	Homeless
District	1734	80	360	*	*

*** Numbers are too small to report**

Student Responsibilities

Student Responsibilities: 6-8

A Flexible Instruction Day is a day of school and students are expected to give the same amount of focus and effort to an FID as they would to any other school day. Flexible Instructional Days may begin for students at 9 am and will last until 2 pm. Students should be expected to log into their teachers’ Google Classrooms to identify the expected work for the day. Students should expect to complete a full day’s worth of work and may be asked to collaborate virtually with other classmates on assignments.. Deadlines will be assigned at the discretion of the classroom teacher and will be returned either graded or with feedback in a timely manner. Students should engage in at least 30 minutes of physical activity of their choice each day.

Student Responsibilities K-5

Student assignments will be posted in Google Classroom. Assignments may include a mix of digital components, practice of spelling, math facts, and snap words, independent reading, projects, and writing assignments. Students will also continue to have access to all digital versions of textbooks and support programs. Students should engage in at least 30 minutes of physical activity of their choice each day.

Digital Access:

Reflex Math K-5

A-Z reading (online leveled readers) K-5

Amplify Science K-5

Envision Math K-5

My World Social Studies K-4

HMH Social Studies 5

Freckle Math 3-5

Discovery Education K-8

Mystery Science K-8

Big ideas Math 6-8

Epic (online books)

Paper Access:

Words Their Way Spelling

Snap Words

Reading trade books

Envision Math Books

Amplify Science Notebooks

Social Studies Workbooks

Student Responsibilities Pre-Kindergarten

Students will be given a list of home activities that reinforce social and academic skills learned at school. Students should practice letters, listen to read-alouds, and engage in physical activity. Students with digital curricular programs will have access to these devices and applications. Students should engage in at least 30 minutes of physical activity of their choice each day.

Staff Responsibilities

Administration- Will be available via email and phone throughout the duration of the day. They will monitor attendance and ensure delivery of lunches and paper assignments. Administration and counseling staff will follow up with any students who are not participating in this FID plan and develop a plan to address the lack of participation.

Teachers

On a Flexible Instruction Day, faculty will be expected to be available through email between the hours of 9:00 AM -2:00 PM, except for, 12:00 PM - 1:00 PM, which will be identified as teacher lunch. The remaining 2 hours of the contracted day are to be utilized at the staff member's discretion in order to complete necessary tasks for planning and assessment.

Learning experiences may include "class work" and homework, but all work that is required for submission will be provided with feedback from the teacher making the assignment. Student work assigned by each classroom teacher should not exceed what the district has determined as an "appropriate" amount of time. Appropriate, in this case, is defined by the district as work lasting the approximate duration of an early dismissal day.

During Flexible Instruction Days (FID), instructional videos will be posted on teacher Google Classroom or instruction will be delivered synchronously through Google Hangouts/Zoom by teachers a minimum of once per week. These virtual interactions will further the instructional sequence by serving as initial exposure to content as received in class or supporting student understanding by focusing on reteaching or clarifying previously instructed materials. These reteaching/clarification videos will be gathered through student-teacher communications and formative assessment, just as they are in class.

Instructional Aides- Will contact students via email, phone, and/or Google Classroom throughout the duration of the day, and will check-in with the students they are supporting. Online Professional Development may also be assigned.

Nursing Staff- Will be available via email and phone throughout the duration of the day. Will monitor sanitation, and provide health updates to the public and staff. The Head Nurse will coordinate with the other school nurses and manage all health related issues as well as planning for the reopening of school.

Secretaries and Clerical Assistants- Will support the Flexible Instruction Day, and day to day operations of the district, under the direction of their immediate administrative supervisors.

Bus Drivers- Can either provide drop off services for lunches and assignments, elect to take available personal/sick days, or forego payment for any missed school days.

Recess/Lunch Aides- Can either complete tasks assigned by building administration, elect to take available personal/sick days, or forego payment for any missed school days. Lunch aides will also provide virtual recess when possible.

Custodians/Maintenance- Will assist with sanitation and maintenance of schools, following NJDOE and health department guidance as to level of emergency as well as prepare for the reopening of school.

Technology Department- Will continually monitor technology infrastructure and address any technology issues that arise with the student/teacher interfaces and devices. (email, security, phone systems, Google Classroom, etc). Will provide regular training sessions for staff and conduct training for parents and community as well.

School Counselors- Will be available via email and phone throughout the duration of the day. Elementary School Counselors will provide character education lessons and activities through Google Classroom.

Saint Clare's In-School Clinical Service Program: School Clinicians are available via phone and email for students participating in this program. School Clinicians will contact all parents of students on their assigned caseload to offer and schedule a weekly live meeting. The meeting may be through phone or virtual face to face technology. The meeting can be with either the parent or with the student. Parents must be present during meetings with students.

Valleyview School

Josette O'Rourke, Monday-Wednesday, Fridays 8:00 am - 4:00 pm

jorourke@denville.org 973-298-8600

Riverview School

Elizabeth Enoksen, Wednesdays 8:00 am - 4:00 pm

enoksen@denville.org 973-625-6000

Eileen Rodriguez , Fridays 8:00 am - 4:00 pm

erodriguez@denville.org 973-625-6000

Lakeview School

Elizabeth Enoksen, Monday, Tuesday, Thursday, Friday 8:00 am - 4:00 pm

enoksen@denville.org 973-625-6000

Parents can also find information regarding community mental health resources at the following district website link:

<http://denville.ss16.sharpschool.com/cms/One.aspx?portalId=81962&pageId=165462>

Student Mental Health Crisis and Psychiatric Clearance During Closure:

Due to the health related school closure, the school mental health staff will be unable to conduct an accurate threat assessment. When made aware of a crisis in which a student may be presenting as a danger to self or others, the School Administration, School Counselor, School Psychologist, School Social Worker, or Saint Clare's Clinician will provide parents with information to obtain an evaluation through Saint Clare's Center for Evaluation and Referrals (CER). The district is maintaining a contract with the CER that allows Denville students priority scheduling of in person evaluations. Parents can schedule the evaluation and bring their child to the CER. Saint Clare's will accept the family's insurance if the insurance is a contracted provider and the district will be billed for the remaining cost as per the contract with Saint's Clare's. When the child is evaluated, the CER staff will provide the family with any necessary mental health referrals and a "Back to Virtual School" letter to share with the student's school.

Child Study Team: Case Manager/CST Responsibilities will include

- All parents of students with IEPs received an individual phone call from their case manager to monitor access to the distance learning program. From there, additional contacts are made as follows to monitor the implementation of the IEP:
- IEP Meetings: The Child Study Team continues to hold IEP meetings using Google Hangouts Meetings during the closure. If a parent requests the meeting be postponed until an in person meeting can be held, we will accommodate this request.
- The Child Study Team is completing the following functions during distance learning:
 - Finalizing IEPs from previously held meetings
 - Completing Evaluation Reports from previously evaluated students
 - Completing reevaluations for exiting preschoolers utilizing functional information to determine continued eligibility. Additional testing may be completed upon reopening of school if warranted
 - Reevaluations for school age students may be waived or completed using existing functional data and information. If the reevaluation is completed with functional information, additional testing may be completed upon reopening of school if warranted.
 - For initial preschool referrals, identification meetings will be scheduled and an evaluation plan developed. Any information that can be completed virtually (i.e. Social History Interview) will be completed. If eligibility can be determined based on existing data, some students may be able to start the virtual preschool program. If eligibility cannot be determined, the

additional evaluations recommended will be completed upon the reopening of school.

- For School Age initial Child Study Team referrals, the Child Study Team will hold meetings and obtain consent for testing. Evaluations that may be conducted without in person contact will be completed (i.e. Social History Assessments, Checklists). Additional required testing will be conducted when school reopens.
- Reviewing student data and updating projection tables for student programs for 19-20, 20-21, and ESY.
- Corresponding with students, staff, and parents via email/phone/Google Meetings during designated school hours to continue to monitor student IEPs

Speech, Occupational, and Physical Therapists- Virtual meetings are held weekly for all students requiring related services. Students and parents are receiving a minimum of a weekly 15 minute meeting with their therapist through Google Meetings. These meetings are flexibly scheduled to accommodate parents and students with consideration given to each family's unique circumstances. Some students may receive longer and/or more frequent meetings with their therapist. This will be determined on a case by case basis in consultation with the parents, therapist, and Child Study Team. Parents requesting to continue with at home exercises only are accommodated with ongoing monitoring of the activities by the therapists via email/phone. In addition to weekly Google Meetings, at home exercises/activities are provided by speech, occupational, and physical therapists for students to complete with their parents. Therapists maintain a log of services. Student progress will be assessed upon return and those showing a significant regression will be offered make-ups on a case by case basis. Other Related Services work expectations will include:

- Writing PLAAFPS and IEP goals for upcoming IEP meetings
- Participation in IEP meetings
- Scoring assessments and writing reports, functional evaluations
- Scheduling Annual reviews and Reevaluation planning meetings for ESLS students. Reevaluations may be waived.
- Correspondence with parents and staff through phone/email during the designated working hours to support students
- Grading IEP goals and objectives

Teacher of the Deaf (TOD) Services- The Teacher of the Deaf provides direct instruction to students through Google Meetings according to student IEPs to the maximum extent possible.

Behavioral Services- Parents can refer to their child's Individualized Education Program (IEP) regarding their child's specific behavioral strategies and/or Behavior Intervention Plan (BIP). If parents require support with strategies, they can email the behaviorist. A phone consult or Google Meeting can be scheduled with the Behaviorist upon parent request via email to the Behaviorist. The Behaviorists will provide staff training as needed to instructional aides and teachers during the closure through the use of remote programs/technology. The Behaviorists will continue to provide support and supervision of the district ABA programs, including weekly staff meetings, observation and feedback of student lessons through google meetings, and additional staff and parent consultation. Behaviorists will also attend IEP meetings when needed.

Valleyview School

Shuba Vasani, Thursdays

svasan@denville.org

Riverview School

Shuba Vasani, Tuesdays and Wednesdays

svasan@denville.org

Lakeview School

Heather O'Neil, Mondays, Wednesdays, and Thursdays

honeil@denville.org

Attendance Procedures

Attendance will be taken through Google Classroom by each homeroom teacher. Parent or student will log in to the student's Google Classroom account. The teacher will post a new question daily for attendance, "Are you Attending Class Today?" The parent or student will respond "yes" or "no/sick". The Homeroom teacher will collect responses and record attendance in Genesis daily.

Ensuring Equity

Devices:

- Students in grades 6-8 students currently have an assigned Chromebook that is utilized at home and school.
- Students in grades K-5 have access to devices to be utilized at school. Any student who does not have a device to use at home, will be assigned a device to be utilized at home during the extended closure.

- Pre-Kindergarten students who utilize technology as part of their daily instructional program, will also be able to use their assigned device and applications at home.

Access to Wi-Fi:

The majority of students within the district have indicated that they have access to Wi-Fi at home. In the event that they do not, alternative arrangements will be made. The district has provided Wi-Fi access to the Peer Place Community Room, so that students that live within that community can access Wi-Fi 24/7. Students that have no access will also have the opportunity to complete assignments on paper. These assignments will be delivered to the appropriate student's home by district transportation twice weekly. Completed paper assignments will be provided to transportation on the exchange days (Mondays and Wednesdays). These assignments will be scanned to teachers in order for the child to receive feedback.

Hot Spots

- Altice/Lightpath is allowing access for customers and residents to their wide area Wi-Fi service at no charge. Anyone with a Wifi enabled device while within our coverage footprint can use these hot spots. Students should select SSID "optimumwifi" for open access (no username or password required).
- Comcast is offering 60 days free of home internet service. After the 60 days low income families pay \$9.95/month (must be within the service area).
- Free Xfinity WiFi For Everyone: Xfinity WiFi hotspots located in businesses and outdoor locations across the country are available to anyone who needs them for free – including non-Xfinity internet subscribers.
- Charter Communications, a company that provides internet service under the brand Spectrum, on March 13 announced it would offer free internet for 60 days for households with students who don't already have a Spectrum subscription.

Access to Meals for students who receive free and reduced lunch:

- Meals will be picked up at Morris Hills Regional District and Denville Transportation will attempt to deliver the meals to the home of each student enrolled in the program on a daily basis. Meals will be placed on the doorstep. Transportation will not have direct contact with students.

Special Services:

- Special education teachers will modify assignments and provide accommodations according to student IEPs.
- Personal Aides will contact students to assist with any issues that a student may be having with assignments and provide direct support. Google meetings to provide reinforcement lessons are scheduled with instructional aides and students based on student needs.

- Students with disabilities receive accessible information via the district's online platforms and paper resources described above. Students and parents have additional programs available, such as, Learning Ally Audiobooks, Everyday Speech, Rethink, Starfall, and Class Dojo. Hard copy resources and manipulatives are provided based on student needs.
- Speech/OT/PT services provide virtual live meetings and home exercises. Makeups sessions will be available upon return for students who show significant regression. This decision will be made on a case by case basis.
- Device accommodations will remain in place
- IEP goals and objectives will continue to be graded to track student progress.
- Assessment of Learning Loss- Students with disabilities will be assessed by their teachers and therapists upon reentry to school. Plans for remediation will include:
 - continuing to target 19-20 IEP goals and objectives for a longer period to ensure progress with goals from previous school year
 - Providing more small group and individual instruction in the special education classrooms to target skill regression
 - Assessing the need for make-up related services due to regression on a case by case basis
 - Holding IEP meetings to review and revise services when appropriate prior to or following the transition to school.
- Out-Of-District Students- The Office of Special Services received and reviewed the School Closure virtual/home program information provided to all out-of-district students. An initial contact was made by all Case Managers to their Out-of-District Families to ensure appropriate access to their school's closure programs and services. Students will be monitored by contact with parents and out-of-district schools during the closure. IEP meetings will continue to be coordinated between the Child Study Team and out-of-district schools during the closure. Compensatory services will be considered case by case based on students demonstrating significant regression.

Extended School Year

The District is planning for the possibility that the Extended School Year (ESY) program will need to be offered virtually through distance learning. In addition to an ESY program, an extended summer learning program will be offered to at-risk students without IEPs. The ESY and extended summer learning programs may overlap with class offerings to maximize the learning and enrichment experience for students with and without disabilities.

- The ESY program will provide the services as outlined in each student's IEP including instruction and related services
- The district is planning on the summer programs consisting of 3 options:

1. 3 hour program for at-risk general education students
 2. 3 hour program + extended hours for Related Services and more individual instruction for students with disabilities based on student needs
 3. Tutoring and wellness/enrichment opportunities for at-risk students and students with disabilities
- The district will prioritize providing Live Instruction for Academics, Social Skills, Related Services, and Wellness/Enrichment
 - Platforms such as Google Classroom, Google Meetings, and Zoom will be used to deliver instruction.
 - Additional Personnel may be hired to ensure students with and without disabilities receive the instruction and services they need to prevent significant regression during distance learning. Funds made available from the CARES Act may be used to defray any additional, unbudgeted costs.

English Language Learners

Meeting the needs of ELLs

- Activities and assignments provided for ELLs incorporate essential components of ESL instruction including: Oral language development, academic language, cultural diversity and inclusivity through speaking, listening, reading, and writing
- Grade level state content standards utilized with WIDA standards: Determine success criteria and align with language development
- Live instruction embedded into students' schedules: ELLs have the opportunity to participate in academic discussions, extended talk on given topics, peer and social interaction, and build upon literacy skills
- Explicit instruction and techniques utilized to aid in communicating with others: Teaching words, grammatical features, and extensive work with vocabulary
- Collaboration between ESL teachers and teachers across the content areas to learn, practice, and work with language across multiple domains
- Use of culturally varied texts and technological tools

Communication with ELL Families

- Use of Home Language Surveys to determine language spoken in the home
- Use of school-based translator, family translators, as well as technological translation resources, as needed
- Consistent follow-up with families to ensure communication from district level has been received: Further elaboration and communication provided, as needed
- Individualized family support provided: 1-1 support with student and more frequent communication with family
- District and school communications have been sent in English and Spanish, staff and volunteer translators have been employed to communicate with family members who do not speak English.

Alternate methods of instruction, differentiation, access to technology, strategies to troubleshoot

ELL access challenges

- All work is differentiated based on proficiency level determined before closure: 2018-19 ACCESS scores and ESL Progress Reports utilized as data points
- Use of Google Classrooms, differentiated for ELL groups: Based on grade level, proficiency level, and amount of support needed to meet with success
- ESL teachers work collaboratively with classroom teachers to provide targeted student support with content and language through deliberate and appropriate scaffolding
- Paper-based work has been delivered to students' homes, as needed
- Chromebooks have been provided to students in need of technology
- WiFi access provided to families with limited or no access
- Accountability sheet utilized for tracking ELLs participation and access to instruction: Weekly meetings held with ESL teachers and Supervisor of Support Services to review progress for each student currently receiving ESL services in district
- Each family has been contacted by ESL Teacher, with ongoing communication as needed

Meal Service Plan for Economically Disadvantaged Students

During school closing due to the COVID-19 Virus the District provides meals to economically disadvantaged students currently enrolled in the free and reduced lunch program. The Division of Food and Nutrition has submitted a waiver to the United States Department of Agriculture (USDA) to allow schools to serve meals in a non-congregate setting and at school sites during school closures related to COVID-19

The District contract with the neighboring school district (MHRD) to prepare and provide meals as follows:

Families in Need: the district has been working with local community groups, businesses and Denville Social Services to provide food, money and other services for the families of Denville Students. The nine students classified as homeless in NJSMART have been recipients of these services as well as other families. In many cases, our bus drivers have delivered Dinner to these families.

Preparing Meals and Meal Distribution

- Pomptonian Food Service will prepare a pre-packaged/grab-and-go type meal at the Morris Hills Regional District (MHRD) location.
- If necessary, accommodations will be made for students with food allergies.
- Parents are contacted via email and or phone calls to inform them of meal delivery.

- Denville BOE drivers pick up the meals at MHRD for delivery to the students' homes.
- Meals are dropped off at the student's doors during school closure (Monday – Friday, between the hours of 10:00am and 12:30pm). The district may also drop off multiple days lunches as per state guideline.
- If not possible to distribute lunch at the student's home the district may designate a community site for meals to be picked up (Monday – Friday, between the hours of 10:00am and 12:30pm) – the Centers for Disease Control & Prevention (CDC) recommends a “Grab & Go” distribution model.
- The District may need to purchase carriers to transport meals.
- To protect the District of possible liability, the district may ask the parents to sign a “Hold harmless waiver”.

Technology Department Contact Information

The technology department will use cell phones and laptops to support staff during this time. We may use a Google Meet to assist if necessary. There will be training sessions for staff and for parents and community.

We will still be using the ticket system (School Dude) in order to manage issues.

Please use parentportal@denville.org if you have any issues with devices or questions about apps or need any apps for Chromebooks or have any other technology needs or questions.

Communications/Virtual Education for Parents/Students from Staff

Cell Phones

- Dial *67 and then the phone number and your number will NOT appear on the phone that you are calling. For example if you are calling 973-555-1212 you would dial *679735551212.
- In order to use Google Hangouts both your phone and the receiving phone need to have the hangouts app in order to be able to communicate using hangouts on cell phones. This has not worked every single time for us.
- A person using a cell phone can dial into a computer/laptop/Chromebook hangout if they are provided with a phone number or a link to the hangout.

Google Hangouts

- On Laptop/Chromebook/Desktop
 - Navigate to hangouts.google.com
 - Login with your Denville account if you are not already logged in
 - From here you can choose Video Call or Phone Call
 - Click on the number below and it will place the call
 - The number will appear as Restricted

Google Meet

- On Laptop/Chromebook/Desktop
 - Navigate to meet.google.com
 - Login with your Denville account if you are not already logged in
 - From here you can start a Video meeting internally with a nickname, externally with a link.
 - Join now and share the information either earlier or at the time with the meeting guests.

- For Google Meet Video
 - Click on Video Call
 - Click Join or Start Meeting
 - You can enter a name or leave it blank
 - Click Start Meeting
 - A box will appear with all the information you need to use to share this via phone number or web link
 - You can also invite people by email. You can also enter phone numbers to call. If you enter a phone number it will only be video for you. If you are doing a hybrid with some on video and some on the phone this would work.

Google Voice

- Can be used on phone with app or laptop/computer/Chromebook
- Browse to voice.google.com and follow instructions to set up a phone number.
- Download app for iOS or Android

Zoom

- Currently teachers are using Zoom accounts under Denville.org domain, this allows for the staff to hold meetings over 40 minutes. The district will purchase Zoom licenses to allow for instruction that cannot be conducted through Google Meet. The purchased version allows for more security than the free version. Only Denville emails will be allowed into Zoom meetings- this will be controlled by the Technology Department.

Student Chromebooks

- Students MUST use their Denville assigned user accounts 22ccostan@denville.org and their password to log in to a district issued Chromebook. No other Gmail or other accounts will work.
- Parents can see their child's login and password in the Parent Portal under the student photo.
- Only grades 6 - 8 have email. Email can only be sent to and from other @denville.org addresses.
- Grades PK - 5 will use Google Classroom to communicate
- Securely will be used to monitor student network use as we do during normal school days.

Home Devices

- If staff or students are using a home device they must access the computer and then navigate to the internet to log in to their Denville accounts. A quick way to do this is for students to navigate to classroom.google.com

Helpful Links

Here are some links that may be helpful:

Renee Margotta Sudol's link to her page: the Daily Tech

<https://sites.google.com/denville.org/the-daily-tech/home?authuser=0>

And the Tech Website Remote Classroom Tools Page:

<http://denville.ss16.sharpschool.com/cms/One.aspx?portalId=81962&pageId=27166954>

District Website for COVID-FID:

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=27298588>

School Messenger

School Messenger will still be used as the district's means of communication to reach a large population. District email may also be used as well as the Friday Folder which is disseminated via Constant Contact every Friday.

Genesis

Our SIS is remotely hosted and will still be available remotely the same as it is from inside the district.

Field Trips: All field trips are cancelled as of March 13, 2020.

Graduations/End of Year Celebrations/Musicals:

All graduations, end of year celebrations and musicals/performances will be held online via a virtual platform such as Google Meet, Zoom, YouTube, etc.

Board of Education: after obtaining guidance from our school board attorney

Board of Education meetings are being conducted on Google Meet.

- Information is posted on this website:
<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=165507>
- Board agendas are posted the Friday prior to the meetings on this website:
<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=165510>
- Recordings of meetings are posted on the district YouTube Channel:
<https://www.youtube.com/user/DenvilleSchools>
- Executive Sessions are being held using Go to Meeting conference calls and a shared Google Drive.