

Haldane Central School District
COVID-19 Response Plan for Essential District Operations
March 16, 2020

Overview: The purpose of this document is to provide members of the Haldane community with an overview of the key responsibilities in each area of district operations through the COVID-19 crisis.

The school leadership recognizes that the focus of District operations has shifted from the direct support of students through traditional academic, social, and emotional support to the remote support of families. Concurrently, the school leadership has a responsibility to maintain the school campus facilities and operations to the greatest extent possible as we may be relied upon by other agencies (i.e. hospitals, emergency responders, etc.) for support. Finally, the school leadership is also coordinating for the anticipated return of students and families in the coming week(s) and/or months.

This document provides an outline for community members on each major area of the District operation, key contacts, and essential functions for the current week. Should community members have questions or concerns regarding any area, please contact the primary individual listed below. If he/she is unavailable, please contact the secondary individual listed below.

This list will be updated each week until school is back in regular operation.

District Operation	Contacts	Essential Functions
Crisis Response and Coordination	<p>Primary Contact: Phil Benante pbenante@haldaneschool.org 845-265-9254 x115</p> <p>Secondary Contact: Anne Dinio adinio@haldaneschool.org 845-265-9254 x112</p>	<ul style="list-style-type: none"> • Daily communication with Department of Health, local and state representatives, and other local school districts • Monitor and coordinate response to State Education Department guidance documents • Facilitate/coordinate all district communications to families and stakeholder groups • Plan/coordinate for all district operations to be completed remotely • Monitor the potential for longer term closure
Teaching and Learning	<p>Primary Contacts: Building Principals Christine Jamin, ES Principal cjamin@haldaneschool.org 845-265-9254 x122</p> <p>MaryAnn Seelke, MS Principal mseelke@haldaneschool.org 845-265-9254 x150</p> <p>Julia Sniffen, HS Principal julia.sniffen@haldaneschool.org 845-265-9254 x220</p> <p>Secondary Contacts: Chris Salumn csalumn@haldaneschool.org 845-265-9254 x160</p> <p>Leah Horn, Tech Support lhorn@haldaneschool.org 845-265-9254 x155</p>	<ul style="list-style-type: none"> • Provide direct support to faculty and families to facilitate remote learning activities • Plan/coordinate support for faculty were remote learning to shift to the introduction of new content • Review and coordinate response to any guidance from SED as it relates to remote learning, school accountability, ESSA requirements, etc.

Pupil Personnel Services (including Special Education and Health Services)	<p>Primary Contact: Tara Rounds tounds@haldaneschool.org 845-265-9254 x127</p> <p>Secondary Contact: Julia Sniffen julia.sniffen@haldaneschool.org 845-265-9254 x220</p>	<ul style="list-style-type: none"> • Review and coordinate response to any guidance from SED as it relates to services for students with disabilities, compensatory services, etc. • Serve as a liaison with the Department of Health to coordinate district response to confirmed cases of COVID-19; communication with impacted staff and/or families, etc. • Coordinate supports with other community-based agencies • Plan for the anticipated return of students and staff who may have been directly affected by COVID-19
Business Office (including food services, payroll/benefits, budget)	<p>Primary Contact: Anne Dinio adinio@haldaneschool.org 845-265-9254 x112</p> <p>Secondary Contact: Phil Benante pbenante@haldaneschool.org 845-265-9254 x115</p>	<ul style="list-style-type: none"> • Maintain all business office functions, including preparation for the 2020-2021 school budget; accounts payable/receivable, etc. to the extent practical • Coordinate the distribution of breakfast and lunch to families in need • Manage procurement of resources needed by facilities and maintenance staff to keep buildings safe/operational
Facilities/Maintenance/ Operations	<p>Primary Contact: Tim Walsh twalsh@haldaneschool.org 845-265-9254 x170</p> <p>Secondary Contact: Anne Dinio adinio@haldaneschool.org 845-265-9254 x112</p>	<ul style="list-style-type: none"> • Coordinate continued cleaning/preparation of spaces in accordance with Department of Health guidance • Assist with the distribution of materials and supplies to families, as needed • Maintain building operationality; prepare for the potential use of space by other entities (first responders, etc.)
School Governance	<p>Primary Contact: Jen Daly jdaly@haldaneschool.org</p> <p>Secondary Contact: John Hedlund john.hedlund@haldaneschool.org</p>	<ul style="list-style-type: none"> • Maintain, to the extent practical, regular governance structure of the school district, including: BOE meetings (remotely, if necessary), the school budget development process, and the policy review process. • Advocacy with local and state officials for appropriate resources and support for school districts who are directly impacted