2020-2021 SCHOOL REOPENING PLAN
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The school curriculum and programs of study will continue to adhere to the New York State Education Department (NYSED) learning standards, with additional emphasis on Social-Emotional Learning and training in safety protocols. Teachers will be provided with additional training in online instruction as well as encouraged to provide flexibility in assignments and deadlines. IEP mandates will also be consistent and modified according to NYSED recommendations for best practice.

The Reopening Plan presented here is student-centered, with equity and local flexibility at its core. Additionally, the guidance stresses the need for regular and frequent communication between school and parents and the critical importance of parental involvement and family engagement. The school will continue to create and foster culturally responsive, student-centered learning environments that affirm racial, linguistic and cultural identities; prepare students for rigor and independent learning; develop students’ abilities to connect across lines of difference; elevate historically marginalized voices; and empower students as agents of social change.

GUIDING BELIEFS

- The health, safety, and well-being of the children and adults in our schools is paramount.
- All students should feel safe, engaged and excited about learning.
- Success will come through collective effort to develop workable solutions.
- The changing circumstances must be continuously monitored.
- Individual student needs and equity must be put at the center of all learning experiences.

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**FULL-TIME REMOTE LEARNING**

The 2020-2021 school year will continue online through December

- The school will provide instructional materials, 1:1 devices, safety training, and social-emotional learning.
- Additional services will be provided by appointment on campus.
- Mill Neck will phase in on-campus services and programs.
- Mill Neck has a remote learning continuity plan created in March and will follow this plan: **ACADEMIC CONTINUITY**
- Application of this plan is outlined in an ACCESS plan created by teachers and providers: **ACCESS PLAN**

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**1:1 DEVICES**

- Students will be issued school Chromebooks or iPad.
- Students’ parents will sign an acceptable use agreement and the school will provide tech support.

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**REMOTE LEARNING TRAINING**

The school will provide training and support in online engagement, instructional design, and learning applications.

- ClassDojo
- Zoom
- G Suite For Education
- Flipgrid
- Raz-Kids
- Drive
- Docs
- Sheets
- Slides
The first two weeks of school will include an extended orientation period with the goal of community-building and online engagement.

Teachers, students, and parents will receive training in technology, safety, and social-emotional learning.

Teachers, providers, and administrators will work with family members to develop individualized programs and schedules for tutoring and on-campus visitations.

School will remain anchored through a daily virtual schoolwide assembly. Students will meet with their homeroom classes following the morning assembly and begin live instructional sessions at 9:30 AM.

Daily classes include core subjects (ELA, Math, Science, Social Studies)
Weekly classes include services, specials (PE, art, music, library), safety, social-emotional learning, communication, and online learning needs.
Communication classes include ASL, spoken language groups, and media.
All students will have study time in their schedule to use for independent learning or tutoring sessions.

<table>
<thead>
<tr>
<th>SAMPLE SCHEDULE</th>
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</thead>
<tbody>
<tr>
<td>8:45AM SCHOOLWIDE MORNING ASSEMBLY</td>
</tr>
<tr>
<td>9:00AM Homeroom Meet (Breakout Groups)</td>
</tr>
<tr>
<td>9:30AM CLASSES (Literacy, Math, SS, Science)</td>
</tr>
<tr>
<td>10:30AM SPECIALS</td>
</tr>
<tr>
<td>11:00AM TUTORING, SERVICES</td>
</tr>
<tr>
<td>12:00PM LUNCH</td>
</tr>
<tr>
<td>1:00PM CLASSES</td>
</tr>
<tr>
<td>2:00PM SPECIALS</td>
</tr>
<tr>
<td>2:30PM TUTORING, SERVICES</td>
</tr>
<tr>
<td>3:00PM EXTRACURRICULARS</td>
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</tbody>
</table>

The Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) must convene a meeting to address a full distance learning model and on-campus appointments, modifying the Individualized Education Plan (IEP) as needed to reflect the available and appropriate services, transportation, settings, and supports.
ATTENDANCE

- Staff will be required to take daily attendance.
- Preschool students must participate in school for no less than 2.5 hours per day, with no less than 1.5 hours of live contact with teachers and providers.
- K-12 students must participate for no less than 5 hours per day, with no less than 2 hours of live contact with teachers and providers.
- The school must inform districts about students with more than 9 unexcused absences. These students may lose credit for courses.

<table>
<thead>
<tr>
<th>Daily Attendance Expectations</th>
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<tbody>
<tr>
<td>Preschool</td>
</tr>
<tr>
<td>2.5 Hours of School Programming</td>
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<tr>
<td>1.5 Hours of Live Contact with Teachers and Providers</td>
</tr>
<tr>
<td>Elementary School</td>
</tr>
<tr>
<td>5 Hours of School Programming</td>
</tr>
<tr>
<td>Middle School and High School</td>
</tr>
<tr>
<td>2 Hours of Live Contact with Teachers and Providers</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Absence Protocol and Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report all absences to the homeroom teacher and school secretary. Report all medical absences to the school nurse. (more than 3 days requires a doctor's note)</td>
</tr>
<tr>
<td>2 Absences</td>
</tr>
<tr>
<td>Homeroom Teacher will Contact Family</td>
</tr>
<tr>
<td>5 Absences</td>
</tr>
<tr>
<td>School Social Worker, Counselor, and/or Nurse will Contact Family</td>
</tr>
<tr>
<td>9 Absences</td>
</tr>
<tr>
<td>School will Report Chronic Absences to the District Administrator will Contact Family</td>
</tr>
</tbody>
</table>

ASSESSMENTS

- In Sept/Oct, students in grades K-8 will complete a baseline reading assessment using the RAZ-kids online reading program.
- Students in grades 3-12 will complete a baseline math assessment using IXL online program.
- All teachers and students will maintain a portfolio of student work in each subject area, including 3-5 artifacts per quarter.
- Final projects and performances to demonstrate and share student learning in academic, safety, and social-emotional learning will be featured in quarterly student showcases.
COMMUNICATION PLAN

- Class Dojo, Google Applications, and community Zoom assemblies are used to provide regular updates about safety, school plans, school events, and other relevant information.

- Blackboard Connect is used to send automated voice, text, and email messages to families. **Families should ensure their most updated contact information is on file.**

- Teachers will post announcements and information using Class Dojo. Parents can communicate with staff using email and Class Dojo messenger. Class Dojo will provide translation in 35 different languages.

- **Students and parents should ensure they are connected into their homeroom Class Dojo and the schoolwide Class Dojo network.**

- Updates are posted on the school website: [www.millneck.org](http://www.millneck.org)_

- Video announcements in ASL/English/Spanish will be posted on the school Vimeo page: [http://vimeo.com/millneckschool](http://vimeo.com/millneckschool)

- Parents can join the school private Facebook group (see below).

- Regular updates and information will be posted on the school Twitter and Instagram accounts:

  ![Twitter](https://via.placeholder.com/150)
  ![Instagram](https://via.placeholder.com/150)

  @millneckschool

  *Mill Neck School for the Deaf Family Page*
SOCIAL EMOTIONAL WELL-BEING

**SHARED DECISION-MAKING**
A variety of forums and data collection methods are used to inform school decision-making to maintain positive school climates, address the social and emotional needs of students and staff, build resilience, support families, and provide staff members with related professional development. Input is gathered from the following:
- Surveys
- Focus groups
- Interviews
- Town Hall meetings

**MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**
- **TIER 1**: Schoolwide training and use of culturally responsive practices and restorative justice
- **TIER 2**: Weekly social-emotional learning classes in small groups
- **TIER 3**: Weekly progress reports for all students will be reviewed by the student support team to guide interventions

**TRAINING and PROFESSIONAL DEVELOPMENT**
Trainings will address:
- Trauma Responsive Practices
- Social-Emotional Learning
- Remote Learning Best
- Culturally Responsive Education
- Restorative Practices Training
- Mental Health Education
- Anti-Bias and Anti-Racism

Videos, toolkits, and live instruction will be provided to guide students, staff, and families in COVID-19 protocols. These include:
- Hand washing
- Wearing masks
- Social distancing
- General hygiene

In addition to an extended orientation period in September, students will receive weekly classes in safety, social-emotional learning, and media. These practices, along with lessons integrated into classroom instruction, will continue to prepare students for safe returns to campus.
HEALTH AND SAFETY

PRECAUTIONS RELATED TO COVID-19

COVID-19 is a disease caused by a new strain of coronavirus. The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. Symptoms can include any or all of the following:

- Fever or chills
- New loss of taste or smell
- Muscle or body aches
- Congestion or runny nose
- Cough
- Shortness of breath or difficulty breathing
- Headache
- Nausea or vomiting
- Fatigue
- Sore throat
- Diarrhea

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- Staying at home when sick
- Wearing face coverings (masks and face shields)
- Covering mouth & nose with elbow or tissue when coughing or sneezing
- Disposing of used tissues immediately
- Washing hands often with soap and water
- Cleaning and disinfecting frequently touched surfaces and objects
- Avoiding crowded spaces
- Increasing social distancing
- Using effective infectious disease control strategies
Age appropriate decal signs, reminding all individuals of the importance of and proper procedures for hand-washing/sanitizing and respiratory etiquette (have been or will be placed in each classroom throughout the school.

Following basic principles can help stop the spread of this disease:

- **Use Distance Learning:** Mill Neck has elected to continue remote learning until at least December 2020.
- **Reduce On-Site Staffing:** Where possible, staff will be directed to work from home, or stagger the days they will work on site to reduce the total number of staff.
- **Use Self-Quarantining:** People should not come to school if they are sick or exhibiting symptoms associated with COVID-19.
- **Engage in Hand Washing:** Every person must engage in frequent hand washing with water and soap or use hand sanitizer.
- **Provide Frequent Cleaning:** Facilities will follow effective environmental cleaning, decontamination and waste management procedures. (See Mill Neck Family of Organizations COVID-19 Policy #4: Cleaning)
- **Use Social Distancing:** Everyone should engage in social distancing to slow the spread of contagion.
- **Wearing Face Masks:** Everyone will be wearing face masks with or without face shields while on campus. We will provide protective personal equipment (PPE) for our students, clients and employees. There are a very few exceptions:
  - Children two years old and under are exempt from wearing face masks
  - People who are unable to tolerate face masks because of a disabling condition are exempt from wearing masks.
  - Face masks can be removed when alone in a closed office or doing outdoor labor unaccompanied by other staff members.
MASK USAGE

- Mill Neck will use face coverings that are plastic so that they are visible to all and your facial expressions are clear as well as lips for use with Deaf students and staff.
- One reusable mask will be provided to every student and staff member.
- Supply will be maintained throughout the year via recommended procurement protocol.
- Replacements will be on hand and available, as needed, in the nurse’s office, the principal’s office or the superintendent’s office.
- Students may wish to supplement Mill Neck Manor’s provided masks with/rotate in use of additional masks brought from home.
- The proper manner in which to wear a mask and discard those that are disposable will be reviewed and reinforced as needed with students and staff.
HANDWASHING

Strict hand washing will be practiced by the children and staff including, but not limited to the following items:

- Upon arrival at the program.
- Before eating or handling food.
- After going to the bathroom or assisting in the toileting or diapering.
- After contact with body fluid (blood, mucus, feces, vomitus, etc.).
- After cleaning areas contaminated with body fluids.
- After handling pets or equipment.

Hands must be washed with soap and running water as soon as feasible with warm running water and liquid soap, using friction for 15-30 seconds. Hands should be dried with disposable towels or a labeled personal towel, which cannot be used for anyone else. The faucet should be turned off with a disposable towel so that clean hands are not dirtied.

**Handwashing Procedure:**

- Hands must be washed with soap and running water as soon as feasible with warm running water and liquid soap, using friction for 15-30 seconds.
- Hands should be dried with disposable towels or a labeled personal towel, which cannot be used for anyone else.
- The faucet should be turned off with a disposable towel so that clean hands are not dirtied.

**Note on Hand Sanitizers:**

Hand sanitizers are never appropriate when there is significant contamination such as after playing outside, before preparing food or eating, after touching an infected wound, or after using the bathroom. Caution is recommended to avoid accidental ingestion or abuse of hand sanitizers by students. A parent can inform the school that he/she doesn’t want their child to use alcohol-based hand sanitizers by written instruction to the school nurse. Mill Neck Manor will make the appropriate hand-washing accommodations for the child in response.
HEALTH SCREENING

When Students and Staff Should Stay Home or Come to Campus
- Parents will be educated to observe the students for signs of any illness.
- Families are expected to monitor their children for symptoms of COVID-19.
- Children with symptoms of COVID-19 must be kept home and should not get onto a bus, attend school or participate in school-related activities.
- Each parent must ask themselves the following four questions prior to sending their child to school.

Self-Attest Questions for Parents and Staff

HAS YOUR CHILD EXPERIENCED ANY COVID-19 SYMPTOMS IN THE PAST 14 DAYS?
If you answered YES, keep your child home and self-monitor their symptoms for 14 days. Inform the school you will be keeping your child at home.

HAS YOUR CHILD TESTED POSITIVE FOR COVID-19 IN THE PAST 14 DAYS?
If you answered YES, keep your child home. After seeking medical care. The child may return to school after at least 10 days since the first symptoms appeared, they must be 24-hours fever free without taking medication to reduce fever, and their other symptoms have improved. Depending upon your healthcare provider’s advice and availability of testing, your child might get tested to see if you still have COVID-19.

HAS YOUR CHILD BEEN IN CONTACT WITH SOMEONE WITH CONFIRMED OR SUSPECTED COVID-19?
If you answered YES, keep your child home. Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person. Self-isolate and monitor your child’s symptoms. Get tested—remember you must have a series of negative COVID-19 tests to return to school. However, anyone who has had close contact with someone with COVID-19 and who:
- developed COVID-19 illness within the previous 3 months and
- has recovered and
- remains without COVID-19 symptoms (for example, cough, shortness of breath)
- Does not need to stay home

HAS YOUR CHILD TRAVELED TO A STATE ON THE NY STATE TRAVEL ADVISORY IN THE PAST 14 DAYS?
If you answered YES, keep your child home. Self-isolate and monitor their symptoms for 14 days.
GUIDELINES FOR COMING TO CAMPUS

• Prior to entering any campus building, each staff member is required to daily complete a confidential health screening form with the same five questions noted earlier either online or physically hand in a signed form upon arrival.
• All students will wear a face mask, have their temperature checked and hands sanitized upon arriving on campus and before they enter a building.
• If at any time you begin to feel ill, contact the supervisor/management. You may be required to self-isolate or leave campus and seek medical assistance.
• Buildings are limited to maximum 50% capacity. Supervisors will establish schedules for on campus work/visits.
• Each building will have an entrance log. Employees, students, and families are required to sign in and sign out at the beginning and end of each shift.
• Hand sanitizers and other PPE will be available at the entry. All staff and visitors should immediately wash hands upon entry and follow hand washing protocols.
• Each office will be provided with hand sanitizers, wipes, paper towels and other cleaning materials to keep the space clean. Keep work spaces as clean and clutter-free as possible.
• When using shared areas or equipment such as copy machines, bathrooms, meeting rooms, clean up after yourself. All common areas such as lunchrooms are off limits until further notice.
• Employees may use refrigerators and microwaves as needed but must clean handles and surfaces immediately after use. Eat in your office or outside using appropriate PPE. Please leave with everything that you brought into the building, except trash which can be left in marked receptacles.
SOCIAL/PHYSICAL DISTANCING

- Mill Neck Manor will designate certain hallways or staircases as one-way and/or create “lanes” in hallways using color tape, floor markings or directional arrows, depending on the width of corridors involved. Additional signage will be placed on walls for visual referencing.
- Any physical contact that is not necessary for the job is to be avoided. Wherever possible, meetings should be held remotely. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Mill Neck requires that employees do not “share” everyday work tools. Pens, staplers, notebooks, dry erase markers, desk space, file folders, computers and anything else assigned to one worker should not be shared. Each office will be provided with cleaning supplies. Mill Neck will keep windows and doors open to enhance airflow.
- Office doors should remain closed to degree possible—anyone needing to enter must knock, wait 5 seconds to allow occupant to put on their face mask, and then enter. If your office has windows, try to keep them open to permit fresh air to circulate. If someone joins you in your office, please place sign on door, to mark full occupancy. When your visitor leaves, the sign should be removed.
- Do not congregate in workrooms, lunchrooms, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
EXPOSURE AND ISOLATION

- When a person is exposed to an infectious disease, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees, children, clients and others.
- Wherever possible, immediately isolate individuals suspected of having been exposed to a potentially infectious disease.
- The previous family waiting room is the designated isolation room.
- Access to the isolation room should be as limited as possible.
- People in close contact with the sick person must use additional safety measures to guard against further spread of the potential infection.
- The potentially infected employee must notify school administrators, Loretta Murray (Campus COVID-19 Coordinator) and Gwen Watson (school nurse).
- People who have been exposed to infectious disease or are exhibiting symptoms of illness should, to the degree possible, use face masks and other protective equipment to further minimize spread.

REPORTING SUSPECTED OR CONFIRMED COVID-19 CASES AND CONTACT TRACING

If any COVID-19 test returns positive of a child, staff member or visitor on campus, Mill Neck Manor will follow local and state guidelines for reporting confirmed positive cases of COVID-19. They will notify the pertinent health department (s) of any positive COVID-19 diagnostic test result for an individual who was present within the school, including students, faculty and staff and visitors. All reports will be made in compliance with FERPA and Education Law ~2-d.
Mill Neck is re-configuring all spaces within the building as well as altering existing spaces throughout our campus to provide maximum protection from spreading the virus, including the following precautions:

- **Plastic Separators:** Light-transmitting plastics will be placed in locations where social distancing or mask requirements cannot be easily regulated.
- **Dividers at Doors and Other Point of Congregation:** Mill Neck will use dividers at places to control movement where students and staff normally line up or where overcrowding may occur. Physical desk barriers may also be used in classrooms to assist in preventing the spread of COVID-19.
- **Gym and Playground:** Mill Neck Manor will not engage in activities promoting physical contact until further notice in the gym or on the playground.
- **Restrooms:** One person will be allowed in the restroom at a time. Sign-in/sign-out logs will be maintained in the event that contact tracing is needed at any point.
- **Ventilation:** Mill Neck Manor will increase the fresh air ventilation rate to the extent possible to aid in maintaining healthy indoor air quality. HVAC filters will be regularly changed.
- **Frequent Cleaning:** Facilities will follow effective environmental cleaning, decontamination and waste management procedures. See Mill Neck Policy # 4 Cleaning for more details on cleaning procedures. General procedures listed on next page
1. Staff must use disinfecting wipes after touching the following items:
   - Tables
   - Doorknobs
   - Company vehicles (after each use)
   - Light switches
   - Countertops
   - Handles
   - Desks
   - Phones
   - Keyboards
   - Toilets faucets and sinks
   - Touch screens on copiers and printers—remember to use stylus

2. Typically, cleaning/disinfecting should occur during natural transitions of the day, such as between each class or activity. Some items should be cleaned immediately following completion of their use, such as vehicles and toilets.

3. Cleaning staff will conduct daily cleaning/disinfecting of each building and all surfaces.

4. Within each staff person’s office or work room, the staff person is responsible for removing any unnecessary materials such as wall pictures, area rugs, and other materials to reduce the challenges of cleaning and disinfecting. You are to adhere to a clean desk policy throughout this current pandemic.

5. Every staff person is responsible for cleaning any surface in any room after using them. Throughout bathrooms, kitchen and offices, disinfecting wipes and other materials are available for use. Please discard materials in your trashcan that are fitted with a trash bag. At the end of each day, tie the trash bag closed, and leave the tied trash bag in the hallway outside your office. Custodial/cleaning staff will dispose of the used trash bag.

6. In the event someone becomes ill and uses an Isolation Room, please note for the safety of all custodial personnel, deep cleaning cannot be done until at least 24 hours has elapsed. At that time, all areas touched by a sick person shall be deep cleaned and disinfected.
CHILD NUTRITION

Students who study remotely will be provided food donations and assistance to get meals in each child’s local community. When opening, Mill Neck will alter its food delivery model and will shift from a cafeteria model for Pre-K through sixth grade to a classroom delivery model based on the attendance and requests for meals. Food safety plans will include meal service in classrooms, additional meal service procedures in the cafeteria, social distancing, PPE during meal prep and delivery and receiving and storage.

TRANSPORTATION

Each school district is currently responsible to transport the child from their district back and forth to Mill Neck Manor. The school will communicate with districts, families, and the DOH to review best practices in transporting students from a wide network of communities.

REQUIREMENTS FOR THE SCHOOL TO REOPEN

The following health and safety factors will be considered to determine if/when and to what extent it is appropriate to phase in in-person instruction:

- Ability to maintain physical distance in the school by students and staff
- Personal Protective Equipment (PPE) and face covering availability for all persons entering and remaining in the building
- Availability of safe transportation (accomplished by each local district who transports the students)
- Capacity to increase schoolwide cleaning and disinfection
- Local hospital capacity (reaching out to our local DOH)
- Feedback from the school’s stakeholders
CONTRIBUTORS

Mill Neck Manor School for the Deaf wishes to acknowledge the following persons who assisted in putting together this Plan:

Dr. Asiah Mason – CEO
Francine Atlas Bogdanoff – Superintendent
Dr. Julia Silvestri – Principal
Dr. Amy Wilson – Director of Research and Quality Assurance
Loretta Murray – Director of Mill Neck Services/COVID Safety Coordinator
Kathleen Lagalante – Director of Human Resources
Michael Filardo – Asst. Director of Buildings
Lindsey Johansen – Assistant Director of Finance
Jillian Michaelson – Coordinator of Development
Gwen Watson – School Nurse
Michelle O’Brien – Classroom Teacher

For all the parents, staff and students who contributed in the creation of this Plan through focus groups, surveys, Town Hall meetings, private letters and conversations, we thank you and hope to continue to rely on your assistance. This guidance plan provides Mill Neck Manor School for the Deaf with the structure and flexibility needed to develop and implement ongoing solutions to unique circumstances. This plan describes the reopening actions that the school must take and recommended best practices. This document is a living plan that will change as the circumstances change.