



Mendham Township Elementary School

18 West Main Street, Brookside, NJ 07926

August, 2020

Dear MTES Families:

Welcome to the new 2020-2021 school year! This year more than any other, we are so excited to start the school year and work with your children again after many months of separation. We are looking forward to welcoming our students back to school. It has been a very busy summer preparing the building for the students' return and implementing our new Health & Safety Protocols to create a safe learning environment for students and staff. Please review the MTES Health & Safety Protocols 2020-2021 attached to my introduction email. This presentation provides detailed information on the protocols our students and staff will follow while at school.

MTES will reopen online from Aug. 26 - Sept. 4 and in-person beginning Tuesday, Sept. 8th, 2020. Please visit our Distance Learning webpage to access all grade level and special area teacher pages. The teacher pages will provide specific information on classroom distance learning schedules, Google Meet links, Google Classroom links, and any needed school supplies. If you are a full time Distance Learning family, your child's teacher will provide information on any additional supplies needed at home. This includes our Special Area classes, ART, MUSIC, PE, TECHNOLOGY & LIBRARY.

[Distance Learning 2020-2021 Teacher Home Pages](#)
[Special Area Classes Home Page](#)

In-person visitation days are scheduled by color group on Tues. Sept. 1 (BLUE) and Thurs. Sept. 3 (Gold). On these days we will follow the full day master schedule 9:00-3:25 in-person and when at home. Students at home are expected to log in using their class Google Meet link to participate in the daily schedule remotely. MTES will continue to provide high quality instruction to all students, whether learning from home or in-person at school.

Soft & Safe Reopening at MTES

~Aug. 26-28~
Week #1 PK-4
Distance Learning 9:00-2:00

~Aug. 31-Sept. 4~
Week #2 PK-4
Distance Learning & In-Person Visits BLUE/GOLD

~September 8, 2020 onward~
Week #3
Option #1 Traditional in-person schooling begins at MTES.
(Mon, Tues, Wed-½ Day, Thurs, Fri)
9:00-3:25 (full day)
Wed 9:00-1:00
(Early Dismissal & Classroom/Building Cleaning)

*Schedule subject to change depending on current conditions.

In order to assist our MTES students as they transition back to school we will follow a Distance Learning schedule (at home learning) during week 1 & 2.

Week #1~August 26-28 ~PK-4 Distance Learning

Week #2~August 31-Sept. 4~Distance Learning & In-Person Visits (BLUE & GOLD)

In-person visits will take place by group, according to the schedule below. The visits will allow students to experience school with their new teachers and classmates, learn arrival/dismissal and health & safety protocols and review the daily schedule.

Week #1	Wed. Aug. 26	Thurs. Aug. 27	Fri. Aug. 28
Distance Learning 9:00-2:00	PK-4	PK-4	PK-4

Week #2	Mon. Aug. 31	Tues. Sept. 1	Wed. Sept. 2	Thurs. Sept. 3	Fri. Sept. 4
Distance Learning 9:00-2:00 & Visits to MTES	PK-4	PK-4 BLUE Visits 9:00-3:25 Dismissal 3:25-3:45	PK-4	PK-4 GOLD Visits 9:00-3:25 Dismissal 3:25-3:45	PK-4

I am pleased to introduce our 2020-2021 teaching and support staff members. We have added additional sections of each grade level to accommodate our social distancing protocols. Changes in teaching assignments are in bold for your reference:

MTES Teaching Staff

- Preschool~ Mrs. Quidore, Mrs. O'Connor, Ms. Bresky
- KDGN~Mrs. Merlino, Mrs. Johnson, Mrs. Allen, Ms. Williamson, **Ms. Kentos**
- Gr. 1~ Mrs. Porrovecchio, Mrs. Reed, Ms. Mastrogiannakos, Ms. Boland, **Mrs. Brown, Ms. Jones**
- Gr. 2~ Mr. O'Keefe, Mrs. Pieper, Mrs. Milow, **Mrs. Sosna, Mrs. Fuller**
- Gr. 3~ Mrs. Parke, Ms. Rubinaccio, Mrs. Riina, Mrs. DeGise
- Gr. 4~Mrs. McNamara, Mrs. Barlow, Ms. Lombardo, **Mrs. Smyth**
- Special Education~Ms. Cullinan, Ms. Bays, Mrs. Miller

Special Area Teaching Staff

- Art~Mrs. Bizzarro
- Music~Mrs. Johnson



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P.E.~ Ms. Panetta

Library~Mrs. Newton

Technolog~Mr. Gallo

Child Study Team & Related Services

Dr. Robert Koroski, Director of Special Services

Mrs. Darlyne Sardinski, LDTC

Mrs. Elyse Greenbaum, LDTC

Mrs. Michele Ippolito, School Psychologist

Mrs. Maureen Hengst, Speech

Mrs. Stacey Lipschutz, Speech

Instructional Aides

Marianne Cofield, Jen Eliassen, Joy Lia, Debbie Gammo, Somayah Wali, Nicole Frank, Casey Wirtz, Tracey Munoz, Susan Oths, Cindi Nicol, Stephanie Sawicki, Cheryl Riccardello, Carol-Jean Floegel, Lacey Neil, Beth Smith, Deb Hall, Christine Rollo, Nancy Hammer, Meredith Vasquez

New Staff

Mrs. Hillary Clark, School Counselor

Ms. Lauren Johnson, Music

Ms. Katelyn Jones, Gr. 1

Mrs. Stacey Lipschutz, Speech

School Hours/Operations (Sept. 8 onward)

School Hours: 8:45 a.m. - 3:25 p.m.

School Office Hours: 8:00 a.m.- 4:00 p.m.

Arrival: 8:45a.m.-9:00a.m. (9:00 a.m. Morning Announcements)

Instruction Begins: 9:00a.m.

Dismissal: 3:25-3:45 M/T/Th/F & 12:40-1:00 Wed.

Arrival/Dismissal: Please review our MTES Health & Safety Protocols attached to my introduction email.

Peanut/Tree Nut Free Classrooms: The cafeteria will be closed this school year and students will be eating lunch in their own classrooms. Please do not include any peanut/tree nut food items in students' lunches.

Visitors/Drop Off of Items: Visitors are strongly limited this school year. Parents wishing to drop off forgotten items, i.e. lunch/snack/jacket may use the DROP OFF BOX located in the main entrance vestibule. No entrance to the building.

Pick Up Patrol

Our school uses the automated Pick Up Patrol system to organize student dismissal plans. This is a convenient method to communicate your child's regular pattern of dismissal and/or to make dismissal changes without the trouble of writing notes or sending emails. Current students/families may use the same account from last school year, however your default plan must be updated for 20-21. New families will receive a **Pick Up Patrol Welcome Email** with sign up instructions and a link to set up your account. You can also access Pick up Patrol information on our school website: [Pick Up Patrol](#) Please contact Mrs. Wallack if you need assistance bwallack@mendhamtwp.org.

Communication

There are many ways to receive information from school and keep up with the latest news, student activities and special events. Please visit our school website to find all of the important information about our school, academic programs, calendars, services, special features and social media outlets. Please take time to visit our website prior to the opening of school to familiarize yourself with the website.

~MTES Website: [Mendham Twp. Elementary School](#)

~ Distance Learning: [Distance Learning Web Page](#)

~Instagram: Follow us: mtesnj

~Tiger Friday Folder (E-Backpack): [Tiger Friday Folder](#) The Tiger Friday Folder is a weekly email pushed out to all registered MTES families. The link includes current school notices and messages for the week. All items are archived on the website.



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~*Parent/Teacher Conferences:* Parent/Teacher Conferences are scheduled twice each school year. Conferences will be held remotely via Google Meets.

FALL

November 2, 3, & 4, 2020

SPRING

March 24, 25, 26, 2021

~*Back to School Night:* Our annual BTSN presentations will be held remotely on **Thursday, September 17, 2020 6:15-8:00 p.m.** Parents will receive information and meeting links from their classroom teachers.

~*Teacher/Parent:* Email is the quickest and easiest way to communicate with your child's teachers. You will find their email addresses in our School Directory found on our website. Teachers typically respond to email within 24 hours of receipt. Google Meets will be used for parent/teacher meetings including fall and spring conferences.

~*Principal Chats:* ES and MS schedule principal chats biannually to discuss school programs, activities and presentations. Schedules are set at the onset of the school year and will be announced on our school calendar and e-blast. Google Meets will be scheduled for these meetings.

~*HSA Meetings:* Our Home and School Association meets monthly and all are welcome to attend and participate in the many school activities and events during the year. (Schedule will be posted on the school calendar)

~*Honeywell Instant Alert:* Receive instant school communications and emergency information from your cell phone, home phone or email. Please ensure that your contact information and preferences are updated for the 2020-2021 school year. Please contact Mrs. Wallack if you need assistance bwallack@mendhamtwp.org

Welcome Back to School Required Forms

Please review and complete all **Welcome Back to School** and **Required Health Forms** and return to your child's teacher on visitation days, **Sept 1 & 3**. Distance Learning families may drop off forms in our **Drop Off Box** located in the main entrance vestibule or send to school by mail Atten: MTES WELCOME BACK B. Wallack.

[Parent Welcome Back Documents](#)

Chromebook Collection/Loaners

In order to redistribute Chromebooks for the start of the school year we are asking that **ALL students in entering Gr. 1 & 2 please return your loaner Chromebook on your visitation day (Sept. 1 or Sept. 3) to the classroom teacher.** You will need to secure a back up device to finish out the week. Students in Gr. 3 & 4 may keep the Chromebooks they borrowed in the spring. New students in gr. 3 & 4 will be issued a Chromebook on Sept. 8. *Students in Gr. 3 & 4 should bring their Chromebooks to school on the first day of in-person instruction, Tuesday, Sept. 8.

Chromebooks will be recounted and processed for distribution in grades 3-8 first. New Kindergarten families and new students are encouraged to use a device from home during the first weeks of distance learning Aug. 26-Sept 8. However, if you do not have access to a device, please contact Pete Ricci pricci@mendhamtwp.org for assistance.

Thank you for taking the time to review the information in this orientation letter. If you have any questions or need assistance, please do not hesitate to call or email the main office staff or myself. Although this school year may look and feel different due to the current health conditions in our world, we remain steadfast in always striving to live our motto, "Every Student, Every Day". Welcome Back to School!

Warm regards,
Julianne Kotcho, Principal