

**EAST ORANGE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT**

199 4TH Avenue

East Orange, New Jersey 07017-4803

Phone (973) 266-5760

Fax (973) 678-4865

www.eastorange.k12.nj.us

Board Members

Ms. Terry S. Tucker – President
Dr. Kristie M. Howard – Vice President
Mr. Cameron B. Jones, Sr.
Ms. Tashia Owens Muhammad
Ms. Marjorie Perry
Mr. Vernon Pullins, Jr.
Ms. Marsha B. Wilkerson

Superintendent of Schools

Dr. Kevin R. West
kevin.west@eastorange.k12.nj.us

Assistant Superintendent

Dr. Deborah M. Harvest

Assistant Superintendent

Dr. Dana E. Walker

MEMORANDUM

TO: All East Orange School District Employees

FROM: Dr. Kevin R. West, Superintendent of Schools *KW*

DATE: February 15, 2019

RE: **NOTIFICATION OF DELAYED OPENING IMPLEMENTATION FOR STAFF**

There may be a need to implement a delayed school opening on days that will affect the safe arrival of staff and students. If this should occur, you will be notified via the School Messenger phone system or you may check the District website. In addition, notice of a delay will be posted on the local radio/TV/cable stations.

A delayed opening means all schools will open at 10:00 am. On those days, *and on those days only*, staff will report as follows:

Job Title/Location	Reporting Time
Crossing Guards	Regular Shift
Custodians (Day Shift)	6:00 am – 2:00 pm
Maintenance Workers	8:00 am
Security Monitors	8:00 am
Bus Monitors	9:00 am
Administrators	9:30 am
Central Office Staff	9:30 am
Data Entry Clerks	9:30 am
District's Parent Liaison & Safety, Culture & Climate/Anti-Bullying Coordinator	9:30 am
School-based Secretaries	9:30 am
School Counselors	9:45 am
School Nurses	9:45 am
Teacher Assistants and Teacher Aides	9:45 am
Teachers, Media Specialists, Child Study Team Members, Substitutes	9:45 am
Custodians (Evening Shift)	2:00 pm – 10:00 pm
Lunch Aides (no breakfast will be served on delayed schedule days)	Per lunch schedule

“Developing Leaders One Student at a Time”

**All East Orange School District Employees
February 2019**

On days of delayed openings, with the exception of the Evening Shift Custodians, the work day for each respective employee group will end at normal time.

Should you have any questions or concerns regarding delayed opening schedules, please feel free to contact the Superintendent's office at 973-266-5760.

- c: East Orange Board of Education Members
- Dr. Deborah Harvest, Assistant Superintendent
- Mr. Craig Smith, School Business Administrator
- Mrs. Marissa McKenzie, Director of Labor Relations & Employment Services
- East Orange Administrators' Association
- East Orange Education Association
- East Orange Educational Secretaries Association
- East Orange Educational Support Professionals' Association
- East Orange Lunch Period Supervisory Aides' Association
- East Orange Service Building Employees Association
- Local 68 Operating Engineers (Security)
- File