

EAST ORANGE SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCE SERVICES

199 4th Avenue
East Orange, New Jersey 07017

Phone (973) 266-5777

Fax (973) 266-1085

www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Human Resource Manager

Marissa C. McKenzie
marissa.mckenzie@eastorange.k12.nj.us

MEMORANDUM

To: All District Employees

From: Marissa C. McKenzie, Human Resource Manager (M)

Date: August 24, 2015

SUBJECT: DELAY OPENING REPORTING TIMES

Due to unpredictable weather patterns here in New Jersey, the East Orange Board of Education recognizes the difficulties encountered by both staff and students on inclement weather days. In order to ensure a safe and healthy work place environment for all stakeholders, the District will, on occasion, as weather, street and road conditions dictate, open schools on a delayed schedule, beginning at 10:00 a.m. On those days, **and on those days only**, staff will report as follows:

Job Title/Location	Reporting Time
Administrators	9:15 AM
School –based Secretaries	9:15 AM
Teachers, Media Specialists, Child Study Team Members, Substitutes	9:45 AM
Guidance Counselors	9:45 AM
Bus Monitors	9:00 AM
Day Shift Custodians	6:00 AM – 2:00 PM
Evening Shift Custodians	2:00 PM – 10:00 PM
Teacher Assistants and Teacher Aides	9:45 AM
Community Outreach Coordinators	9:45 AM
Data Entry Clerks	9:15 AM
Lunch Aides (no breakfast will be served on delayed schedule days)	As per lunch schedule
Maintenance Workers	8:00 AM
Security	Regular Shift
Crossing Guards	8:45 AM
School Nurses	9:45 AM
Central Office Staff	9:15 AM

“Rising to a Standard of Excellence”

(Page 2)

Memo Dated August 24, 2015 to All District Employees

Re: Delayed Opening Reporting Times

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

Should you have any questions or concerns regarding delayed opening schedules, please feel free to call my office at (973) 266-5777.

- c: Dr. Gloria C. Scott, Superintendent of Schools
- Dr. Gayle Griffin, Assistant Superintendent of Curriculum
- Dr. Deborah Harvest, Assistant Superintendent of Operations
- Mr. Victor Demming, School Business Administrator
- East Orange Education Association
- East Orange Administrators Association
- CWA, AFL-CIO, White Collar Clerical and Professionals
- Educational Secretaries Association
- Educational Support Professionals Association
- East Orange Department Heads Association
- Lunch Period Supervisory Aides Association
- Service Building Employees Association
- International Union of Operating Engineers