



# POUGHKEEPSIE CITY SCHOOL DISTRICT

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**Eric J. Rosser, PhD, Superintendent of Schools**

**To: Faculty and Staff**

**From: Dr. Rosser, Superintendent of Schools**

**Subject: PCSD Operations Directions**

**Date: March 16, 2020**

A handwritten signature in blue ink, appearing to be "ER", enclosed within a blue circular scribble.

As previously communicated, the County Executive declared a State of Emergency Friday, March 13, 2020 due to the COVID-19 pandemic. This State of Emergency resulted in schools across Dutchess County suspending student in-school instruction and extracurricular activities until at least March 27, 2020.

Today, district administrators and union leadership met to devise a plan that provides direction to the operations of the Poughkeepsie City School District for the next few days. Given the evolving landscape of local, state, and federal information pertaining to the COVID-19 pandemic, the following was decided in accordance with the Dutchess County and Governor Cuomo executive orders:

- Tuesday and Wednesday all full-time staff will report at their normal times\*.
- The following hourly employees should also report:
  - Health Aides
  - Lunchroom Monitors
  - Playground Monitors
  - Greeters

\*Full-time staff who will need to utilize leave accumulations will be permitted to do so, by following established procedures.

We anticipate that the suspension of student instruction and extracurricular activity will extend well beyond March 27, 2020. As a result, it will be important for PPSTAA members to develop two-weeks of additional instructional materials for PCSD students. The same protocol for development and uploading should be followed as outlined in my memo last week.

Under the direction of building administration, Health Aides, Lunchroom Monitors, Playground Monitors, and Greeters will assist in the duplication of the instructional materials for parents to be able to pick up as early as Wednesday, March 18, 2020.

As we seek greater clarity and guidance from local, state, and federal governments, district administrators and union leadership will meet to discuss district operations for the remainder of the week and next. This will be inclusive of if and when staff will be expected to report Thursday, Friday and next week. Our goal is to concretely understand the expectations of school districts in the provision of instruction and meals

to our students and how these expectations interface with properly addressing the welfare of our employees. Unfortunately, to date, there is a lack of clarity across the state based on the evolving landscape. We are committed to gaining the necessary clarity to communicate to staff.

I would like to thank the numerous staff members who have reached out to assist over the weekend to guarantee that PCSD students are provided for.

Thank you for your continued support and being Champions for Children in Poughkeepsie City School District. While navigating this pandemic is uncharted territory, I am confident that our journey will be met with success.