



# POUGHKEEPSIE CITY SCHOOL DISTRICT

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

**To: Faculty and Staff**

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

**Subject: PCSD School Closures**

**Date: March 17, 2020**

This morning the Poughkeepsie City School District received notification that Governor Andrew Cuomo, through executive order, has issued the following:

*"...every school in the state of New York is hereby directed to close no later than Wednesday, March 18, 2020, for a period of two weeks, ending April 1, 2020."*

Additionally, school districts have to *"develop a plan for alternative instructional options, distribution and availability of meals, and child care."*

In adherence to this order Poughkeepsie City School District will close schools at the close of business Tuesday, March 17, 2020.

To determine how this new order effects PCSD staff, the following guidelines are provided:

## **Civil Service Employees Association (CSEA)**

- March 18 – March 20, 2020 are required work days for full-time CSEA members. The following hourly CSEA members will be provided with opportunity to assist in the duplication and distribution of student instructional material:
  - Lunchroom Monitors
  - Playground Monitors
  - Greeters
- March 23 – April 1, 2020 CSEA members may be called back to work during this period.
- The following hourly CSEA members will be provided with opportunity March 18 – April 1, 2020 to assist in the preparation and distribution of student meals:
  - Food service workers

## **Non-Represented Employees**

- March 18 – March 20, 2020 are required work days for the following full-time non-represented employees:
  - Director of Facilities and Operations
  - Director of Information Services
  - Director of Food Services
  - Cook Managers

- Secretary to the Superintendent
- Board Clerk
- Network Analyst
- Micro Computer Technician
- March 23 – April 1, 2020 non-represented employees may be called back to work during this period.
- The following non-represented employee will be required to work March 18 – April 1, 2020 to direct the preparation and distribution of student meals:
  - Director of Food Service
  - Cook Managers

#### **Poughkeepsie Public Schools Administrative Association (PPSAA)**

- March 18 – March 20, 2020 are required work days for full-time PPSAA members. After March 23, 2020 – April 1, 2020 PPSAA members may be called back to work during this period.

#### **Poughkeepsie Public School Office Personnel Association (PPSOPA)**

- March 18 – March 20, 2020 are required work days for full-time PPSOPA members. March 23, 2020 – April 1, 2020 full-time PPSOPA members might be required to work remotely during this period. Additionally, PPSOPA members may be called back to work during this period.
- During March 23 – April 1, 2020 there will not be open access to the school buildings.

#### **Poughkeepsie Public Schools Para Professional Association (PPSPPA)**

- Full-time PPSPPA members will not be required to be present for work during the period of March 18 – April 1, 2020 full-time PPSPPA members might be required to work remotely during this period.
- March 18 – March 20 building access will be available by coordinating with your building principal.
- During March 23 – April 1, 2020 there will not be open access to the school buildings.
- The following hourly PPSPPA members will be provided with opportunity to assist in the duplication and distribution of student instructional material:
  - Health Aides

#### **Poughkeepsie Public School Teachers' Association (PPSTA)**

- PPSTA members will not be required to be present for work during the period of March 18 – April 1, 2020. PPSTA members might be required to work remotely during this period.
- March 18 – March 20 building access will be available by coordinating with your building principal.
- During March 23 – April 1, 2020 there will not be open access to the school buildings.

#### **Central Office Administrators**

- March 18 – March 20, 2020 are required work days.
- After March 23, 2020 – April 1, 2020 Central Office Administrators may be called back to work during this period.

All staff who are required to work and who are considered medically at-risk for complications that might be exacerbated by COVID-19 are strongly encouraged to work remotely. Those who are sick and unable to work should utilize accumulated leave time. Staff unable to work due to childcare should utilize accumulated leave time. Full-time staff who will need to utilize leave accumulations should do so by following established procedures.

As additional guidance is shared by local, state, and federal governments communication will be shared as it relates to the closure of PCSD schools.

During the closure, all staff can be assured that payroll will be processed and direct deposits will be made on-time. Staff who receive paper checks will receive them via US Postal mail. Checks will be mailed the day prior to the payroll date. This will be effective immediately.

While these last several days have been challenging and confusing for us all, please note that district and union leadership have been working hard to seek clarity. The evolving landscape and absence of local, state, and federal coordinated guidance has resulted in much confusion here in PCSD and across the region. Please be assured that the welfare of our entire school community is our priority. During this time, be safe.