



Laurie W. Newell, PhD  
Superintendent of Schools

## MEMORANDUM

TO: All Staff

FROM: Dr. Laurie W. Newell  
Superintendent of Schools

DATE: January 9, 2024

RE: Make-Up Days for Emergency School Closures

To date, our district has had to close schools for four days due to inclement weather resulting in flooding (December 19, 20, 21 & 22, 2023). In response to the progressive storm advisories for the area on Tuesday evening through Wednesday afternoon, along with the Governor's declaration of a State of Emergency beginning January 9, 2024, additional school closures may be forthcoming. Although emergency school closures have been higher than normal this year, we are still mandated by the New Jersey Department of Education to provide classroom instruction for 180 days, and we will need to make up at least four days, possibly more. In reviewing our school calendar in collaboration with union groups, we have examined the following options for making up days:

- 1) Utilizing Saturdays
- 2) Utilizing days of the Winter Break (February 20-23, 2024)
- 3) Utilizing days of the Spring Break (April 2-5, 2024)
- 4) Utilizing days in June

I have decided to utilize days from the Winter Break on February 20-23, 2024. This will allow the district to have the other options available in case there is a need for additional make-up days.

### **School Schedule for February 20, 21, 22 and 23, 2024:**

- School will be in session on February 20, 21, and 22, starting and ending at the normal times.
- On February 23, 2024, all students and staff will be dismissed at 1:00 p.m.
- Attendance is mandatory for all staff on these make-up days.
- Exceptions
  - If you have planned vacation during these days, exceptions will be considered on a case-by-case basis.
  - Employees providing proof of vacation plans (details to follow) may be excused with district approval.

- Perfect Attendance Bonus and Storm Day Reward
  - Employees approved by the district for vacation during these days will not face penalties against the contractual perfect attendance bonus.
  - Employees who attend work on all make-up days (February 20, 21, 22, 23) will be recognized by the District and receive a storm day added to their available days for use at a later date.
- Procedure for Requesting Vacation Exception
  - Details on providing proof of vacation and the process for requesting an exception will be communicated shortly by the Human Resources Department.

I will share our plans for making up the school closure days with the Board of Education leadership. A revised school district calendar will be presented for Board approval thereafter.

We understand the importance of these adjustments and appreciate your cooperation.

c: Paterson Board of Education  
Paterson Education Association  
Paterson Principals Association  
Executive County Superintendent