



CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
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Daniel Del Vecchio  
Superintendent

### **2016-2017 Emergency Closing Procedures For All CCESC Staff**

**CCESEEA members:** For those assigned to 192/193 services, the CCESC will continue to honor the past practice where you are off when either the Commission is closed or when your school is closed. For members working in a Public/Charter/Renaissance school or any combination (typically SLS and School Counselors). If on the day in question you are working in a PUBLIC/CHARTER/RENAISSANCE SCHOOL, follow your school's plan.

In either case, if your school is closed, you must enter that event into AESOP and make a note of the event. Select "School Closed" and the note can simply indicate "Weather." If the Commission is closed, AESOP will be updated for the appropriate employee types and no entry is required.

**Mobile Classroom Drivers:** If your school is closed, you are off. If your school is open, under **NO CIRCUMSTANCES** are you to clear vans that are in the CCESC parking lot. If your school is open and the Commission is open, a best effort will be made to get the vans ready for use. On these days you are to report to the Commission. If and when your van is ready, you may depart. If it is not ready, you are to work at the Commission in the teacher's room consistent with your regular work day hours. **PLEASE NOTIFY YOUR PRINCIPALS OF THIS DIRECTIVE.**

**All CCJDC staff:** Tammy and I communicate during inclement weather with a goal to send one global message. I mention this because as you know, your number of school days is significantly greater than public and nonpublic schools and days off present unique challenges. Either way, you will get notice; however, be aware that it may come separate from the other staff members.

**EOD Professionals (OT/PT/Speech), Instructional Assistants, and Nonpublic Nurses:** Follow your school schedule, not the Commission schedule. Because of this arrangement, you may not get a specific notice from Realtime unless it is a unique situation. **PLEASE NOTIFY YOUR PRINCIPAL(S) TO ADD YOU TO THEIR NOTIFICATION SYSTEM. If the school cannot add you to their notification system, you have to check school district websites and television news (or websites) for school closures.**

**Clementon Staff: Essential Personnel:** The transportation office staff, administrators, Tom Fitzgerald, Michael Amato, and Ann Napolsky are designated as essential employees. For maintenance staff and administrators, you will be notified if you are expected to be in the office.

Although the Commission may be closed, it is possible that all districts may not be closed and transportation will be running. For transportation office staff, you are expected to be available for work. That MAY mean you will be working in Clementon, or from home in your virtual office (VO).

**Clementon Staff: Non essential personnel:** Follow the Commission schedule.

**School Bus Drivers (CCESC Vans):** Follow your school(s) schedule.

In addition to Realtime notification for some staff members, the website will post a message as well as 6ABC, 10NBC, and 3CBS television stations.