

Monday, November, 21st 2016

MEMO: TO STAFF:

I WILL BE OUT OF THE OFFICE FOR THE NEXT 2 & A HALF WORKING DAYS. Please inform the people listed below in the event of an emergency. Please contact by voice not text message. Call school # 333-1054 if it is within the 6:00 a.m. – 6:00 p.m. window. If no answer please contact the name and number below.

Mr. Sam Innis Admin. Asst. 718-926-8228

Mrs. Jennifer Thomas 816-405-7090 (H) 444-4347

Ms. Imelda Lester 816-672-9723

Ms. Jewel Fraser 816-835-2435

Please be careful and follow directions and procedures in reference to the careful operation of your rooms.

All 4 of the abovenamed assistants will be here to assist you with supplies and any other needs that you have. Please ask.

Remember we will be closed at 12:00 noon on Wednesday, Staff can time out at 12:30 if all your students have left, if not by 1:00 p.m.

HAVE A WONDERFUL THANKSGIVING AND REMEMBER TO GIVE GOD THANKS FOR LIFE.

Mrs. Fraser