

William Annin Middle School

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June 2, 2020

Dear families of William Annin,

I know that as the year comes to a close there are a lot of questions about how students will retrieve their items left in the building, and how to return items back to us. We have plans in place but they are contingent on state guidelines and Department of Education rules. Once a decision is made, which we hope is in the immediate future, we can formalize our plan with you.

Nevertheless, I would like to share the details of our procedures at this time. Each family will receive a day and time frame to arrive at the school to retrieve and return items. We are requesting that each family use the template ([linked here](#)) to be filled out and placed in the front passenger's side window. Staff will use that information to find your belongings. You will simply pop your trunk and we will drop the bag of items in the trunk.

At the same time we are requesting that in your trunk is a bag of items that you are returning to us. Please include an itemized list with the student's name. We are asking that items being returned to the media center be bagged separately. Our suggestion is that you take a picture of the items you are returning as a receipt for your records.

What are the expectations for you:

- To arrive during the assigned timeframe and the assigned location.
- To have the proper signage ([linked here](#)) in the passenger side window.
- To have the items you are returning bagged with an itemized list in your trunk (media center items bagged separately).
- To pop your trunk when a staff member is ready to return your items. And to safely drive away once the exchange has been made.
- Please do NOT get out of your car.

What are the expectations for us:

- To provide you efficient and clear directions prior to arriving, and when you arrive, to complete this process.
- To safely return the items that belong to your child.
- To collect the items that you are returning to us.
- To make this a quick and easy process.

We are looking to complete this process between June 11 and June 17. The exact dates will depend on the approvals we receive as noted above. I will update the community as soon as we know that decision. Below are some outlines of how this process will look. Please note that whatever you see can certainly change. I have not included 8th grade because there are a few more moving parts. But the model will be the same. Additionally, the process for siblings will be communicated in the next update.

Organization: Students will be grouped by homeroom and timeframe. Three home rooms per location will be assigned a 90 minute timeframe.

Location: There will be two locations. The first is the WAMS parking lot closest to the cafeteria. The second is the oval closest to the gym entrance.

Location #1: Enter and exit WAMS parking lot. Staff will be stationed curbside closest to the cafeteria annex (red box below). Families will enter the parking lot with the student name and homeroom in the passenger side window and the belongings they are returning, bagged and labeled, in the trunk. Bags of student contents will be organized alphabetically by homeroom. Staff will drop student belongings in the trunk and take the return items from the trunk storing them in the cafeteria annex.



Location #2: Enter and exit the WAMS oval. Staff will be stationed curbside closest to the entrance nearest the gyms (red box below). Families will enter the parking lot with the student name and homeroom in the passenger side window and the belongings they are returning, bagged and labeled, in the trunk. Bags of student contents will be organized alphabetically by homeroom. Staff will drop student belongings in the trunk and take the return items from the trunk storing them in the front gym.



7th GRADE

Time	Location 1 - Parking lot Homeroms (Annex)	Location 2 - Oval Homeroms (Gym entrance)
8:00-9:30	7A - Panycia - Room 307 7A - Doerr - Room 401 7A - Wolfe - Room 403	7A - Ost - Room 406 7A - Gambino - Room 400A 7A - Corigliano - Room 400B
10:00-11:30	7B - White - Room 312 7B - Roio - Room 408 7B - Costantino - Room 409	7B - Braga - Room 412 7B - Satagopan - Room 413 7B - Donzeiser - Room 414
12:00-1:30	7C - Michaelis - Room 402 7C - Noel - Room 316 7C - Henry - Room 400	7C - Romash - Room 405 7C - Winters - Room 411 7C - Fisher - Room 400D

6th GRADE

Time	Location 1 - Parking lot Homeroms (Annex)	Location 2 - Oval Homeroms (Gym entrance)
8:00-9:30	6A - Lynch - Room 111 6A - Tompson - Room 210 6A - Bouton - Room 212	6A - Finno - 216 6A - Filippini - 227 6A - D. Romano - 300A

10:00-11:30	6B - Boyland - Room 115 6B - Leskowitz - Room 214 6B - Dupuis - Room 221	6B - Feci - Room 223 6B - Bizzarro - Room 225 6B - Swanson - Room 300B
12:00-1:30	6C - Conlon - Room 113 6C - Mauro - Room 116 6C - Georgetti - Room 118	6C - Amicone - Room 120 6C - Hartman - Room 300C 6C - Osborn/Davis - Room 306

On behalf of the entire staff at William Annin, we appreciate your cooperation in this process. Again, I look forward to sharing a final plan with you as soon as that is possible.

Regards,
Mr. Adam Torrisi
Acting Principal