

SEPTEMBER UPDATE: CENTRAL OFFICE MOVE INFORMATION

BACKGROUND: We are well underway with plans to move out of our current location at 2 Cedar Street and into 765 Broad Street.

Since our last update, we have succeeded in moving out of the basement, and have begun to move our Technology team and Students 2 Science Center into the new building. Below, we have an outline of basic next steps for office directors, move coordinators, and all employees across the building to continue to prepare for the move.

UPDATED TIMELINE: Please note, the below timeline has been adjusted to allow for a grace period during school opening and for building inspectors to complete their work. Therefore, moving will now begin for the majority of central office on 10/16.

- **Now – October 16: Pack Offices and Personal Items.** From now into mid-October the District's primary move objective is to ensure that all employees are prepared to move out of their space at 2 Cedar Street. This means that all employees should focus on a few core activities during this time.
 - **Bring Things Home:** Bring personal effects home that you will not have room for in the new space.
 - **Throw Things Away:** Throw things away and place documents in shred bins that are no longer needed or that you will keep electronically. There will be bins brought to each office specifically for trash and shredding in the coming weeks.
 - **Prepare Files for File Bank:** Move coordinators have been provided with guidance on how to identify files that will be transferred to file bank and not brought to the new office space.
 - **Prepare to Move:** Begin to arrange belongings by October 16th so that you are prepared to pack them in boxes when they arrive in advance of your move date. For detailed packing guidelines, please click [here](#).
- **October 16 – November 15: Begin Staggered Move Schedule.** Employees will move on a staggered schedule that is differentiated by office.

These schedules were developed with the input of office leaders. Our IT team and our Students2Science Center began moving into the building in August. We will begin to move other offices through the months of October and November.

When your office's date is approaching, orange banker's boxes will be delivered **1-2 weeks** in advance of your scheduled move. Your office will then be moved over the weekend of your scheduled move date and all belongings will be at your new desk when you arrive to work on Monday morning.



*Pictured above: a shred bin
Pictured below: 3 orange banker's boxes*



VISIT THE MOVE CENTER: The ISD and move teams are operating a Move Center on the 10th floor of the central office in order to provide staff with training and information related to the move. The Move center has cubicle spaces that allow employees to preview the space they will have and technology that will be used in the new space. Specifically the center:

- Operates most days from 10 am – 4 pm as a drop-in center
- Schedules training sessions for staff will be delivered prior to relocating
- Will issue security badges prior to relocating
- Will provide Information regarding relocation schedules, project updates and moving schedules
- Share updated Maps, building information and seating charts
- Collects information/feedback loop for the Move Committee to consider

OTHER IMPORTANT INFORMATION: Please reach out directly to you department director or move coordinator if you have questions or concerns. Below are the different roles related to the move.

- **Move Committee Members:** The SBA's Office is convening a move committee team weekly that combines logistical leaders from the SBA's Office, Legal, ISD, and HR with Department leaders. This group will be charged with holding all office directors accountable to move timelines and making determinations about move-related policy. Office Directors, please speak to your manager if you do not know who is now representing your office.
- **Move Coordinators:** Every office has a designated move coordinator who is in direct communication with the SBA's office about move preparation. Office directors, please ensure you know who your move coordinator is, and if you do not have a move coordinator, please ask your office director or reach out movingforward@nps.k12.nj.us
- **Move Consultants:** Interior Move Consultants will be employed to physically move us from 2 Cedar to 765 Broad St. A Furniture Exchange will also be assisting with getting 2 Cedar in "broom swept" condition. Please be responsive when these individuals reach out to you to provide crates and other move related equipment.
- **Other Questions or Information:** Please reference our 'Anticipated Questions" document also attached to this e-mail for more information.

Lastly, the SBA's Office will continue to follow up directly with individuals about specific next steps and scheduling appointments to organize and remove files from the basement. Please reach out to your office lead, the SBA's office, or the email movingforward@nps.k12.nj.us if you have any questions. We appreciate your support and collaboration throughout this process.