

# Intradistrict Communication

DATE: June 4, 2026  
TO: All Principals and Administrative Assistants  
FROM: April Gaydosh, Administrator of Human Resources  
SUBJECT: Summer Hours for School Personnel

The District Administration appreciates and values the relationships you have established with the patrons in your communities and we believe it is critical that school personnel remain accessible to the public throughout the year. We also understand that elementary schools, middle schools, and high schools may be without or with fewer students during the months of June, July, and August.

Please review the schedule of Summer Hours for School Personnel below, with all designated summer school personnel at your location. Extended school office/business hours are acceptable; however, other adjusted schedules are **NOT** acceptable because they limit public access to school personnel.

If the principal is the only staff member in the building, please place a sign on the door with a telephone number to reach someone inside the building who can unlock the door. If no one is in the building on a particular day, please inform your Administrator of Schools and post a sign on the door indicating the next time the office will be open.

## Elementary Schools

|                           |  |
|---------------------------|--|
| Administrative Assistant  | 10-month Contract  |
| Principal/Asst. Principal | 12-month Contract  |
| Office Hours              | <b>8:00 a.m. to 3:00 p.m., weekdays (except holidays),<br/>June and August</b> |

## Middle Schools

|                           |  |
|---------------------------|--|
| Administrative Assistant  | 12-month Contract<br>(Funding for vacation/office coverage is allotted)              |
| Principal/Asst. Principal | 12-month Contract  |
| Office Hours              | <b>8:00 a.m. to 3:00 p.m., weekdays, except holidays,<br/>June, July, and August</b> |

## High Schools

|   |  |
|---|--|
| Administrative Assistant, Registrar       | 12 month Contracts<br>(Funding for vacation/office coverage is allotted)             |
| Attendance, Clerk & Counseling Assistants | 10 month Contracts   |
| Principal/Asst. Principal                 | 12-month Contract  |
| Office Hours                              | <b>8:00 a.m. to 3:00 p.m., weekdays, except holidays,<br/>June, July, and August</b> |

Thank you for your assistance with this important matter.