

Intradistrict Communication

DATE: June 10, 2011
TO: Principals and Secretaries on Traditional Calendars
FROM: June LeMaster, Administrator, Human Resources
Administrator of Schools
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 traditional elementary schools, middle schools, and high schools are on the traditional calendars and 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.

Traditional Elementary Schools

| | |
|----------------|--|
| Head Secretary | 10-month Contract |
| Principal | 12-month Contract |
| Office Hours | 8:00 a.m. to 3:00 p.m., weekdays, June and August |

Middle Schools

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

High Schools

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|---|---|
| Head Secretary, Secretary, Registrar (2 or 3) | – 12 month Contracts (Funding for vacation/office coverage is allotted) |
| Principal/Asst. Principal | 12-month Contract |
| Office Hours | 8:00 a.m. to 3:00 p.m., weekdays, except holidays June, July, and August |

Thank you for your assistance with this important matter.