

Intradistrict Communication

Date: May 20, 2020

To: Elementary Principals
Elementary Head Administrative Assistants

From: Laura Finlinson, Administrator of Schools
Becky Gerber, Administrator of Schools
Lisa Robinson, Administrator of Schools
Doree Strauss, Administrator of Schools

Subject: **Summer Pool Hours for Elementary Head Administrative Assistants**

As a reminder, elementary school head administrative assistants will have up to forty (40) hours to use during the summer months. These hours remain optional and flexible and are to be used as needed in coordination with the school principal.

The hours should be used to address matters that typically build up over the summer months such as mail, voice mail, purchase verifications, timesheets, etc. The hope is that these summer hours will aid the school in a successful opening for the students.

The hours should be reported through True Time under the heading of "Contract Pool Hours" and will be charged to account number: 10 E xxx 0050 2483 152.

JL/jc

cc: Cabinet
Sarah Palmer, Director of Payroll