

Intradistrict Communication

Date: May 9, 2019

To: Elementary Principals
Elementary Head Administrative Assistants

From: John Larsen, Business Administrator

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

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

These 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