

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: May 20, 2021

TO: Elementary Principals
Elementary Head Administrative Assistants

FROM: Becky Gerber, Administrator of Schools
April Gaydosh, Administrator of Schools
Lisa Robinson, Administrator of Schools
Jill Durrant, Administrator of Schools

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

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

It is suggested the hours be spread out over the summer months and be used to keep registration current in Skyward and address other matters that typically build up over the summer months (voicemails, purchase verifications, timesheets, etc.). These hours should not be used for summer school coverage. 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 "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