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**DEPARTMENT OF HUMAN RESOURCES**

Maysam Alie-Bazzi, Executive Director

Nada Alamaddine, Director  
Courtney Pletzke, Interim Director

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BULLETIN # 104 (2022-23)  
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DATE: June 6, 2023  
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TO: P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES, PARAPROFESSIONAL/  
INSTRUCTIONALS, FOOD SERVICE, TRANSPORTATION AND NOON HOUR SUPERVISORS

SUBJECT: NON-INSTRUCTIONAL WORK SCHEDULE FOR THE 2023-24 SCHOOL YEAR

For the 2023-24 school year students are scheduled to return to school on Monday, August 28, 2023. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2023-24 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 14, 2023**. The **mandatory secretary inservice will tentatively be held on Wednesday, August 16, 2023**. All building secretaries and receptionists/clerks will be required to attend that day. **Media secretaries interested in this inservice are welcome to attend with the approval of the Director of Human Resources.**

The first scheduled work day of the 2023-24 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 21, 2023**.

The first scheduled work day of the 2023-24 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 21, 2023**.

The first scheduled work day of the 2023-24 school year for ALL ten (10) month Paraprofessional/Instructional, Elementary Instructional Technicians will be **Monday, August 28, 2023**. **GSRP paraprofessionals will be required to attend professional development with their teachers which will be held on August 24 and 25, 2023.**

**All Title I and Special Education paraprofessionals are required to attend the teacher's professional development day scheduled with their teacher. For Special Education paraprofessionals, be prepared for professional development which will be held on August 24 and 25, 2023.**

The first scheduled work day of the 2023-24 school year for Noon Hour Supervisors who work a breakfast program is **MONDAY, AUGUST 28, 2023**. The first scheduled work day of the 2023-24 school year for Noon Hour Supervisors who do not work a breakfast program will be **TUESDAY, AUGUST 29, 2023**. **Noon Hour Supervisors who did not complete the CPR/First Aid Training offered in the spring of 2023 will not be allowed to return to their positions without a valid certificate of completion from the American Red Cross.**

The first scheduled work day of the 2023-24 school year for Food Service employees is **MONDAY, AUGUST 28, 2023**.

**\*\*THERE IS A MANDATORY KITCHEN PREPARATION DAY ON THURSDAY, AUGUST 24, 2023 AND ALL FOOD SERVICE PERSONNEL ARE REQUIRED TO REPORT. THIS IS NOT VOLUNTARY.**

The first scheduled work day of the 2023-24 school year for ten (10) month bus drivers and bus attendants will be

**MONDAY, AUGUST 28, 2023. THIS DOES NOT INCLUDE THE MANDATORY PROFESSIONAL DEVELOPMENT DAYS OF AUGUST 23, 2023 at MICHAEL BERRY CAREER CENTER.**

The first scheduled work day of the 2023-24 school year for all ten (10) month custodians will be **THURSDAY, AUGUST 17, 2023.** The mandatory custodial professional development will be **JULY 13, 2023.**

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