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DEPARTMENT OF HUMAN RESOURCES

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BULLETIN # 89 (2023-24)  
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DATE: April 16, 2024  
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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 2024-25 school year students are scheduled to return to school on Monday, August 26, 2024. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2024-25 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 12, 2024**. **The mandatory secretary inservice will tentatively be held on Thursday, August 15, 2024. 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 2024-25 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 19, 2024**.

The first scheduled work day of the 2024-25 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 19, 2024**.

The first scheduled work day of the 2024-25 school year for ALL ten (10) month Paraprofessional/Instructional, Title I and Special Education paraprofessionals, Instructional Technicians, and Interpreter Technicians will be **Thursday, August 22, 2024**.

The first scheduled work day of the 2024-25 school year for Noon Hour Supervisors who work a breakfast program is **MONDAY, AUGUST 26, 2024**. The first scheduled work day of the 2024-25 school year for Noon Hour Supervisors who do not work a breakfast program will be **TUESDAY, AUGUST 27, 2024**. **Noon Hour Supervisors who did not complete the CPR/First Aid Training offered in the spring of 2024 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 2024-25 school year for Food Service employees is **THURSDAY, AUGUST 22, 2024**.

The first scheduled work day of the 2024-25 school year for ten (10) month bus drivers and bus attendants will be **WEDNESDAY, AUGUST 21, 2024**. The mandatory professional development will be on **August 21 and August 22, 2024**. August 23 will be an optional day for the Transportation Department. Employees may choose to work or use a vacation or no pay/no students for that day.

The first scheduled work day of the ~~2023-24~~ **2024-25** school year for all ten (10) month custodians will be **THURSDAY, AUGUST 15, 2024**. **The mandatory custodial professional development will be tentatively on August 21 and August 22, 2024.**

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