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DEPARTMENT OF HUMAN RESOURCES

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BULLETIN # 48 (2024-25)

DATE: March 6, 2025

Updated: July 24, 2025 (Updates are highlighted in green)

TO: P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES, PARAPROFESSIONAL/
INSTRUCTIONALS, FOOD SERVICE, TRANSPORTATION AND NOON HOUR SUPERVISORS

SUBJECT: NON-INSTRUCTIONAL WORK SCHEDULE FOR THE 2025-26 SCHOOL YEAR

For the 2025-26 school year students are scheduled to return to school on Monday, August 25, 2025. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2025-26 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 11, 2025**. The **mandatory secretary in service** will **tentatively** be held on **Wednesday, August 13, 2025**. All building secretaries and receptionists/clerks will be required to attend that day. **Media and counseling 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 2025-26 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 18, 2025**.

The first scheduled work day of the 2025-26 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 18, 2025**.

The first scheduled work day of the 2025-26 school year for ALL ten (10) month, GSRP Paraprofessional, Paraprofessional/Instructional, Title I and Special Education paraprofessionals, Instructional Technicians, and Interpreter Technicians will be **Thursday, August 21, 2025**.

The first scheduled work day of the 2025-26 school year for Noon Hour Supervisors who work a breakfast program is **MONDAY, AUGUST 25, 2025**. The first scheduled work day of the 2025-26 school year for Noon Hour Supervisors who do not work a breakfast program will be **TUESDAY, AUGUST 26, 2025**. **Noon Hour Supervisors who did not complete the CPR/First Aid Training offered in the spring of 2025 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 2025-26 school year for ALL Food Service employees will be **THURSDAY, AUGUST 21, 2025. FRIDAY, AUGUST 22, 2025 will be a work day for Food Service Managers only. Food Service employees should use No Students/No Pay (Code #37) or Paid No-School Day (previously called vacation. Code will be provided at the beginning of the school year)**. ~~determined based on the picnic date and will be communicated to all Food Service Employees as soon as possible. However, Food Service Managers and Assistants should be prepared to return to work either on~~ **THURSDAY, AUGUST 21, 2025 or FRIDAY, AUGUST 22, 2025**.

The first scheduled work day of the 2025-26 school year for ten (10) month bus drivers and bus attendants will be **WEDNESDAY, AUGUST 20, 2025**. The mandatory professional development will be on **August 20 and August 21**,

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2025. August 22nd will be a normal work day for the Transportation Department.

The first scheduled work day of the 2025-26 school year for all ten (10) month custodians will be **THURSDAY, AUGUST 14, 2025.** The mandatory custodial professional development will be on August 21, 2025.

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