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**DEPARTMENT OF HUMAN RESOURCES**

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BULLETIN #62           (2019-20)  
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DATE: March 4, 2020  
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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 2020-21 SCHOOL YEAR

For the 2020-21 school year students are scheduled to return to school on Monday, August 31, 2020. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2020-21 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 17, 2020**. **The mandatory secretary inservice will be held on Wednesday, August 19, 2020. All building secretaries and receptionist/clerks will be required to attend that day and buildings will be closed.**

The first scheduled work day of the 2020-21 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 24, 2020**.

The first scheduled work day of the 2020-21 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 24, 2020**.

The first scheduled work day of the 2020-21 school year for ALL ten (10) month Paraprofessional/Instructional, Elementary Instructional Technicians will be **Monday, August 31, 2020**.

**All Title I and Special Education paraprofessionals are required to attend the teacher's professional development day scheduled for Friday, August 28, 2020 with their teacher. For Special Education paraprofessionals, be prepared for professional development which will be held on September 18, 2020, October 9, 2020, November 3, 2020, January 22, 2021, January 25, 2021 and March 19, 2021.**

The first scheduled work day of the 2020-21 school year for Noon Hour Supervisors who work a breakfast program is **MONDAY, AUGUST 31, 2020**. The first scheduled work day of the 2020-21 school year for Noon Hour Supervisors who **do not** work a breakfast program will be **TUESDAY, September 1, 2020**. Information regarding any mandatory professional development will be sent when finalized.

The first scheduled work day of the 2020-21 school year for Food Service employees who work a breakfast program is **MONDAY, AUGUST 31, 2020**. The first scheduled work day of the 2020-21 school year for Food Service employees who **do not** work a breakfast program will be **TUESDAY, SEPTEMBER 1, 2020**.

**\*\*THERE IS A MANDATORY KITCHEN PREPARATION DAY ON THURSDAY, AUGUST 27, 2020 AND ALL FOOD SERVICE PERSONNEL ARE REQUIRED TO REPORT. THIS IS NOT VOLUNTARY.**

Information regarding any mandatory professional development will be sent when finalized.

The first scheduled work day of the 2020-21 school year for ten (10) month bus drivers and bus attendants will be **MONDAY, AUGUST 31, 2020.**

**THIS DOES NOT INCLUDE THE MANDATORY PROFESSIONAL DEVELOPMENT DAYS OF AUGUST 26 AND 27, 2020.**

The first scheduled work day of the 2020-21 school year for all ten (10) month custodians will be **THURSDAY, AUGUST 20, 2020.** The mandatory custodial professional development will be **determined at a later date..**

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