



**Office of Human Resources  
Employee Relations Division**

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

TO: School Secretaries and Building Administrators

FROM: Mary Anne Baum, Manager, Employee Relations

RE: Closing Dates 2019-2020 SY and Opening/Closing Dates 2020-2021 SY

DATE: May 27, 2020 - UPDATE

Please note the information below regarding ending and starting work dates for school building secretary staff. The numbers reflect how many days secretaries are required to work in the school year.

		Last Date 2019-20 School Year	First Day 2020-21 School Year	Last Date 2020-21 School Year
<b>Elementary</b>				
Secretary II - 218	Principal's Secretary	June 10, 2020	August 3, 2020	June 11, 2021
Secretary I - 218		June 10, 2020	August 3, 2020	June 11, 2021
<b>Middle School</b>				
Secretary II - 223	Principal's Secretary	June 17, 2020	August 3, 2020	June 18, 2021
Secretary I - 223	Records	June 17, 2020	August 3, 2020	June 18, 2021
	Records/Attendance	June 17, 2020	August 3, 2020	June 18, 2021
	Attendance only - 218	June 10, 2020	August 3, 2020	June 11, 2021
<b>High School</b>				
Secretary II - 228	Principal's Secretary	June 12, 2020	July 22, 2020	June 15, 2021
Secretary I	Records only	June 12, 2020	July 22, 2020	June 15, 2021
	Attendance only - 218	June 10, 2020	August 3, 2020	June 11, 2021
	Attendance/Records	June 12, 2020	July 22, 2020	June 15, 2021
	Discipline	June 12, 2020	July 22, 2020	June 15, 2021
	Attendance/Discipline	June 12, 2020	July 22, 2020	June 15, 2021
	Records Discipline	June 12, 2020	July 22, 2020	June 15, 2021
<b>Year-Round School</b>				
<b>Woodcrest</b>				
Secretary II & I	Elementary	June 11, 2020	July 16, 2020	June 11, 2021

*Human Resources Supporting Vision: Maximizing Human Capital for Student Success*

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.