



Talent Department
Labor Management & Employee Relations
 3700 South High Street
 Columbus, Oh 43207
 Ph. 614.365.5636
 Fax 614.365.5741
 employeerelations@columbus.k12.oh.us

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 2022-23 SY & Opening/Closing Dates 2023-2024 SY
DATE: DATE

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

		Last Date 2022-23 School Year	First Day 2023-24 School Year	Last Date 2023-24 School Year
Elementary				
Secretary II - 218	Principal's Secretary	June 9, 2023	August 1, 2023	June 10, 2024
Secretary I - 218		June 9, 2023	August 1, 2023	June 10, 2024
Middle School				
Secretary II - 223	Principal's Secretary	June 16, 2023	August 1, 2023	June 17, 2024
Secretary I - 223	Records	June 16, 2023	August 1, 2023	June 17, 2024
	Records/Attendance	June 16, 2023	August 1, 2023	June 17, 2024
	Attendance only - 218	June 9, 2023	August 1, 2023	June 10, 2024
High School				
Secretary II - 228	Principal's Secretary	June 9, 2023	July 25, 2023	June 17, 2024
Secretary I	Records only	June 9, 2023	July 25, 2023	June 17, 2024
	Attendance only - 218	June 9, 2023	August 1, 2023	June 10, 2024
	Attendance/Records	June 9, 2023	July 25, 2023	June 17, 2024
	Discipline	June 9, 2023	July 25, 2023	June 17, 2024
	Attendance/Discipline	June 9, 2023	July 25, 2023	June 17, 2024
	Records Discipline	June 9, 2023	July 25, 2023	June 17, 2024
Year-Round School				
Woodcrest	(Remaining 12 days are worked during Intercession dates coordinated with principal)			
Secretary II & I	Elementary	June 23, 2023	July 21, 2023	June 17, 2024

Created 1/17/2023

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, genetic information or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.