

SAVE THE DATE! August 2nd and 3rd, 2017

Here is the “411” about the Annual Secretary’s Meeting:

In the “Spirit of Success”, the Annual Secretary’s Meeting has been renamed the “Office Academy”. The Office Academy will be held at East High School on August 2nd and 3rd, 2017, from 8:00 a.m. – 3:30 p.m., primarily for school based secretaries. Human Resources Administration and the Department of Accountability extend a sincere “**THANK YOU**” to all secretaries who took time to respond to our surveys. Your input is valued and appreciated!

- ◆ **Attendance is MANDATORY for all School Secretaries and Substitute Secretaries.**
- ◆ **Personal Leave and Vacation requests will not be granted during the week of August 1, 2017 through August 4, 2017.**

Group I Session: August 2, 2017 8:00 A.M.-3:30 P.M. (Including Substitute Secretaries with last name beginning A-K)

Group II Session: August 3, 2017 8:00 A.M.-3:30 P.M. (Including Substitute Secretaries with last name beginning L-Z)

GROUP I
ELEMENTARY:

Alpine Primary K-3
Avalon Primary K-3
Broadleigh
Cassady
Cedarwood
CSIA
Como
Devonshire Alt.
Duxberry Park
East Columbus
East Linden
Eastgate
Easthaven
Fairmoor
Forest Park
Hamilton
Huy/A.G Bell
Innis
Leawood
Liberty
Lincoln Park
North Linden
Olde Orchard
Parsons
Scottwood
Shady Lane
South
Mifflin
ValleyForge
Southwood
Watkins
WeinlandPark
Winterset
Windsor
Woodcrest
Woodward Park

MIDDLE :

Berwick Pre K-8
CC Prep. for Boys
CC Prep. for Girls
Indianola K-8
Medina
Mifflin
Sherwood
St. Vincent’s
Woodward Pk.
Yorktown

HIGH:

Beechcroft
CAHS
Columbus Global Academy
Columbus Downtown
Eastmoor Academy
Independence
Division of Alt. Education
Linden-McKinley STEM
Mifflin
Northland
Walnut Ridge

- * **The daily agenda for the opening Office Academy will be emailed the week of July 24, 2017.**

GROUP II
ELEMENTARY:

Avondale
Beatty Park
Binns
Burroughs
Clinton
Colerain
Cranbrook
Eakin
Ecole Kenwood
Fairwood Alt.
Hubbard Mastery PreK6
Gables
Georgian Hts
Highland
Indian Springs
Lindbergh
Linden STEM
Livingston
Maize
Moler
Northgate INTM 4-5
Northtowne
Oakland Park
Oakmont
Ohio
Parkmoor
Salem
Siebert
Stewart Alt.
Sullivant
Trevitt
Valleyview
West Broad
Westgate
West Mound

MIDDLE:

AIMS
Buckeye
Champion
Columbus Africentric K-8
Columbus Gifted Academy
Dominion
Hilltonia
Johnson Park
Ridgeview
Starling
Wedgewood
Westmoor

HIGH:

Briggs
Columbus Africentric 9-12
Centennial
Columbus Scioto 6-12
East
Fort Hayes CC
Fort Hayes Arts Academy
Columbus North International 7-12
Marion-Franklin
South
West
Whetstone

- * **If it is necessary for you to change groups, contact Janet McCoy (8307). For questions, contact Janet McCoy or Janice Blocher (6471).**