



**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: Julie M. Pfeiffer, Director of Employee Relations

RE: Closing Dates 2018-2019 SY and Opening/Closing Dates 2019-2020 SY

DATE: April 30, 2019

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

		Last Date 2018-19 School Year	First Day 2019-20 School Year	Last Date 2019-20 School Year
Elementary				
Secretary II - 218	Principal's Secretary	June 11, 2019	August 1, 2019	June 10, 2020
Secretary I - 218		June 11, 2019	August 1, 2019	June 10, 2020
Middle School				
Secretary II - 223	Principal's Secretary	June 18, 2019	August 1, 2019	June 17, 2020
Secretary I - 223	Records	June 18, 2019	August 1, 2019	June 17, 2020
	Records/Attendance	June 18, 2019	August 1, 2019	June 17, 2020
	Attendance only - 218	June 11, 2019	August 1, 2019	June 10, 2020
High School				
Secretary II - 228	Principal's Secretary	June 14, 2019	July 22, 2019	June 12, 2020
Secretary I	Records only	June 14, 2019	July 22, 2019	June 12, 2020
	Attendance only - 218	June 11, 2019	August 1, 2019	June 10, 2020
	Attendance/Records	June 14, 2019	July 22, 2019	June 12, 2020
	Discipline	June 14, 2019	July 22, 2019	June 12, 2020
	Attendance/Discipline	June 14, 2019	July 22, 2019	June 12, 2020
	Records Discipline	June 14, 2019	July 22, 2019	June 12, 2020
Year-Round School				
Woodcrest				
Secretary II & I	Elementary	June 11, 2019	July 15, 2019 (pending)	June 11, 2020 (pending)

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.