



Action Item

Date: April 14, 2025

Division: Human Resources

Subject: District Staff Summer Hours

Background Information:

- As has been customary over the past several years, the District will operate on a different schedule during the months of June and July.
- Beginning the week of May 26, 2025, District hours will be 8:00 a.m. to 5:00 p.m., Monday through Thursday. All campus and district offices will be closed on Friday.
- Regular hours will resume the week of July 28, 2025.
- District and campus offices will also be closed on Thursday, June 19, 2025.
- District and campus offices will also be closed on Friday, July 4, 2025.

Administrative Consideration:

- This item requires action by the Board of Trustees.
- The recommended calendar has been reviewed with the Professional Learning Department to ensure the coordination for first year learning including, INSPIRE, First Year Teacher activities and back to school staff development for the 2025-2026 school year.
- A Facilities Department review of cost savings realized by coordinating all summer activities and closing District offices on Fridays is estimated at approximately \$10,000 a day in utility costs.
- Construction crews, Child Nutrition, New Construction and Facilities Services departments will adjust their schedules to accommodate summer work projects as well as building maintenance and monitoring.

Recommendations:

- I recommend the board approve as presented by district administration.