



**Superintendent's Office**

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**TO:** Administrative Office Staff, Principals, Counselors, Directors and Secretaries (Staff on Eleven and Twelve Month Work Schedules)

**FROM:** Mike A. Barrera, Ed.D., Superintendent

A handwritten signature in blue ink, appearing to read "Mike Barrera", is positioned to the right of the "FROM:" line.

**DATE:** May 21, 2019

**SUBJECT:** Summer Work Hours

Starting June 3, 2019 The Administrative Office, Principals, Counselors, Directors and Secretaries will be working new summer hours. They will be working Monday through Thursday from 7:30 a.m. until 5:30 p.m. and include a 40 minute lunch break.

The District will be closed from July 1<sup>st</sup> through July 5<sup>th</sup>, 2019. Regular hours will resume on July 15, 2019.