



Joint Communication
Office of the Superintendent
&
Human Resources
Each Scholar: A Voice. A Dream. A BRIGHT Future.

Purpose: Communicate information regarding school closures during winter break

Information only

To: ESPs who work 12 and 11 Month Calendars

CC: Principals

From: Dr. Dani Pfeiffer, Deputy Superintendent and David Brower, Chief Human Resource Officer

Team,

In order to allow and encourage staff to take the time they need to rest, recharge, and connect with friends and family, Dr. Campbell has determined that all schools will be closed to the public during Winter Break.

For ESPs who work 12 months (ESC and High school office managers) December 21, 22, 23, 29, 30, and 31 are paid work days. ESPs can come in on the scheduled days or arrange with their supervisor to work remotely, recognizing that custodians are also working, or they can take vacation.

For ESPs on an 11 month calendar (Middle school office managers, data secretaries, etc.) December 21 was originally published as a work day, but we have discovered an error in the total count days and the 21st is a non-work day (See attached updated calendar).

As a reminder, the ESC will be closed to the public December 21 through January 1 and will open January 4.

If you have questions you may contact one of us or your principal.

We appreciate you!

Thank you!

Dani and David