

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS

MIKE HYATT
SUPERINTENDENT

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Assistant Superintendent of Student Services

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Assistant Superintendent of Curriculum & Instruction

“GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”

MEMORANDUM

To: Student Support Center Staff; Principals & EDC Staff
From: GMCS Executive Leadership Team
Date: June 1, 2018
RE: Summer Hours

Summer hours will start on June 25, 2018 thru July 27, 2018. The Student Support Center and EDC will be closed on the following Monday's – 6/25; 7/2; 7/9; 7/16 & 7/23 and will have work hours from 7am – 6pm with a one-hour lunch Tuesday through Friday. School Sites will remain open with staff that are working for summer school and K3+.

The District will have a Board of Education meeting on 07/23/18 and staff who need to attend will be here on that Monday evening.

Staff transitioning from 37.75-hour work weeks in June to 40-hour work weeks in July will work hours accordingly (i.e. 37.75 hours in June; 40 hours in July). Supervisors should be aware of leave during this time period, full days should be counted appropriately (i.e. 10 hours Tuesday-Friday for a full day).

Maintenance, R&D and Transportation will work with their respective supervisors for questions.

If employees have specific concerns, please discuss with the Assistant Superintendent over your department.

Thank you for another great year!

ELT