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To: Donna Becnel  
Board of Trustees

From: Mike McCarthy, Director of Fiscal Services  
Laurie Desimone, Chief Business Officer

Date: 08/02/17

RE: KUSD Business Office Hours

We are requesting consideration of the following office calendar for the KUSD business office for the 2017-2018 school year. We are proposing closing the district office for certain dates during school vacations. Staff may take a vacation day on the prescribed dates or may work without interruptions. We will publish the calendar on the district web site and notify the building departments for the City of Clearlake and Lake County.

Regular Office Hours: 7:30 AM – 4:00 PM Monday – Friday

Monday and Tuesday, November 20 and 21: Office closed Thanksgiving Break.

Monday, Tuesday and Wednesday, December 18, 19 and 20: Office closed Winter Break

Tuesday and Wednesday, December 26 and 27: Office closed Winter Break

Thursday, December 29: Office open AM for **payroll only. (Actual Holiday)**

Friday, March 30: Office closed at 2:00 PM Spring Break

Monday, April 2: Office closed Spring Break

Friday, April 27: Office closed (Inclement weather day)

Summer 2018 Hours to July 30: 7:30 AM – 3:00 PM Monday – Thursday  
7:30 AM – 12:00 PM Friday

Attached is a copy of the 2017/18 school calendar so that you may cross reference the dates. We believe that the above schedule will allow staff to enjoy quality time with their families during holidays, will save on utilities during the winter months, will allow time in the building if needed for maintenance, and will allow staff to utilize vacation time when it least impacts the functioning of the district. Thank you for your consideration.