



# Brainerd Public Schools

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DATE: May 24, 2023

TO: Building Principals, Educational Assistants, Behavior Management Specialists, Student Support Specialists

FROM: Dr. Heidi Hahn, Superintendent of Schools

RE: 2023-24 Duty Days for Educational Assistants & Behavior Management Specialists - Revised

In addition to the 169 scheduled teaching days when students are in session, the following schedule (4 days for professional development) for Educational Assistants, Behavior Management Specialists and Student Support Specialists will be in effect for the 2023-2024 school year.

The in-service dates that indicate a full day refers to an eight (8) hour day and for a half day, it will be four (4) hours). All employees included in this memo are expected to attend the full shift indicated in the memo. The start/end times are building specific; employees will receive a schedule prior to the inservice date.

DATE	DESIGNATION	DUTY DAY
Monday, August 28, 2023	Workshop	No
Tuesday, August 29, 2023	Workshop	Yes - Full day (7:30/7:45 am - 3:30/3:45 pm)
Wednesday, August 30, 2023	Workshop	Yes - Full day (7:30/7:45 am - 3:30/3:45 pm)
Thursday, August 31, 2023	Workshop	Yes - Half Day (7:30/7:45 am - 11:30/11:45 am)
Friday, October 6, 2023	Workshop	Yes - Full day (7:30/7:45 am - 3:30/3:45 pm)
Monday, November 27, 2023	Workshop	No
Tuesday, January 2, 2024	Workshop	No
Monday, January 15, 2024	Workshop	Yes - Half Day (8:00 am - 12:00 pm)
Friday, March 1, 2024	Workshop	No
Monday, April 1, 2024	Workshop	No
Monday, June 3, 2024	Workshop	No

Educational Assistants assigned by the building administrator to work at Kindercamp will work an additional 14 hours.

The last day of school with students for staff is Friday, May 31, 2024

cc: Heidi Hahn  
 Marci Lord  
 Angie Bennett  
 Cathy Boser, Payroll  
 Jennifer Johnson  
 Joel Anderson