



Preparing Career Ready Graduates

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MEMORANDUM

TO: Early Learning Teachers and Paraprofessionals
FROM: Human Resources/Labor Relations
 Katy Madden, Manager II, Early Learning Department
REGARDING: CLASSIFIED/CERTIFICATED DUTY YEAR FOR 2021-2022
DATE: 7/26/2021

****Below are the amended start and end dates for classified and certificated employees in the Early Learning Department.****

Duty Year (School Days Only)	Start/End Date	Professional Learning	Family Connections "Meet and Greet"	First/Last Day with Students
Prekindergarten/Preschool Teacher (186 Duty Days – 10 months)	<u>Start Date</u> August 9, 2021 <u>End Date</u> June 8, 2022	<u>PL Summit (optional)</u> August 5 and 6, 2021 <u>At your site</u> August 9, 2021 <u>Institute Days</u> August 10, 2021 August 11, 2021 <u>Buyback Days</u> September 20, 2021 October 11, 2021 January 10, 2022 February 28, 2022 March 21, 2022	<u>Family Connection Orientation</u> August 12, 13, 16, 2021	<u>First Day</u> August 17, 2021 <u>Last Day</u> June 8, 2022
Child Development Paraprofessional (193 Duty Days-9 months) Non-Duty days include: October 11, 2021 March 21, 2022	<u>Start Date</u> August 12, 2021 <u>End Date</u> June 8, 2022	<u>Buyback Days</u> September 20, 2021 January 10, 2022 February 28, 2022	<u>Support teachers with Family Connection Orientation</u> August 12, 13, 16, 2021	

Three days are allotted for Family Connections, providing the opportunity for teachers and paraprofessionals to begin building relationships with families and students using the Family Languages and Interests Interview and Ages and Stages Questionnaires, as well as familiarize the family with Learning Genie.

If you have any questions regarding this memorandum, you may contact Katy Madden at 457-3685, Maria Ceballos at 457-3623, or Julie Jamison at 457-3683.

Katy Madden

Program Manager II
 Early Learning Department
 Fresno Unified School District
 Office (559) 457-3685
 cc: Office Manager

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