PROPOSAL

DATE: January 16, 2013

REQUEST: Additional hrs. per work day

PROGRAM: Parent Involvement

I would like to request that each calendar work day for Kerri Alexander, Parent Involvement Coordinator, be extended 1.75 hrs. per day for the remainder of the year only. The work day would increase from 6.25 hrs. per day to 8 hrs. per day and would not exceed 40 hrs. per week. At this time no additional days are being requested to Kerri’s work calendar, just an extension of her day.

The Rural and Low Income Schools (RLIS)/Title I budget would not be greatly impacted and there is money to cover the additional cost of $3370. I have reevaluated the work assignment for consideration of extending her work day and have determined there is a need for the extended hours.

Kerri will continue to work on additional assignments and projects which are allowable under the title money. She will be assigned to work independently on tasks involving assessment data, coordinating student assessment recognition activity, enter Program Review and CDIP data, assemble reports and set up meetings and materials for Program Review committee meetings. These duties would be in line with duties of RLIS/Title I program but in addition to her parent involvement activities.

SUBMITTED: Debra Foltz