**TO**: Elizabethtown Board of Education

**FROM**: Cora Wood, Director of Personnel

**SUBJECT**: Recommendation to Approve Three New Extra Duty Positions

**DATE**: August 14, 2013

I am recommending that the Board of Education approve the creation of three new extra duty positions.

1. **Scoreboard Operator** for the new athletic facility at Elizabethtown High School: Total funding will be paid by the Elizabethtown High School SBDM Council. At their August 7, 2013, meeting, the council agreed to budget $1200 for this position. It may be divided between two employees, however.
2. **Homecoming Parade/Ceremony Coordinator** for Elizabethtown High School: Total funding will be paid by the Elizabethtown High School SBDM Council. At their August 7, 2013, meeting, the council agreed to budget $600 for this position.
3. **District Positive Behavioral Intervention and Supports (PBIS) Coach** for the Elizabethtown Independent Schools: Total funding of $2,500 will be paid from the district’s Coordinating Early Intervening Services (CEIS) budget.

Your approval for the creation of these positions would be greatly appreciated.