Memorandum

To: Members of the Board

From: Curt Haun, SCHS Principal

RE: restructuring of SCHS secretary and attendance clerk position

Recently our office administrative secretary resigned her position. The position remains unfilled at this time so that we may request a restructuring of our office positons. I believe our office will be able to operate efficiently with this restructuring.

Our current approved positions are as follows:

Office Administrative Secretary 240 days @ 8 hours per day

Attendance Secretary 180 days @ 7.5 hours per day

**Please note:** A board approved instructional assistant position from the staffing formula has been converted by SBDM to fill the attendance secretary position with the SBDM funding the difference in hours and pay.

Our request for restructuring is as follows:

 Office Administrative Secretary 220 days @ 7.5 hours per day

Attendance Secretary 190 days @ 8 hours per day

We would like for the staffing formula to reflect this conversion of an IA to the attendance secretary. I have spoken with Vicki and she has confirmed that the decrease of 100 hours will generate an approximate savings to the board of $1,300.

I appreciate the Board’s consideration of this request.

*Curt Haun*