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**Sent:** Wednesday, May 08, 2019 4:19 PM

**To:** Lesley Forshee

**Cc:** Amanda Spears

**Subject:** Changes

Summation of Transportation changes for the upcoming 2019-20 school year  
Effective 7.1.19.

1. The Data Assistant/clerk position will be eliminated
2. The Assistant Transportation Manager will absorb the duties of the above position and will be removed from all financial duties (*financial duties to be returned to the finance department*) Job description updated to reflect said changes (*see attached*)
3. The Lead Transportation Managers' salary will be reduced by \$7500 – salary scheduled updated to reflect said changes (*attached for reference*)

Additionally, with the recent changes to the custodial organization flow and reporting structure, Kim McAbee will obtain new responsibilities for Munis entries for all custodians as well as processing of Transportation purchase orders. This change requires a new job description and title change from Book keeper/secretary to Accounts Generalist. (*see attached*)

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"Never regret a day in your life, good days give happiness; bad days give experience, worst days give lessons and best days give memories"...UNKNOWN