M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Ms. Karen Byrd, Chairperson**

 **Board Members**

**FROM: Phil Sheehy, Director Human Resources**

**DATE: November 14, 2019**

**RE: Salary Schedule Addition/Modification – 21st Century Grant Coordinator/FRC Coordinator**

With the update of the 21st Century Grant Coordinator position, an addition to the salary schedule became necessary.

The 21st Century Grant Coordinator salary schedule reflects the updated terms of employment for the position.

Additionally, FRYSC Personnel Guideline requirements mandate that all FRC Coordinators work no less than 240 days per year. Therefore the salary schedule for “Family Resource / Youth Center Coordinator 10 ¼ months is no longer necessary. We propose that this column of the salary schedule be removed.

Human Resources recommends approval of these job description update.