**MEMORANDUM**

**To:** Mr. Matt McIntire, Chairperson

Dr. Maria Brown

Karen Byrd

Julia Pile

Troy Fryman

**From:**  Matthew Turner, Superintendent

**Date:** December 10th, 2020

**RE:** Job title, job description, and certified salary index change for Chief Operating Officer/ Deputy Superintendent to Chief of Staff/ Deputy Superintendent.

I recommend the Board approve the change in job title and job description of Chief Operating Officer / Deputy Superintendent to Chief of Staff / Deputy Superintendent. Given the increased level of responsibility associated with this change and the fact the current Chief Operating Officer has been performing the new responsibilities since July 1, 2020, I recommend a corresponding salary index of 2.2 on the Certified Salary Schedule for the Chief of Staff position retroactive to July 1, 2020. The Chief of Staff would ensure the day to day operations of the district are met and all functions of the District are operating efficiently and effectively. This change will allow me to focus on moving the district forward academically and also being more involved in regional, state and national-level professional activities to ensure that the district is represented at all levels.