**MEMORANDUM**

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

Dr. Maria Brown

Karen Byrd

Julia Pile

Troy Fryman

**From:**  Mr. Matthew Turner, Superintendent

**Date:** December 10th, 2020

**RE:** Job title, job description, and salary schedule change from Director of Finance and Director of Human Resources to Executive Director of Finance and Executive Director of Human Resources.

I recommend the Board approve the change in job titles and job descriptions for the positions of Director of Finance and Director of Human Resources to Executive Director of Finance and Executive Director of Human Resources effective upon Board approval. Additionally, I recommend the creation of a salary schedule for the Executive Director position on the Classified Salary Schedule equivalent to the Executive Director position on the Certified Salary Schedule. The Executive Director of Finance salary change would be retroactive to July 1, 2020. The Executive Director of Human Resources salary change would be effective upon the hire date of the current Director of Human Resources.

Finance and Human Resource operations have a direct impact on the mission and strategic plan of the District. This being the case, both leaders of these respective departments have been assigned to the Superintendent’s Cabinet to provide leadership and guidance on all matters of the District, with the Director of Finance serving in this role since July 1, 2020. The job descriptions have been updated to reflect the additional responsibilities associated with serving on the Cabinet.