



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

Aug 20, 2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve Consider/Approve hiring one additional secretary for 10 days prior to our current guidance secretary retirement of November 1st, 2021

APPLICABLE BOARD POLICY:

Personnel Hiring (Classified) 03.21

HISTORY/BACKGROUND:

Dixie Heights SBDM Council is requesting to add 0.048 to Dixie's 2021-22 staffing plan. A secretary who works exclusively in our guidance office will be retiring on November 1st. We would like to hire for her position so that the current secretary can teach the incoming secretary the many facets of the job. This will enable our guidance office to transition to a new person to the position.

FISCAL/BUDGETARY IMPACT:

\$1500 estimated to be paid out of SBDM funds

RECOMMENDATION:

Approval to Approval to hire one additional guidance secretary for 10 days prior to current guidance secretary retirement.

CONTACT PERSON:

Nate Niemi

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Principal/Administrator

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District Administrator

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Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.