

Larry B. Hammond, Superintendent
Board Report
March 15, 2022

Today's report is a continuation from the February 15 theme which focused on the CFO position and some of the historical information and data supporting the approval of the position and salary schedule. You will soon finalize the selection of the next superintendent while plans are being made for the 2022 – 2023 school year. It is imperative that effective planning occur to ensure he or she gets off to a smooth start. That was the case with the CFO recommendation and continues this month with the changes in job descriptions as well as recommended salary schedules.

Items VII C & D on the agenda are simply restructuring items that return the facility responsibility to the Director of District Wide Services, which was previously changed to assist with the arrival of a new person filling the role. Facilities were placed with the responsibility of the CIO which worked well with the renovation projects & security upgrade. As you know, the new lock system was intertwined with technology and the CIO did an exceptional job in working in the design and installation. In addition, the CIO also orchestrated the updating of cameras throughout the district. At this juncture, the CIO will team with the Facilities Director to ensure a smooth transition and continuation of services due to the linkage of technology with both facilities and student services. The team spirit is an ongoing necessity with both roles, and I anticipate total support from both departments. The Facilities Director will further the work with the custodial cleaning company (Alpha & Omega). The company has a stellar reputation in the service industry and have been providing services to some colleges and school systems for 20 – 30 years. The cost is greater than anticipated and we will continue to monitor that aspect and make recommendations accordingly. We had a district meeting with principals to discuss communication and our plan as we move forward. These changes represent the fluidity necessary for a school district to operate effectively as needs evolve.

Items VII E & F are an attempt to make another administrative adjustment that will continue the high-quality transportation services for our student in the most efficient means possible. With the retirement of the Transportation Director and the addition of new drivers, the change in the inclusive responsibilities of the Director of District Wide Services to include Director of Transportation further meets current needs. Consequently, an Assistant Director of Transportation will have the responsibility of the many tasks previously assigned to the Transportation Director. The Director of District Wide Services will address concerns shared by the Assistant that warrant further attention. This shift will result in NO additional staff within the office at the bus garage. The responsibilities of a secretary will be shifted to the Central Office through additional proposed changes for your consideration.

Items VII G & H will address greater efficiency at the Central Office. The current Administrative Assistant/Board Secretary and Secretary/Special Programs Secretary do a great job. However, at this point in time, I believe the combination of duties is appropriate and can be accomplished by one person. The service provided by the Secretary/Special Programs Secretary allows for the

Director of Special Education and special education teachers to be more focused on other duties and responsibilities. Not every district of this size provides the service of scheduling meetings and enhanced communication with a specific staff member. Some of the HR duties currently assigned to the Administrative Assistant/Board Secretary are being shifted to the finance department. This change is also related to Item VII B and the intent to receive a positive audit from the KSP on the handling of employee records. At one point in time, the district had two Special Programs Secretaries. In the spirit of teamwork, the Administrative Assistant/Board Secretary will need to share with the Director of Special Education and teachers to ensure effective communication continues.