**SPENCER COUNTY PUBLIC SCHOOLS**

**Board of Education Agenda Item**

Meeting Date **8/14/2023**

Topic/Title **Operations Administrative Assistant**

Presenter **Steven Rucker** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Origin**

[ ]  Information only (no Board action required).

[ ]  Action requested at future meeting: Click or tap to enter a date.

[ ]  **Consent agenda for approval at this meeting.**

[x]  **Action requested at this meeting.**

**Board review required by:**

[ ]  State or federal law or regulation.

[x]  Board of Education policy.

[ ]  Other: Click or tap here to enter text.

**Previous Review, Discussion, or Action**

[x]  No previous Board review, discussion, or action.

[ ]  Previous review/action on: Click or tap to enter a date. Action: Click or tap here to enter text.

**Background/Summary of Information**

The Transportation Administrative Assistant position is currently budgeted and vacant. Chesser believes the automation his department has embraced will allow him to work well with only a .5 position. Other areas of the Operations Department are in need of support. For instance, in the Maintenance Department, Mr. Prather is currently spending a significant portion of his time on administrative duties.

We are requesting that the Board allow us to utilize the administrative assistant position within the overall Operations Department to fill the position and more efficiently run the entire department, such as by freeing up the Maintenance Supervisor to help train his team in the field. This could ultimately reduce cost of repair services by handling issues internally. Estimated time spent in Transportation is still .5.

**Financial Considerations**

[ ]  There is NO financial impact on resources.

[x]  There is a financial impact on resources. Finance Officer must review.

**GKM** Finance Officer (initials)

This position is budgeted and no additional costs will result from changing to Operations Administrative Assistant.

**Superintendent’s Recommendation**

[x]  Recommend approval as presented.