

**DATE:**

4/15/24

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the addition of a 0.5 position "Program Specialist: Records Management" beginning the 2024-25 School Year.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board

**HISTORY/BACKGROUND:**

Contingent upon the approval of the job description for "Program Specialist: Records Management", Kenton County School District would benefit from the creation of a 0.5 position to lead the creation of systems and structures for records management among all schools and district departments. In accordance with law and policy, this position would be responsible for training staff and coordinating efforts with all stakeholders for the collection, retention, proper destruction, production, and general maintenance of these records in an area of growing demand due to an increased number of records to maintain as well as the demand to produce records.

**FISCAL/BUDGETARY IMPACT:**

Approximately \$37,500 net overall impact.

**RECOMMENDATION:**

Approval to add a 0.5 position "Program Specialist: Records Management" beginning the 2024-25 School Year.

**CONTACT PERSON:**

Malina Owens

\_\_\_\_\_  
Principal/Administrator

  
\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
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.*