

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 6, 2025

TOPIC/TITLE: Restructure of Position

PRESENTER: Logan Culbertson *PLC*

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☒ ACTION REQUESTED AT THIS MEETING
☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
☒ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creating/restructuring a paid position.

SUMMARY OF MAJOR ELEMENTS:

The Board is requested change one of Safe Harbor Academy's three 180 day Instructional Assistant positions to a 180 day School Secretary position. Safe Harbor has not had a clerical position in the past but has a need for such a position. Currently, one of the IAs does the bulk of this work to include greeting visitors, answering the phone, managing Infinite Campus, student records, and managing payroll. There would be no impact on the budget as an Instructional Assistant and a School Secretary are both grade 3 positions on the salary schedule.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION: N/A

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Darryl Adley