

To: Board of Education

From: Margo Empen, Superintendent

Subject: Action Item – Approve the Revised Job Description for the Guidance Secretary at Dixon High School– June 25, 2025

PROPOSED MOTION BY THE BOARD OF EDUCATION

That the Board approves the revised job description for the Guidance Secretary at Dixon High School, as presented.

Moved by _____; Seconded by _____

YEA	NAY	YEA	NAY
_____ David Fritts	_____	_____ Brandon Rogers	_____
_____ Melissa Gates	_____	_____ Jon Wadsworth	_____
_____ Kathleen Schaefer	_____	_____ Linda Wegner	_____
_____ Linda LeBlanc-Parks	_____		

Background:

Attached is the updated job description.