

To: Board of Education

From: Margo Empen, Superintendent

Subject: Action Item – Approve the Revised Job Description for the Secretary to the Activities Director – June 25, 2025

PROPOSED MOTION BY THE BOARD OF EDUCATION

That the Board approves the revised job description for the Secretary to the Activities Director, 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.