

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.