




**THE LAKE AND PENINSULA
SCHOOL DISTRICT**

**101 Jensen Drive
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MEMORANDUM

DATE: January 22, 2020
TO: LPSD School Board
FROM: Ty Mase, LPSD 
SUBJECT: Increase of HR Director's workdays

I am asking for Board approval to increase Kasie Luke's workdays by 20 days at her daily rate. The intent of these extra days will be to provide time for Kasie to get a handle on our HR files and electronic documents in Ivisions.

We have not had an administrative secretary for the last five years and these files are in desperate need of updating and attention.

Thanks You.