

**I recommend that the school board approve 1.5 FTE administrative assistant positions to be allocated as follows: 0.5 FTE each at the Primary School, Intermediate School, and Middle School.** The need for additional administrative assistance has become more pronounced in recent years as the district student population and the number of staff has steadily increased. The district student enrollment has increased by nearly 800 students (27%) since 2000 while the non-licensed administrative staff at the PS, IS, and MS has stayed the same. Meanwhile, the administrative clerical duties associated with accountability, data management, and reporting have increased significantly over the past 17 years.

The cost of \$60,000 for the increase of 1.5 non-licensed FTE is included in the FY 18 general fund, approved on April 3<sup>rd</sup> by the school board.

The Examination of Administrative Capacity commissioned by the school board and completed in August of 2015 is attached. The need for additional non-licensed administrative assistance is highlighted in yellow on pages 5, 6, 8, 9, 14, 16, 17, 19, 20.

- The need for licensed administrative assistance at the Primary and Intermediate School noted in the study has been addressed for now by adding an assistant principal position last October. The additional AP is primarily assigned to the IS and is “on call” for the PS.
- There is still a need for HR assistance in the district office. Joe Prom and I have somewhat mitigated this deficiency by implementing efficiencies and reallocating duties among the existing staff. A recommendation in this area will be forthcoming.