

To: Board of Education  
From: Margo Empen, Superintendent  
Subject: Action Item, Approve the Revised Job Description for Office Assistant – Attendance Secretary DHS – Dec. 18, 2024

PROPOSED MOTION BY THE BOARD OF EDUCATION

That the Board approve the Revised Job Description for Office Assistant – Attendance Secretary DHS, 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:**

With an upcoming retirement, the job description has been revised.