

School Secretaries

The Board of Education recognizes each school has a need for secretarial assistance to provide administrative services in school offices. To meet this need, funds will be allocated in the annual operating budget.

Administration will ensure secretarial services are provided and allocated within financial limitations approved by the Board each budget year.

In order to provide for varying needs from school to school, secretarial assistance may be adjusted at the discretion of the Superintendent of Schools, provided the total costs of this service in the school district do not exceed the amounts provided in the annual budget of the Board.

Date of Board Approval: April 21, 2015

Date Amended: