

To: Mark Eberl
 From: Ruth Nelson
 Re: Increased Secretarial Hours at WAEC
 Date: 3-21-06

When WAEC opened the spring/summer of 2005, we discussed the need for a Class A secretary, but that was not in the budget at that time. Therefore 2.5 Class B secretaries were assigned to WAEC. This amount of time has just not been adequate to meet the needs of the school.

I ask you to review the equity of secretarial responsibilities across the district in the following table:

**Enrollment vs Staffing - Secretarial
 Warren County School District**

Note * Enrollment numbers as of Oct 1, 2005
 for the 05/06 school year

Facility	Enrollment	# of Secretaries	Classification	percentages	office hours	hours/students
WAHS	928	5	1-A 4-B	1 staff/185 students	7140	7.69 per student
WAEC	703	2.5	0-A 2.5B	1 staff/281 students	3325	4.72 per student
BWMS	629	3	1-A 2-B	1 staff/209 students	4480	7.12 per student
EMHS	606	4	1-A 3-B	1 staff/151 students	5810	9.58 per student
YEMS	594	3	1-A 2-B	1 staff/198 students	4480	7.54 per student
YHS	496	4	1-A 3-B	1 staff/124 students	5810	11.71 per student
SAMHS	395	3	1-A 2-B	1 staff/131 students	4480	11.34 per student
SSEL	352	1.5	0-A 1.5B	1 staff/234 students	1995	5.66 per student
RES	301	1	0-A 1-B	1 staff/301 students	1330	4.41 per student
SGES	266	1	0-A 1-B	1 staff/266 students	1330	5.01 per student
AVES	142	1	0-A 1-B	1 staff/142 students	1330	9.36 per student
SES	140	1	0-A 1-B	1 staff/140 students	1330	9.50 per student

I think you can easily see by this table that for the size of our student body, in addition to the building usage and responsibilities, we are understaffed in the secretarial pool.

I would like to also compare WAEC to YEMS and BWMS, other buildings of comparable size.

	# Professional Staff	# Aides	# Custodians	# Cafeteria	Total Staff
WAEC	52	11	6	10	79
BWMS	52	10	7	7	76
YEMS	47	17	6	6	76

The number of staff greatly affects the duties of the secretary as far as maintaining payroll and typing observations. As you can see, WAEC is short again in that area.

All of our secondary and middle schools have a Class A secretary. These schools are of comparable size and in some cases significantly smaller. The needs of WAEC are great. Please note the following comparison:

High Schools/Middle Schools	WAEC
Prepare student/family packets to mail during the summer.	WAEC prepares student/family packets to mail during the summer. (estimated time -1 week)
Prepare student schedules	Elem. Students also need to be scheduled in Pentamation.(3 weeks)
Advance Student files	Advance both A and C files for 4 grade levels. These are keep by teacher assignment.(1 – 2 weeks)
Prepare class lists	Prepare class lists (minimum 1 week)

This is a minimum of six weeks work during the summer without factoring in the use of the building for Summer Music School and Extended School Year and the demands of those programs.

I propose two scenarios to meet these needs.

1. Replace one Class B secretarial position at WAEC with a Class A secretary and increase the .5 position to a full time position.
2. Expand the .5 secretarial position to a full time assignment at WAEC thus making the secretarial assignments three Class B secretaries working 7 hours per day. Add a summer Class B secretary to work 7- 8 weeks during the summer.

To provide consistency to the school, I request top consideration be given to proposal number 1. Thank you for your time.