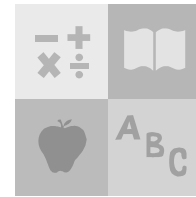




**RUSSELL ELEMENTARY SCHOOL
WARREN COUNTY SCHOOL DISTRICT**

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*Robert E. Terrill, Ed. D.
Superintendent*

*Deborah H. Deppas
Principal*

TO: Dr. Robert Terrill, Dr. Karen Pascale & Board of School Directors

FROM: Deborah Deppas
Principal

RE: SECRETARIAL POSITION - RUSSELL

DATE: January 19, 2010, revised February 2, 2010

In reassessing the secretarial duties at Russell Elementary School, I am respectfully requesting that an additional one hour of time be added to the current Class B position. The building has been covered by one secretary for eight days and I have found that the duties are extensively time consuming and will require additional time, if they are to be successfully accomplished. My revisions to my previous memo are as follows:

The purpose of this memo is follow up to your phone contact to me this afternoon regarding the 7.5 Class B, Secretarial position at Russell Elementary School (RES). Currently, the assignment is held by Mrs. Doris Trumbull. Doris's final day of employment with the Warren County School District due to retirement is Wednesday, January 20, 2010.

As per yours and my discussion today, I support the District's recommendation for the two current secretarial positions at RES to be reduced to one ~~7.5~~ 8.0 hour, Class B position. My rationale is based on two primary factors:

- The 7.0 secretarial position, currently assigned to Mrs. Edith Gardner, should be increased to a ~~7.5~~ 8.0 hour, Class B assignment. The attached list of secretarial duties and responsibilities should well illustrate the need for the request of additional secretarial time.
- The District's recent hiring of the Medical Assistant Aides has served to alleviate office activity and help address student/teacher needs.

Finally, it is my understanding from you that in this interim period and until final determinations and actions are taken regarding Russell's secretarial status, and if Mrs. Gardner is in agreement, I may change her work day schedule from 8:30 AM – 4:00 PM daily to 7:45 AM – 3:15 PM daily. The purpose of this modification would be to help provide office coverage beginning at 7:45 AM and shall not result in any addition or deletion of secretarial time to Mrs. Gardner's current secretarial assignment at 7.0 hours. As building principal, I do recognize and acknowledge that I am ultimately responsible for building coverage at RES from 7:30 AM to at least 4:00 PM daily.

Thank you, Dr. Terrill, Dr. Pascale and Board of School Directors for your consideration of this matter.