

WARREN AREA ELEMENTARY CENTER



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MRS. RUTH NELSON • PRINCIPAL

MS. ANN RYAN • ASSISTANT PRINCIPAL

To: Dr. Pascale
From: Ruth Nelson
Re: Class A Secretary
Date: January 18, 2010

I ask that consideration be given to increasing one of the Class B secretarial positions at WAEC to a Class A secretary. I believe that our student enrollment, special education needs, staffing numbers, and summer programming will support this need. Please consider the following when your review this request:

- WAEC has a student enrollment of 744.
- WAEC has 59 professional staff and 32 support staff requiring payroll. Custodial staffing is year round necessitating summer payroll preparation.
- WAEC has approximately 122 students identified with special needs. This results in management of 122 student special education files.
- Summer programming needs are great at WAEC, and the building is utilized throughout the summer for the following programs: Summer Music School during the month of June; Extended School during the month of July; professional development during the month of August. In addition, consideration was given at the Elementary Principal's monthly meeting that a central location for elementary students to register during the summer would be beneficial and support the district efforts to provide excellent "customer service."
- Summer secretarial needs are also great. With the student population the size of WAEC, there is much work to open the school for another year including class lists, purchase orders, school year packets for staff and students, registration of new students, preparation of student records for students who transfer in/out, update curriculum and safety guides, update and maintain student records, transportation preparation, and special education needs.

Our current 7 hour Class B secretaries at WAEC are very efficient and work diligently to keep up with the demands during the school year. Therefore, I feel that if one of these positions could be changed to a 7 hour Class A secretary, we would be able to meet the additional demands of the summer. Thank you for your consideration of this need.