

Board Submission Form Bloomfield School District

Meeting Date: 7/13/2021

Item Title: Changing current registrar's days worked; from 200 to 210 contract days

Action Requested By: Jena Arambula Presented By: Debbie Hernandez

Action Requested: Board approval to change Central Primary's Registrar's contract days from 200 to 210

Item Summary: Registrar position in Central Primary change of contract work days

Brief History (if applicable): Please see Ms. Jena Aramubula's statement. Attached

Previous Principal of Central had made adjustment to the Registrar's contract days to accommodate her request for a flexible schedule.

Answer the following:

Request: Approval to change Registrar's contract days from 200 to 210

Benefit or Impact to the District: Benefit-Addiitional days needed to register new students

Reason for Request: Registrar is needed for new student registration and end of school duties

Cost: \$1,040 per year more What Budget: GO

Mandate: Yes x No

Budget OR Grant: Budget: x Grant:

Summary By/Title: Approval for additional 10 days to Registrar contract days

Attachments: Ms. Jena Arambula's justification and worksheet describing cost



Route for Staff Review:	Reviewed By:	Comments:
<u> </u> Not Applicable	<u> </u>	<u> </u>
<u> </u> Finance	<u> </u>	<u> </u>
<u> </u> Purchasing	<u> </u>	<u> </u>
<u> </u> Human Resources	<u> </u>	<u> </u>
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Dear Ms. Hernandez,

This letter is to request a change to Cheryl Cumiford's contract for School Year 2021-2022. Mrs. Cumiford is replacing Lillie Smouse as Central Primary's registrar.

Prior to 2017, Mrs. Smouse was on a 210 day contract. She made a request to be changed to a 200 day contract when Mr. Fredricks was the principal. He approved that request. Furthermore, I was not involved in those conversations or decisions as I was the Assistant Principal, so I do not know the reasoning behind the change to the registrar's contract days. Ultimately, having a new registrar next year will bring some challenges to our office. In the past, we have had to ask parents to wait to enroll new students since Mrs. Smouse did not report until the very end of July. We would like to change the contract back to 210 days so we can accommodate registration needs and also give Mrs. Cumiford time to roster students in Powerschool and other duties required to help open the school each year.

Thank you for your consideration,

Central Primary Registrar Work days

	Contract Days	Hours per day	Hrly Rate	Total base pay
Current position	200	8	\$13.00	\$20,800.00
Adding 10 days to position	210	8	\$13.00	\$21,840.00
			Total Diff	\$1,040.00