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MEMORANDUM

TO: Board of Education
Dr. Mary B. Pfeiffer, District Administrator

FROM: Victoria L. Holt, Asst. District Admin. of Human Resources & Instructional Support Services *vlh*

DATE: April 3, 2014

RE: **Elimination of Administrative Position**

I am recommending that the Board of Education approve the elimination of the administrative position of the Director of Business Services. The reason for the request is that Mr. Paul Hauffe, Director of Business Services, is retiring effective June 30, 2014, and the Board of Education has hired an Assistant District Administrator of Business Services.

I will be in attendance at the April 8, 2014 Board of Education meeting if there are any questions related to the request to eliminate the administrative position of Director of Business Services.

smf