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MEMORANDUM

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

FROM: Mr. Chad Behnke, Director of Instructional Technology *CB*
Ms. Victoria L. Holt, Assistant District Administrator of Human Resources & Central Services *vlh*

RE: Computer Technician Increase Work Day Request

DATE: October 15, 2013

During the initial months of employment as the District's new Director of Instructional Technology, Mr. Chad Behnke, has had the opportunity to review the District's Technology Plan, interview members of the Technology Department to gain a greater understanding of their work responsibilities, begin meeting with the District's Technology Mentors who provide on-going support to staff at each building, as well as assuming the leadership for the technological support for MyLearningPlan/Effectiveness Project.

At the October 1 Board meeting, the Board received a resignation from a tenured nine (9) month Computer Technician who is one of two individuals providing technology support to the eight (8) elementary schools. With the resignation of the nine (9) month Computer Technician, Mr. Behnke again reviewed the needs within the Technology Department in providing support to the District's Technology Plan.

The administration is recommending that the Board support increasing the nine (9) month Computer Technician vacancy from a 214 day position to a twelve (12) month, 261 day position. The additional days will allow for additional support not only to the elementary schools but also to the District. Annually, the summer months involve extensive planning, inventorying, repairing, replacing, and deploying new end-user devices as well as providing training on existing/new hardware, software, and systems. Due to the heavy demands on the Technology Department during the summer months, the administration is recommending that the 214 day Computer Technician vacancy be increased to a twelve (12) month, 261 day position. The anticipated cost to the District is projected to be an increase of \$8,125.00.

Mr. Behnke and Ms. Holt will be in attendance at the October 15 Board meeting to answer any questions related to this request.