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Approval of Salary Adjustment and Transition Stipend for Business Office Personnel

Purpose

This report presents an administrative recommendation to approve a six percent salary increase for School Finance and Grant Coordinator Laurie Skromme and a recurring transition payroll stipend for part-time Accounts Payable clerk Kim Zavada for the 2026-2027 school year.

Background and Information

Following a sudden resignation in the business office, the administration has structured an interim coverage model to maintain strict financial continuity. To ensure daily operations remain uninterrupted, the remaining business office team has immediately assumed expanded responsibilities. This adjustment and stipend recognize the increased operational demands required to sustain our financial obligations and manage a smooth transition throughout the remainder of the fiscal year.

Key Provisions

The proposed personnel adjustments follow a structured compensation framework for the 2026-2027 school year.

- District Business Coordinator Laurie Skromme will receive a six percent salary increase, adjusting her base annual salary to 77,910.00 dollars.
- Part-time Accounts Payable clerk Kim Zavada will receive a transition stipend of 100 dollars per payroll for the 2026-2027 school year to compensate for the additional payroll processing duties assumed during this organizational transition.

Administrative Recommendation

The administration recommends that the Board of Education formally approve the six percent salary adjustment for School Finance and Grant Coordinator Laurie Skromme and the 100 dollar per payroll transition stipend for part-time Accounts Payable clerk Kim Zavada for the 2026-2027 school year.