

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 07-09-26
SUBJ: Executive Summary – Change the Contract days for Adult Education Continuing Education Coordinator

Adult Education Continuing Education Coordinator is changing from a 240-contract day to a **220-contract** day. Effective Program year, 26-27, July 1, 2026 - June 30, 2027.

Pay is sustainable by Adult Education Grant funding.

The position will remain as a non-certified administrative position with benefits, sick, and personal days.