Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 10, 2026



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

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Date: 11/04/26

To: Rebecca Rappold
Superintendent of Schools

From: Beverly Sinclair
Title: HR Director

Subject: Approval: Create New Copy Center & Warehouse Inventory Specialist Position

Description: Zita Ottersbach is requesting Board approval to create a Copy Center & Warehouse Inventory Specialist position to provide additional support to the daily operations of the District Copy Center and Central Warehouse. The Food Service/Child Nutrition Department is working toward several long-term goals focused on improving workflow, kitchen efficiency, and the quality of meals we provide to students. This includes preparing more foods from scratch, incorporating more whole-food and locally sourced ingredients, and finding ways to balance food quality, nutrition, labor, and budget. To help support these goals, we are also working to improve our ordering, receiving, storage, and distribution processes. The Warehouse is preparing to implement a new electronic inventory system that will track inventory and the costs of supplies delivered to the central Warehouse, and to each kitchen. Having accurate records and consistent inventory management will be important to making this system successful and improving overall efficiency, cost management, and accountability of District resources. The proposed position will be divided approximately equally between the Copy Center and Warehouse. Duties will include assisting with copy production and equipment maintenance, managing inventory and electronic records, receiving and distributing supplies, and providing general support to both areas. This position will provide additional help where it is needed, improve day-to-day workflow, strengthen inventory accountability, and allow existing employees to focus on their primary responsibilities. It will also help support the department and the districts continued growth and long-term goals. The position will be classified and compensated according to the district's established classified pay scale. Administration recommends approval of this position to help strengthen operations, improve efficiency, and better support the needs of our schools and departments.

Financial Impact: Per current Classified Pay Scale.

Funding Sources:

Attachment(s): Job Description

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled: _____