

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/03/17



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

Date: 03/30/17

To: **Board of Trustees**
 Browning Public Schools

From: John P. Rouse
Title: Superintendent

Subject: Modify Job Description for Executive Director of Human Resources to that of Director of Human Resources

Description: The administration recommends some modifications to the existing Executive Director of Human Resources job description. The Executive Director title was added to this position because the intent was for that individual to earn certification as a superintendent, so the job responsibilities were broadened to reflect that intention. The administration recommends narrowing the focus of the Human Resources department and re-titling the position as Director of Human Resources. The job responsibilities under the new job description will be focused on personnel matters and will not include responsibilities for managing various other grant programs. The position will also be adjusted to a 240-day contract instead of the existing 260-day contract.

Financial Impact: \$ 119,286 (Includes insurance and fringe for 240 days)

Funding Source (Budget/grant, etc.): N/A

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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