

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 5/31/17



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

Date: 5/22/17

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Human Resources Director

Subject: 2017 - 2018 Contract Amendment - Jessica Racine

Description: Jason Andreas, Human Resources Director, is requesting a contract amendment for 2016-17 for Jessica Racine. During the 2016-17 SY, Ms. Racine was hired as the Assistant Principal at Napi Elementary School on September 14, 2017 while completing her course work for her administrative certification. On February 22, 2017, Ms. Racine notified the Human Resources Department that she had been unable to finish the coursework and would be applying for her administrative provisional license. At that time, Ms. Racine was placed back on her teaching contract as the Dean of Students until she received her provisional license. On May 5, 2017, Ms. Racine obtained her provisional administrative license and was moved back to her administrative contract. This change was effective May 5, 2017.

	<u>Was</u>	<u>Now</u>
Contract Type	Certified	Administrative
Position	Dean of Students	Assistant Principal
Days	187	215
Step/Lane	BA+20/8	Salary
Duration	May 5 – June 9, 2017	May 5 – June 28, 2017
Annual Salary	\$51,054.00	\$79,992.00
Adjustment	\$6,825.00 (Pro-rated for 25 days)	\$14,138.00 (Pro-rated for 38 Days)

Financial Impact: \$7,313.00

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

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

Comments: _____

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