



**PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM**

TO: Dr. Amanda Allen

DATE: 09/18/2025

FROM: Rachel Bahnsen

DIV or UNIT: Human Resources Department

SUBJ: PPA request for: Kerri Novak  
 Title of PPA activity: Additional duties and responsibilities  
 Dates (or semesters) of activity: 10/01/2025 to 12/31/2025

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Kerri Novak, Human Resources Coordinator will perform the job duties and responsibilities of the Human Resources Administrative Assistant until the position is filled. She will assist with the oversight and facilitation of the comprehensive pay review by the Texas Association of School Boards (TASB). I am requesting a PPA for Ms. Novak to compensate her for the additional responsibilities, time, and oversight she will provide to the HR Department during this period.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,300.00	\$ 3,300.00
<b>TOTAL</b>		<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>

Budget Number : 1110.117.6101 6002

C. **Approvals**  
 Supervisor: Rachel Y. Bahnsen Digitally signed by Rachel Y. Bahnsen  
Date: 2025.09.18 16:09:41 -05'00' Date: \_\_\_\_\_

VP: \_\_\_\_\_ Date: \_\_\_\_\_

President:  Date: 09/18/25