

Browning Public Schools  
**Board Agenda Request**  
 Meeting To Be Held: September 9, 2025



- 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:**   09/02/25

**To:**   Rebecca Rappold  
 Superintendent of Schools

**From:**   Bev Sinclair  
**Title:**   Director of Human Resources

**Subject: Approval: Step and Hourly Rate Change**

**Description:** Recommending step increase (includes hourly rate change) for Charmaine Arcand once her probationary period is completed on 10/8/25:

- ✚ Charmaine previously worked for the district in both the HR Administrative Assistant position and the HR Confidential Secretary position. During that time, the HR Director placed Charmaine in L5/S5. Since her rehire on 6/2/25, Charmaine has performed exceptionally well; needing no training for the position. She has been a great addition to the HR Team!

**Financial Impact:** Change step and hourly rate from L5/S2, \$24.26 (rate recommended on 6/2/25) to L5/S5, \$25.99 (after successful completion of 90-working-day probationary period). At 260 days, financial impact is: 260 days x 8 hours = 2,080 hours x 25.99 = \$54,059.20 - \$50,460.80 (2,080 hours x \$24.26) = \$3,598.40

**Funding Sources:** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved    Denied    Deferred   Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**    N/A (Info)    Approved    Denied    Tabled: \_\_\_\_\_