

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: _____