

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 31, 2022



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: 8/24/22

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E Salois
Title: Director, Human Resources

Subject: **Extended Duties for Special Services Department Supervision Duties 2022-2023**

Description: Requesting an Extended Contract for Ginny Crawford. She will be supervising staff within the Special Services Department, scheduling SPED and related services, case load management, planing and conducting Child Find, collaboration with community agencies to support students with special needs, program reports, supervise and monitor IEP completion and special education records for Montana OPI monitoring, coordinate special education services pre-k through 12th grade, department budget creation and management in coordination with superintendent, supervise and pursue contracted services as needed. September 5, 2022-June 8, 2023

Justification: Partially fulfill duties of Special Education Director in collaboration with Superintendent and Director of Curriculum

Financial Impact: \$5,147.00 equally distributed over 24 pay periods

Funding Source (Budget/grant, etc.): 126.76.280.2490.111 75%. 201.76.280.2490.111 25%

Attachment(s): na

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

Comments: _____

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