

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/30/22



---

**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:**      11/22/2022

**To**              School board Members

**From:**   Corrina Guardipee-Hall ED.S.  
**Title:**      Superintendent

**Subject:** Change Job Position for Assistant Secretary to Accounting Clerk (Payroll)

**Description:** I am requesting to change the Assistant Secretary position that was ½ time HR and ½ time Payroll to an Accounting Clerk/Payroll position. It is important to have two payroll clerks for continuity.

**Financial Impact:** \$per Classified Negotiated Lane 5 agreement & experience

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

**Attachment(s):** N/A

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

---

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