

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 11/28/2018



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: 11/14/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Change in Position from Part-time .75 FTE to Fulltime 1.0 FTE

Description: Corrina Guardipee Hall, Superintendent, is requesting approval to change the position of Colonies Principal 1.0 FTE. Natasha Siliezar's position was changed to part time (.75 FTE) employment at the beginning of the 2018-19 SY. Due to the added duties at administration, i.e. Title IX Coordinator and investigations and District Attendance, the administration asks that Ms. Siliezar's position become fulltime (1.0 FTE) for the remainder of the 2018-2019 school year.

Financial Impact: Pro-rated amount **\$58,635.00** based on 1FTE

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

Attachment(s): Board Policy #5210

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

Comments: _____

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

Browning Public Schools

Policy #5210

Policy Name: Position Creation, Assignments, Reassignments, Transfers

Regulation: -----

Position Creation

A position is created by the recommendation of the Superintendent for action of the Board of Trustees.

Change in Position

The duration or term and full-time equivalent (FTE) of an existing position may be changed by action of the Board of Trustees.

Any changes in the position and job description of the Superintendent of Schools will be promulgated and approved by the Board of Trustees.

Except for the above, all other changes in positions and related job descriptions may be made by the superintendent.

Eliminating a Position

A position may be eliminated by recommendation of the Superintendent for action of the Board of Trustees.

A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next fiscal year unless it is posted on that date.

Transfer

If the superintendent decides to fill a position by transfer including to a newly created position, the superintendent will provide written notice to the employee being transferred including the effective date of the transfer.

Notwithstanding the above, the superintendent will comply with any requirement in an existing collective bargaining agreement for posting newly created positions.

The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the Board, following written notice of transfer/s.

Assignment

A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if more than one).

The supervisor(s) will complete all other aspects of the assignment for a new employee including orientation and training.

The manner means starting and ending times for performing duties and responsibilities of the assignment must be changed by the employee's supervisor(s).

The superintendent is directed to establish and implement procedures to carry out this policy.

Cross Reference: Policy #2112 Duties of Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties [of school district trustees]
§ 20-4-208, MCA Transfer from administrative position
§ 20-4-402, MCA Duties of district superintendent
10.55.701, ARM Board of Trustees
10.55.702, ARM Certification and duties of district superintendent

Policy History:

Adopted on: 4/10/01

Revised on: 5/30/07 (Formerly #5220)