

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/24/20



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input checked="" type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

Date: 6/16/2021

To: Board of Trustees
Browning Schools

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

Subject: **Change Copy Center Operator Position to 12 Mth (1FTE); Change Job Title to Copy Center/Inventory/M Meal Count Monitor**

Description: Due to findings in the District Audit* for the Child Nutrition department, which has been reoccurring, I am proposing to change the copy center operator position to a 12-month position and the job title to Copy Center/Inventory/M Meal Count monitor. For years the district has had to add contractual days to the existing position to come in and copy the staff and student handbooks for the district.

***Audit Finding:** "The District should implement internal control procedures in which supervisory personnel foot and review the daily meal count reports for completeness and verification of the OPI reimbursement".

The strategic plan for 2019-2022 outlines that the superintendent will monitor progress, make achievements plans and provide for areas of improvement.

BPS Policy #5140 "The Superintendent reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade, with notification to the Board of Trustees."

Financial Impact: Per classified Negotiated Agreement 2018-2021, Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): Job Description

Comments: _____

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