

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 from Assistant Secretary to Accounting Clerk (Payroll)

Description: I will be changing 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: _____