

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/12/2018



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: 6/5/18

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Change Gear Up Student Achievement Specialist to Fulltime FTE**

Description: Melanie Magee, GEAR UP Coordinator, is requesting approval for the BMS GEAR UP Student Achievement Specialist, whose duration or term was formerly part time employment (PTE) to a full-time position (FTE). The change is included in the 2018-2019 GEAR Up grant.

Financial Impact: **TBD**

Funding Source (Budget/grant, etc.): 115.50.471.1700.112.685

Attachment(s): email-policy 5210

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

Comments: _____

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

From: **Melanie Magee** <melaniem@bps.k12.mt.us>
Date: Wed, Jun 6, 2018 at 8:30 AM
Subject: Fwd: 2018-19 FTE for Liaison Work
To: Emorie Davis-Bird <emoried@bps.k12.mt.us>

Emmy here is the email...so now all 3 positions are 1 FTE each.

----- Forwarded message -----

From: **Egli, Janelle** <jegli@montana.edu>
Date: Wed, May 16, 2018 at 11:57 AM
Subject: 2018-19 FTE for Liaison Work
To: Melanie Magee <melaniem@bps.k12.mt.us>
Cc: "Cinnamon Crawford (cinnamonc@bps.k12.mt.us)" <cinnamonc@bps.k12.mt.us>

Melanie,

The state team has approved a 3.0 FTE for liaison work at Browning for the 2018-19 grant period. Please note that this approval is contingent upon your team providing the state office with an acceptable organizational chart that outlines responsibilities and roles of each liaison and provides the name of the administrator/s overseeing the GEAR UP program locally. Please also note that each liaison will be required, per policy adopted into the Technical Assistance Manual for the new grant, to submit time and effort reporting that ties all grant-funded time directly to the management and implementation of your to-be-approved IP and budget for 2018-19 (hence, please be sure to thoroughly outline all services liaisons will coordinate or oversee in your draft 2018-19 IP).

Please contact me with questions if you have any. And GOOD LUCK recruiting!

Janelle Egli

Montana GEAR UP School Grant Manager
Office of the Commissioner of Higher Education

From: **Melanie Magee** <melaniem@bps.k12.mt.us>
Date: Wed, Jun 6, 2018 at 2:07 PM
Subject: Fwd: 2018-19 FTE for Liaison Work
To: Emorie Davis-Bird <emoried@bps.k12.mt.us>

I sent a revised organizational chart which is draft right now as we have some extra monies that I am hoping to meet with Dennis and John to revise our program plan for next year. Our state office is aware of that.

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)