

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 12, 2025



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: 08/07/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Approval: Change Job Title from IT Technician to Technology Assistant Director

Description: Rebecca Rappold is recommending a Change in Status for Roy Crawford to address the growing needs of the Technology Department and the increasing workload of the Technology Director.

🚩 Change from IT Technician to Technology Assistant Director

Financial Impact: Increase of \$11,911.00 (from \$48,089.00 to \$60,000.00)

Funding Sources: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

Employee's signature acknowledges receipt only and does not necessarily indicate agreement

Notice of Employment Status Change

Date: August 12, 2025

Employee Name: Roy Crawford

Effective Date: 07/01/25	Before Change	After Change
Supervisor	Travis Miller	Travis Miller
Title	Technology Director	Technology Director
Building/Dept/Program	Technology	Technology
Position	IT Technician	Technology Assistant Director
Assignment		
Months (Days)/Year		
Full Time Equivalent		
Salary Lane/Step		
Compensation	\$48,089.00	\$60,000.00
Other	Professional/Technical	Professional/Technical

NOTE: BLANK LINES MEAN NO CHANGE IN CURRENT STATUS.

Bev Sinclair
HR Director

Employee Signature

Date: _____

Original: Employee

Copies: (1) Personnel File. (2) Supervisor(s) (3) Finance Department (4) Facilities Secretary (5) IT Dept. (6) Data Specialist
(7) Benefits

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