

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03/13/2018



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: 03/08/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Lane Change, Position Extension Negotiated with Classified Union Representative

Description: Corrina Guardipee Hall met and conferred with classified union president, Josephine Wagner, regarding the lane change movement and placement of the vacated position, Student Activities Secretary; resulting in the position being moved from Lane 3/S1 to Lane 2/S1, per CBA. The lane change is a decrease in salary from \$16.32 ph to \$14.77 ph (or a \$1.55 decrease in salary). It was also agreed upon that the position will move from an eleven (11) month position to a twelve (12) month position so that the Student Activities Secretary will be ready to accommodate summer program activities as well as prepare for the sports activities scheduling, such as making hotel reservations for 2018-2019 sports season and other sports related events.

Financial Impact: \$30,722.00

Funding Source (Budget/grant, etc.): 126.60.720.3500.115 (25%) / 226.60.720.3500.115 (75%)

Attachment(s): See attached list of Memo

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

Comments: _____

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

March 8, 2018

MEMORANDUM

TO: Tony Wagner, Athletic Director
and Student Activities

FROM: Emorie Davis Bird, Director
Human Resources

SUBJECT: LANE CHANGE MOVEMENT OF VACANT POSITION – STUDENT ACTIVITIES
SECRETARY

The purpose of this communique is to inform you of the lane change movement of the vacant position Student Activities Secretary.

The Superintendent, Corrina Guardipee-Hall met and conferred with classified union president, Josephine Wagner, regarding the lane placement of the position. Consequently, the position will be moved from Lane 3/S1 to Lane 2/S1, resulting in a salary change of \$16.32 to \$14.77; a difference of \$1.55. The job description will need to be modified to include the Ee Kah Kii Maht activities and summer recreational activities duties the position will be tasked. These extra duties effectively change the position from eleven months to twelve months.

Further, the Student Activities Secretary will be re-advertised internally for seven (7) days. Should you have any questions, please feel free to contact me at 338-2715. Thank you.

cc: Josephine Wagner, Classified Union President
Rikie Calcia, Benefits Clerk
Jessica Rutherford, Payroll Clerk
Corrina Guardipee-Hall, Superintendent