

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 16, 2025



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**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

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**Date:**   11/10/25

**To:**   Rebecca Rappold  
            Superintendent of Schools

**From:**   Beverly Sinclair  
**Title:**   Director of Human Resources

**Subject: Employee Status Change: Classified to Professional Technical 2025-2026**

**Description:** Recommend a Status Change for the following employee who transitioned from the Classified position of Payroll Clerk to Activities Coordinator (on 11/24/25) which is a Professional Technical Position:

 Jessie Salway; Activities Coordinator

**Financial Impact: Professional Technical contract amount = \$28,637.00 (prorated from \$47,424.00 for 157 days remaining in 260 calendar) Annual difference = (\$4,618.00)**

**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:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)   ☐ Approved   ☐ Denied   ☐ Tabled: \_\_\_\_\_