

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/12/2023



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignations                      ☐ 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:**      9/4/2023

**To:**          Corrina Guardipee-Hall  
                    Superintendent

**From:**      Gwyn Andersen  
**Title:**      Interim Director of Finance

**Subject: Assistant Director of Finance Salary Increase 2023-2024**

**Description:** I am requesting an annual salary of \$55,000 for the Assistant Director of Finance. This employee is responsible for the federal funds allocated to Browning Public Schools which can be millions of dollars depending on the year. This employee does the cash requests for each of the Federal Grants on a monthly basis and is responsible for keeping the people overseeing the grants informed as to their availability of funds. This employee also files the annual expenditure reports for each of the Federal Grants. This employee also backs up the Finance Director in all of her duties, especially in the absence of the Finance Director. This is an opportunity to train a future Finance Director, but it requires the person to be paid well enough to want to make this a career. The former Assistant Director chose to move to a department secretary and actually received an increase in pay in that move. This salary would be prorated over the remainder of the fiscal year.

**Financial Impact:** \$7,723.00 Increase; Former Finance Director \$47,277; Request \$55,000

**Funding Source (Budget/grant, etc.):** Impact Aid

**Attachment(s):** None

**Superintendent Action:** ☒ Approved   ☐ Denied   ☐ Deferred      Initial & date: \_\_\_\_\_

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

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