

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: 6/4/2018

To: **Corrina Guardipee-Hall**
 Superintendent

From: Emorie Davis Bird, Director
Title: Human Resources

Subject: Extended Contract: Organize and Purge Psych Files 2017-18

Description: Jill Mattingly is requesting an extended contract for 8 days, for Barbara Kapp to organize and purge the psychologist's files. (June 4, 6, 7, 12,13, 14, 18, and June 19, 2018)

Financial Impact: SPED DEPARTMENT

| | Hourly Rate | Number of Hours | Subtotal | Fringe | Total |
|--------------|-------------|-----------------|-------------------|----------|------------|
| Barbara Kapp | \$47.14 | 64 | \$3,016.96 | \$543.05 | \$3,560.01 |

Funding Source (Budget/grant, etc.): Special Education

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

Comments: _____

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