

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 12, 2019



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

Date: February 28, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: Student Activities Secretary

Description: Recommend the following hire for Student Activities Secretary:

✚ Myndi Gallagher Horn – Student Activities Secretary

Financial Impact: Per Classified Salary Schedule L3/0 Exp (\$16.15-\$16.73 after probationary period)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



**Browning Public Schools
Hiring Selection Report**

Position Student Activities Secretary		Applicant Recommended Myndi Gallagher Horn	
Department/Location Student Activities		Supervisor District AD	
Type of Position Classified	Starting Date March 13, 2019	Term 12 Month Position	

Recruiting Date Posted: 1/10/19 Re-advertised: Closing Date: Open Until Filled

Comments: Interviews took place on 2/1/19

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Jodi Carlson	1/10/19	No	
	Heidi Connelly	2/12/19	Yes	
	Madeline Walker-Connelly	1/11/19	Yes	Declined
	Danica Edwards	1/28/19	Yes	2/1/19
	Ellen Hall	1/31/19	Yes	2/1/19
	Myndi Gallagher Horn	1/11/19	Yes	2/1/19
	Jordan Morris	1/21/19	Yes	2/1/19
	Tomasine NoRunner	1/17/19	Yes	2/1/19
	Brittney Racine	1/31/19	No	
	Jenna SkunkCap	1/23/19	Yes	2/1/19
	Carrie Spotted Bear	2/8/19	Yes	
	Raquel Vaile	1/17/19	No	

Interview Committee	Title	Name	Title
Josephine Wagner	HS Secretary		
Billie Jo Juneau	HS Principal		
Tony Wagner	District AD		

Recommendation:

Myndi Gallagher Horn- Based on: applicant's knowledge, experience relevant to the position, understanding of BPS #9 academic and activities policies and procedures, strong communication, planning, and organizational skills.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	On File	Yes	Negative
State & Federal Criminal background check	On File	Yes	Negative
Tribal Background check	On File	Yes	Negative
TB documentation	On File	Yes	Negative

Salary: \$16.15/16.73 Placement: Exp: 0 Contract Days: 260 Days

Prepared by: John E. Salois Date 2/28/19 Approved by: _____ Date: _____