

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 29, 2023



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: 11/17/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Finance Director/District Clerk 2023-2024

Recommendation: Corrina Guardipee is recommending the following hire for the position of Finance Director/District Clerk 1/1/2024 – 6/30/2024.

✚ Sandra Rivas, Finance Director-District Clerk 2023-2024

Financial Impact: \$38,000.00 for 130 days (prorated from \$76,000.00 for 260 days)

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: _____

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

Browning Public Schools Hiring Selection Report

Position Finance Director/District Clerk		Applicant Recommended Sandra Rivas	
Department/Location Finance/Administration		Supervisor Corrina Guardipee-Hall	
Type of Position Professional/Technical	Starting Date 11/30/23	Term 260	

Recruiting. Date Posted: 7/10/23 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Boyd, Kristen	7/23/23	Yes	8/07/23
	Campbell, Sasheen	7/23/23	Yes	8/07/23
	Rivas, Sandy	7/23/23	Yes	8/07/23

Interview Committee	Title	Name	Title
Corrina Guardipee Hall	Superintendent		
Gwyn Andersen	Interim Finance Director		
James Running Fisher	School Board Member		

Recommendation: Sandra Rivas has 14 years' experience in the Business Office. She will have her Bachelor's Degree in Business by the end of December 2023. She has a wealth of knowledge in the areas of benefits and student activities. She also has payroll experience, and she has worked with ESSER. Her experience in the Business Office gives her the advantage of knowing our HR/Payroll software, our reporting for E-grants, and our health-insurance structure.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug Test	2/8/23	YES	OK
State & Federal Criminal background check	3/8/23	YES	OK
Tribal Background check	3/8/23	YES	OK

Salary: \$38,000 prorated from \$76,000.00 Placement: Exp. 14 years Contract Days: 130 days (from 260)

Prepared by: Bev Sinclair Date 11/17/23 Approved by: _____ Date: _____