

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 8, 2022



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 2, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Personal Care Attendant

Description: Maureen Stott, SPED Director is recommending the following for hire:

 Selena Roman-Personal Care Attendant KW/Vina
Pending successful completion of pre-hiring process. Will only be hired if background check results are OK.

Financial Impact: Per Classified Salary Schedule 2021-2022 \$14.33 (14.94 after the successful completion of a 90-day probationary period)

Funding Source: Building Impact Aid

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 Personal Care Attendant | | Applicant Recommended Selena Roman | |
| Department/Location Vina Elementary | | Supervisor Tonia Tatsey/Maureen Stott | |
| Type of Position Classified | Starting Date 2/10/2022 | Term 189 day | |

| | | |
|-------------------|-------------------------|----------------------------|
| Recruiting | Date Posted: 11/10/2021 | Closing Date: Until filled |
| Comments: | | |

| No. | Applicants Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed |
|-----|--|---------------------------------|---------------------------------|------------------|
| | Megan DesRosier | 12/22/21 | Yes | 1/31/22 |
| | Rolanda Hall | 1/11/22 | Yes | 1/31/22 |
| | Selena Roman | 1/20/22 | Yes | 1/31/22 |

| Interview Committee | | Title | Name | Title |
|---------------------|---------------|-------|------|-------|
| Maureen Stott | SPED Director | | | |
| Jessica Rutherford | SPED TA | | | |
| Louise Giebel | SPED Teacher | | | |
| | | | | |

Recommendation: Selena has personal experience with IEP's. She demonstrated a strong work ethic and well-rounded education. She has a pleasant demeanor and would fit well with younger students.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|---|----------------|--------------------------|-------------------------------------|
| Drug test | 2/2/22 | Yes | Ok |
| State & Federal Criminal background check | 2/2/22 | Yes | Pending |
| Tribal Background check | 2/2/22 | Yes | Pending |

| | | |
|-----------------------|------------------|--------------------|
| Salary: \$14.33 14.94 | Placement: L1/S0 | Contract Days: 189 |
|-----------------------|------------------|--------------------|

Prepared by: John E. Salois Date 2/2/2022 Approved by: _____ Date: _____