

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: October 29, 2019



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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:**      October 23, 2019

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

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

**Subject: Hiring: BHS SPED Teacher 2019-2020**

**Description:** Maureen Stott is recommending the following for hire:

🚩 Jenna SkunkCap, Special Education Teacher, BA/2

**Financial Impact: \$29,676.00 pro-rated for late start**

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

**Attachment(s):** Hiring Selection Report

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

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

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



## Browning Public Schools Hiring Selection Report

Position <b>BHS SPED Teacher</b>		Applicant Recommended <b>Jenna SkunkCap</b>	
Department/Location <b>SPED/BHS</b>		Supervisor <b>Maureen Stott/Jennifer Lafromboise-Wagner</b>	
Type of Position <b>Certified</b>	Starting Date <b>November 1, 2019</b>	Term <b>2019-20 AY- 187 Day</b>	

**Recruiting.**    Date Posted: 8/1/19                      Re-advertised: N/A                      Closing Date: Until Filled

**Comments:**  
Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. There are 2 positions open and only 2 applicants. Both meet requirements. As the season is starting further recruitment is impractical.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Jenna SkunkCap	9/9/19	Yes	N/A

Interview Committee	Title	Name	Title
Maureen Stott	Special Services Director		

**Recommendation:**  
Jenna currently holds a BS in Elementary Education, but has received a Class 5 License from Montana Office of Public Instruction for Special Education PK-12.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (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

Salary: \$29,676.00 pro-rated    Placement: Exp BA/2                      Contract Days: 187 Day

Prepared by: John E. Salois                      Date 10/23/19                      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_