

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 29, 2024



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|                     |  |  |   |
|---------------------|--|--|---|
| <b>Recognition:</b> | <input type="checkbox"/> Students            | <input type="checkbox"/> Staff             | <input type="checkbox"/> Parents                              |
| <b>Information:</b> | <input type="checkbox"/> Building Report     | <input type="checkbox"/> Old Business      | <input type="checkbox"/> Superintendent's Report              |
| <b>Action:</b>      | <input type="checkbox"/> Resignations        | <input checked="" type="checkbox"/> Hiring | <input type="checkbox"/> Contract Service Agreements          |
|                     | <input type="checkbox"/> Travel Out-of-State | <input type="checkbox"/> Travel In State   | <input type="checkbox"/> Approvals                            |
|                     | <input type="checkbox"/> Termination         | <input type="checkbox"/> Legal Matters     | <input type="checkbox"/> Other: _____                         |
|                     | This action request pertains to              | <input type="checkbox"/> Elementary (only) | <input checked="" type="checkbox"/> High School/District Wide |

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**Date:** 5/21/24

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

**From:** Bev Sinclair  
**Title:** Director of Human Resources

**Subject:** Hiring: Technology Director 2024-2025

**Description:** Corrina Guardipee is recommending the following hire:

✚ Travis Miller, Technology Director

**Financial Impact:** \$83,420.00 + Fringe

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

**Attachment(s):** Hiring Report

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

|  |                                |   |  |
|--|--------------------------------|---|--|
| Position<br><b>Information Technology Director</b> |                                | Applicant Recommended<br><b>Travis Miller</b> |  |
| Department/Location<br><b>Administration</b>       |                                | Supervisor<br><b>Corina Guardipee</b>         |  |
| Type of Position<br><b>Professional Technical</b>  | Starting Date<br><b>7/1/24</b> | Term<br><b>215 days</b>                       |  |

**Recruiting**      Date Posted: 9/5/23      Updated:      Closing Date:

**Comments:** Per BPS Policy #5120, the competitive process may be unnecessary in the following circumstance:  
 B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical.

| No. | Applicants Name<br>(Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed |
|-----|--|---------------------------|---------------------------|------------------|
|     | Miller, Travis                                 |                           |                           |                  |

| Interview Committee | Title | Name | Title |
|---------------------|-------|------|-------|
|                     |       |      |       |
|                     |       |      |       |
|                     |       |      |       |
|                     |       |      |       |

**Recommendation:** Recommend rehire of Travis Miller under 215-day contract. Travis knows BPS. He stepped into the role of IT Director last November and has successfully led the department since then. He has leadership skills, as evidenced by the work he has done in the IT Department. He is proficient in the field of IT, and he is capable and willing to learn everything necessary to continue to provide BPS with its technology needs.

| Pre-Employment Requirements               | Date Initiated | Completed?<br>(Yes (N)o | Results Received<br>(Negative = OK) |
|---|----------------|-------------------------|-------------------------------------|
| Drug test                                 | 9/19/83        | Yes                     | Ok                                  |
| State & Federal Criminal background check | 8/19/14        | Yes                     | Ok                                  |
| Tribal Background check                   |                |                         |                                     |

|                     |               |                    |
|---------------------|---------------|--------------------|
| Salary: \$83,420.00 | Placement: BA | Contract Days: 215 |
|---------------------|---------------|--------------------|

Prepared by: Bev Sinclair      Date 05/20/24      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_