

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 27, 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: July 19, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Elementary Teacher-Browning Elementary 2022-2023

Description: Sheila Hall is recommending the following for hire:

 Rebecca Craig, Elementary Teacher, BA/3
Pending Completion of Pre-Hire Process

Financial Impact: \$46,054.00 (Per Certified Salary Schedule)

Funding Source (Budget/grant, etc.): 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 to: _____

Browning Public Schools Hiring Selection Report

Position Teacher		Applicant Recommended Rebecca E Craig	
Department/Location Browning Elementary School		Supervisor Sheila Hall	
Type of Position Certified	Starting Date August 22, 2022	Term 187 Days	

Recruiting. Date Posted: 4/6/22 Re-advertised: Closing Date: Open 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.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Rebecca Craig	2/8/2022	Yes	2/23/22

Interview Committee		Title		Name	Title
William Huebsch		BMS Principal			
Rebecca Rappold		Director of Curriculum			
Enoch Wipf		Colony			

Recommendation:

Ms. Craig is an energetic educator with experience teaching English Language Learners in the elementary setting. She has good communication, knowledge of high-quality instructional practices, and has strong skills with the use of technology for daily instruction. She holds a BA in English, a K-6 certification in North Carolina, and is applying for Montana Certification

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Pending	Yes	N/A
State & Federal Criminal background check	7/1/21	Yes	N/A
Tribal Background Check	Pending	Yes	N/A

Salary: \$46,054.00 Placement: BA/3 Contract Days: 187 Days

Prepared by: John E. Salois Date 7/19/22 Approved by: _____ Date: _____