

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 26, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<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 checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide	

Date: April 18, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Browning Elementary School Attendance Clerk

Description: Sheila Hall recommends the following for hire:

✚ Shanna Little Dog-Leon, BES Attendance Clerk

Financial Impact: \$17.58 L2/S2

Financial Impact (Budget/Grant, etc): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable

Attachment(s): Hire Selection Report

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

Human Resources

Browning Public Schools
Hiring Selection Report

Position Attendance Clerk		Applicant Recommended Shanna Little Dog-Leon	
Department/Location Browning Elementary School		Supervisor Sheila Hall	
Type of Position Classified	Starting Date 4/28/23	Term 189 Day	

Recruiting Date Posted: 1/31/23. Re-posted: 3/7/23 Closing Date: Open until filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Lindsay Garrow	3/20/23	Yes	3/30/23
	Shanna Little Dog-Leon	3/20/23	Yes	3/30/23
	Christy Madsen	3/21/23	Yes	3/30/23
	Brandon SureChief	3/13/23	Yes	No Show

Interview Committee	Title	Name	Title
Racquel LittlePlume	BES Asst Principal		
Jennifer Lafromboise-Wagner	BHS Principal		
Angel Dusty Bull	BHS Attendance Clerk		

Recommendation: Shanna has experience at BPS. She knows Infinite Campus, does home visits in current position and knows the community.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	10/28/21	Yes	Ok
State & Federal Criminal background check	9/13/21	Yes	Ok
Tribal Background check	9/13/21	Yes	OK

Salary: \$17.58 Placement: L2/S2 Contract Days: 189 Day prorated

Prepared by: John E Salois

Date: 4/18/23

Approved by:

Date: