

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 17, 2018



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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:**      December 10, 2018

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

**From:**      Sherie Blue  
**Title:**      Interim Director of Human Resources

**Subject: Hiring: Special Education Teacher Assistant-Napi**

**Description:** Jill Mattingly, Director of Special Services, is recommending the following for hire:

✚ Marnessa Ingraham, Special Education Teacher Assistant, Napi Elementary School, (L3/SP), \$16.15/hr.

**Financial Impact:** 2018-2021 Classified Labor Agreement

**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>Special Education Teacher Assistant</b>		Applicant Recommended Marnessa Ingraham	
Department/Location Napi Elementary		Supervisor Jill Mattingly/Sicily Bird	
Type of Position Classified	Starting Date 12/19/2018	Term 2018-2019 school year	

**Recruiting**      Date Posted: 10/17/2018      Closing Date: Open Until Filled  
 Comments: Jill Mattingly was initially scheduled to be on the interview committee, but had to call in for work that day. Due to the short notice of her absence, we had to accommodate the best we could in finding a replacement for her. Regina Rink was nice enough to fill in on short notice.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Hall, Ellen	11/6/2018	yes	11/29/2018
	Ingraham, Marnessa	10/23/2018	yes	11/29/2018
	Last Star, Brian	10/29/2018	No	No Interview
	No Runner, Tomasina	11/13/2018	Yes	11/29/2018
	Running Rabbit, Edward L.	10/24/2018	Yes	11/29/2018
	Spotted Eagle, Marti	10/26/2018	Yes	11/29/2018

Interview Committee		Title	Name	Title
Regina Rink	Speech/Language Specialist			
Katherine SkunkCap	BHS SPED Teacher			
Matthew Swenson	Napi SPED Teacher			

**Recommendation:** Marnessa has experience in this classroom and works well with special education students. We will be happy to have her back in our department.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Ok
State & Federal Criminal background check	On file	Yes	Ok
Tribal Background check	N/A	No	
TB documentation	On file	Yes	Ok

Salary: \$16.15/hr.	Placement: <u>L3/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue      Date 12/10/2018      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_