

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 8, 2022



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation 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: November 2, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Human Resource/Finance Assistant Secretary

Description: John Salois recommends the following hire for the 2022-2023 AY.

✚ Heather Harwood, Human Resource/Finance Assistant Secretary

Financial Impact: \$16.73 L2/S0 (\$18.32 L2/S5 after successful completion of 90-day probationary period)

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 Report

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

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position HR/Finance Assistant Secretary		Applicant Recommended Heather Harwood	
Department/Location Administration		Supervisor John Salois	
Type of Position Classified	Starting Date 11/10/22	Term 260-day prorated for late start	

Recruiting	Date Posted: 9/29/22	Closing Date: 10/14/22
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Heather Harwood	10/6/22	Yes	10/19/22
	Terrine LazyBoy	10/13/22	Yes	Declined
	Shanna Little Dog-Leon	9/29/22	Yes	Declined

Interview Committee	Title	Name	Title
John Salois	HR Director		
Teri DeRoche	Assistant Director Finance		
Charmaine Arcand	HR Administrative Assistant		

Recommendation: Heather has secretarial experience She has worked at BPS as a substitute and is familiar with BPS policies and procedures.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/30/22	Yes	OK
State & Federal Criminal background check	10/4/22	Yes	OK
Tribal Background check	10/14/22	Yes	OK

Salary: \$16.73/\$18.32	Placement: L2/S0	Contract Days: 260 day
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Prepared by: _____ Date 11/2/2022 Approved by: _____ Date: _____