

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 30, 2023



---

**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:**   8/22/23

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

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

**Subject:** **Hiring: Teacher Assistant-BES**

**Description:** Tonia Tatsey is recommending the following for hire:

👤 Shaeleigh Tailfeathers, Teacher Assistant

**Financial Impact:** L2/S2 \$17.50 (\$18.35 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 Selection Report

**Superintendent Action:**    Approved    Denied    Deferred   Initial & date: \_\_\_\_\_

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

---

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



## Browning Public Schools Hiring Selection Report

|                                       |                                   |  |  |
|---------------------------------------|-----------------------------------|--|--|
| Position<br><b>Teacher Assistant</b>  |                                   | Applicant Recommended<br><b>Shaeleigh Tailfeathers</b> |  |
| Department/Location<br><b>BES</b>     |                                   | Supervisor<br><b>Sheila Hall</b>                       |  |
| Type of Position<br><b>Classified</b> | Starting Date<br><b>8/31/2023</b> | Term<br><b>189 days</b>                                |  |

**Recruiting.** Date Posted: 10/17/22 Re-advertised: Closing Date: Open Until Filled

**Comments:**

| No. | Applicants Name<br>(Alphabetical by Last Name) | Date<br>Application<br>Received | Minimum<br>Requirements<br>Met? | Date Interviewed |
|-----|--|---------------------------------|---------------------------------|------------------|
|     | Rebecca Crawford                               | 8/1/23                          | Yes                             | No Show          |
|     | Shaeleigh Tailfeatehrs                         | 8/1/23                          | Yes                             | 8/7/23           |

| Interview Committee  |                          | Title | Name | Title |
|----------------------|--------------------------|-------|------|-------|
| Racquel Little Plume | Napi Assistant Principal |       |      |       |
| Dellyssa Ladd        | Napi Head Secretary      |       |      |       |
| Robert Hall          | BNAS Director            |       |      |       |
|                      |                          |       |      |       |

**Recommendation:** Shaeleigh has previously worked at BES, and she has experience working as a TA in Heart Butte for the past two years.

| Pre-Employment Requirements               | Date Initiated | Completed?<br>(Yes (N)o | Results<br>Received<br>(Negative = OK) |
|---|----------------|-------------------------|--|
| Drug test                                 | 8/11/23        | Yes                     | Ok                                     |
| State & Federal Criminal background check | 8/11/23        | Yes                     | Pending                                |
| Tribal Background check                   |                |                         |  |

Salary: 17.50/\$18.35 Placement: L2/S2 Contract Days: 189

Prepared by: Beverly Sinclair Date 8/15/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_