

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: November 14, 2023



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

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**Date:** 11/8//23

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

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

**Subject: Youth Case Manager - Youth Homelessness Demonstration Project (YHDP) 2023-2024**

**Description:** Irene Augare is recommending the following hire:

 Jeri Lawrence, YHDP Youth Case Manager for PCOP  
**Pending successful completion of pre-hire process.**

**Financial Impact:** \$22,766.00 (pro-rated at 132 days from \$37,080.00 for 215 days)

**Funding Source (Budget/Grant, etc.):** 115.90.476.1700.111.461

**Attachment(s):** Hiring Report

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

Position <b>YHDP Youth Case Manager</b>		Applicant Recommended <b>Jeri Lawrence</b>	
Department/Location <b>PCOP</b>		Supervisor <b>Irene Augare</b>	
Type of Position <b>Professional Technical</b>	Starting Date <b>11/16/23</b>	Term <b>132 days (from 215)</b>	

**Recruiting**      Date Posted: 8/23/23      Updated:      Closing Date:

**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. Whisper is the only qualified candidate.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Lawrence, Jeri	10/6/23	YES	10/17/23

Interview Committee	Title	Name	Title
Irene Augare	Director		
Ashlynn Marasco	McKenny Vento Liaison		
Shanna Little Dog-Leon	Attendance Clerk		

**Recommendation:** Jeri has worked with youth in various capacities throughout her career; including housing and educational assistance. She also spent time as an EMT, which allowed her first-hand engagement of homelessness and understanding of displacement. Additionally, Jeri has personal experience with taking in homeless youth.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/30/23	Yes	OK
State & Federal Criminal background check	10/30/23	Yes	Pending
Tribal Background check	10/30/23	Yes	Pending

**Salary:** \$22,766.00 pro-rated from \$37080      **Placement:** Professional/Technical      **Contract Days:** 132 (from 215)

Prepared by: Bev Sinclair      Date 11/8/23      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_