

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 15, 2020



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: November 8, 2020

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: BHS Head Secretary

Description: Jennifer Lafromboise-Wagner is recommending the following for hire:

🇺🇸 Melanie Heavy Runner, Head Secretary, L4/0

Financial Impact: \$18.28 (\$18.90 upon successful completion of probationary period)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position BHS Head Secretary		Applicant Recommended Melanie HeavyRunner	
Department/Location BHS		Supervisor Jennifer Lafromboise-Wagner	
Type of Position Classified	Starting Date December 28, 2020	Term 260 day	

Recruiting. Date Posted: 11/11 /2020 Re-advertised: N/A Closing Date: 12/2/2020

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. There is only 1 position open and only 1 applicant. The applicant meets requirements. As the season is starting further recruitment is impractical. Did complete interview process for attendance clerk.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Melanie HeavyRunner	11/11/2020	Yes	N/A

Interview Committee	Title	Name	Title
Jennifer Lafromboise-Wagner	BHS Principal		
William Huebsch	BMS Principal		
Ladean Racine	BHS Secretary		

Recommendation:
Melanie has experience working in the district. She has a positive attitude and would be a good fit for the position. She has work experience that would apply to the position.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/1/2020	Yes	Negative
State & Federal Criminal background check	12/3/2020	Yes	Negative
Tribal Background check	12/4/2020	Yes	Negative

Salary: \$18.28 (\$18.90 after probationary period) Placement: Exp L4/0 Contract Days: 260 day

Prepared by: John E. Salois Date 12/8/2020 Approved by: _____ Date: _____