

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 27, 2018



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: June 19, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Assistant High School Secretary

Description: Lorial Momberg, Assistant School Secretary, is recommending the following individual for hire for the 2018-2019 school year:

✚ Lorial Momberg, Assistant School Secretary, High School, (L2/SP), \$14.54/hr.

Financial Impact: Per 2018-2021 Classified Labor Agreement

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 Assistant School Secretary		Applicant Recommended Lorial Momberg	
Department/Location High School		Supervisor John Salois	
Type of Position Certified	Starting Date 7/23/2018	Term 2018-2019 School Year	

Recruiting	Date Posted: 5/4/2018	Closing Date: Open Until Filled
Comments:		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Fulkerson, Shelly		Yes	5/18/2018
	Kicking Woman, Angela		Yes	5/18/2018
	Momberg, Lorial		Yes	5/18/2018

Interview Committee			
Name	Title	Name	Title
John Salois	BHS Principal		
Tammy Hall Reagan	BHS Counselor		
Josephine Wagner	BHS Head Secretary		

Recommendation: Lorial has experience in office/clerical. She has worked with the High School in previous positions and has knowledge of students, their families, and the community.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Ok
Criminal background check	On file	Yes	Ok
Tribal background check	On File	Yes	Ok
TB documentation	Pending	Yes	Ok

Salary: \$14.54/hr.	Placement: <u>L2/SP</u>	Contract Days: 225
---------------------	-------------------------	--------------------

Prepared by: Sherie Blue Date 6/19/18 Approved by: _____ Date: _____