

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 25, 2024



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: 3/21/24

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: **Hiring; Assistant Softball Coach-BHS 2023-2024 sport season**

Description: Tony Wagner is recommending the following hire:

✚ Melissa Running Crane-BHS Assistant Softball Coach (Exp. 1)
Pending Successful Pre-hire Process

Financial Impact: \$2,105.00

Funding Sources: BHS Softball 226 60 720 3589 150

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 Assistant Softball Coach		Applicant Recommended Melissa Running Crane	
Department/Location BHS		Supervisor Tony Wagner	
Type of Position Coaching	Starting Date 3/26/24	Term 3/11/24 - 5/25/24	

Recruiting. Date Posted: 1/9/24 Re-advertised: Closing Date:

Comments: Per BPS Policy #5120, the competitive process may be unnecessary in the following circumstance: B. Only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There are only two qualified candidates who have applied for three available positions.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed

Interview Committee	Title		Name	Title

Recommendation: Melissa is a current Substitute for BPS. She is being hired for this position based on having one year of experience coaching softball at BPS; having the knowledge to coach; as well as the skills, fundamentals, and techniques and is looking to expand her coaching experience and knowledge.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	3/22/24	Yes	Ok
Criminal background check	3/22/24	Yes	Pending
Tribal Background Check	3/22/24	Yes	Pending

Salary: \$2,105.00 Placement Lane: Exp. 1 Contract Days: Sport Season

Prepared by: Bev Sinclair Date: 3/21/24 Approved by: _____ Date: _____