

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



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**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

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**Date:**    3/21/24

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

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

**Subject: Hiring: BES Custodian**

**Description:** Sheila Hall is recommending the following hire:

✚ William Lawrence, BES Custodian

**Financial Impact: L2/S0; \$17.50 (L2/S2; \$18.35 after successful completion of 90-working-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:** \_\_\_\_\_

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



## Browning Public Schools Hiring Selection Report

Position <b>Custodian</b>		Applicant Recommended <b>William Lawrence</b>	
Department/Location <b>BES</b>		Supervisor <b>Sheila Hall</b>	
Type of Position <b>Custodial</b>	Starting Date <b>3/26/24</b>	Term <b>260 days</b>	

**Recruiting.**    Date Posted:                      Re-advertised:    Closing Date:

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Lawrence, William	04/14/24	Yes	3/15/24
	McConnell, Gwenalee	01/09/24	Yes	3/15/24

Interview Committee	Title	Name	Title

**Recommendation:** William has two years' experience as a custodian with BPS. He is knowledgeable in the area of sanitization, and he is currently working as a substitute janitor for BPS.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	02/06/24	Yes	Ok
Criminal background check	11/30/21	Yes	Ok
Tribal Background Check	11/8/21	Yes	Ok

**Salary:** L2/S0, \$17.50                      **Placement Lane:** L2/S2, \$18.35 Exp. 2 yrs                      **Contract Days:** 260 days

Prepared by:     Bev Sinclair                          Date: 3/21/24                      Approved by: \_\_\_\_\_                      Date: \_\_\_\_\_