

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 8, 2023



---

<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 checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide

---

**Date:** 8/2/23

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

**From:** John Salois  
**Title:** Director of Human Resources

**Subject: Hiring: BMS Assistant Secretary**

**Description:** Dennis Juneau recommends the following for hire:

✚ Sarah Kuka L2/S1

**Financial Impact:** \$18.12

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against Impact Aid for respective building/department/program/grant as applicable.

**Attachment(s):** Hiring Selection Report

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

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

---

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

Browning Public Schools  
Hiring Selection Report

Position <b>Assistant Secretary</b>		Applicant Recommended <b>Sarah Kuka</b>	
Department/Location <b>Browning Middle School</b>		Supervisor <b>Dennis Juneau</b>	
Type of Position <b>Classified</b>	Starting Date <b>8/9/23</b>	Term <b>225 Day</b>	

<b>Recruiting</b>	Date Posted: 6/19/23	Updated:	Closing Date: Open Until Filled
<b>Comments:</b>			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Shondell Blackman	7/17/23	Yes	7/27/23
	Sarah Kuka	6/20/23	Yes	7/27/23
	Shanna LittleDog-Leon	6/20/23	Yes	7/27/23
	Rendy Jo Madplume	6/17/23	Yes	7/27/23

Interview Committee	Title	Name	Title
Dennis Juneau	Asst. Supt/BMS Principal		
Edna Pollock	BMS Head Secretary		
Jack Parrent Jr	BHS Counselor		

**Recommendation:** Sarah Kuka is a current employee of BPS. She has worked as an assistant cook and as a SPED Teacher's Assistant. She has experience helping with secretarial duties as needed.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	3/16/15	Yes	OK
State & Federal Criminal background check	3/30/12	Yes	OK
Tribal Background check	10/30/15	Yes	OK

Salary: \$18.12	Placement: L2/S1	Contract Days: 225
-----------------	------------------	--------------------

Prepared by: John E Salois Date 8/2/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_