

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/31/22



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ 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: August 24, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Youth Mental Health Prevention Specialist-BMS 2022-2023

Description: Cinnamon Crawford recommends the following hire:

 Kayla Burns Youth Mental Health Prevention
Pending Completion of Pre-hire process

Financial Impact: \$43,000.00 (187 days, prorated for late start)

Funding Source (Budget/Grant, etc): Spookinapii Program (115.90.450.2122.113.212)

Attachment(s): Hiring Selection Report

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)_____

Comments: _____

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

Human Resources
Department

Browning Public Schools
Hiring Selection Report

Position Youth Mental Health Prevention Specialist		Applicant Recommended Kayla Burns	
Department/Location Spookinapii-BMS		Supervisor Cinnamon Crawford	
Type of Position Professional Technical	Starting Date TBD	Term 187 Day prorated	

Recruiting Date Posted: 6/6/22. Updated 6/27/22 Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kayla Burns	8/5/22	Yes	8/9/22
	Kailey Hall	8/3/22	Yes	8/9/22
	Steath Keener	8/9/22	Yes	8/9/22

Interview Committee	Title	Name	Title
William Huebsch	KW/vina Assistant Principal		
Kiana McClure	YMHP Specialist		
Cinnamon Crawford	Spookinapii Coordinator		

Recommendation: Kayla Burns has relevant experience for the position. She has a Bachelor's degree in psychology

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/17/22	Yes	Ok
State & Federal Criminal background check	8/23/22	No	Pending
Tribal Background check	8/23/22	No	Pending

Salary: \$43,000.00 Prorated for late start. **Placement:** P/T **Contract Days:** 187 prorated

Prepared by: _____ Date 8/24/2022 Approved by: _____ Date: _____