

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 26, 2023



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: July 17, 2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Director of Human Resources-Professional Technical 2023-2024

Description: Corrina Guardipee-Hall is recommending the following for hire:

✚ Beverly Sinclair, Director of Human Resources
Pending successful completion of pre-hire process

Financial Impact: \$78,135.00 (pro-rated from \$85,000 @ 239 days for late start)

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: _____

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



Browning Public Schools Hiring Selection Report

Position Director		Applicant Recommended Beverly Sinclair	
Department/Location Administration		Supervisor Corrina Guardipee-Hall	
Type of Position Professional Technical	Starting Date 8/1/2023	Term 260 day-prorated to 239	

Recruiting. Date Posted: 6/7/23 Re-advertised: Closing Date: Open Until Filled 6/21/23

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Anne Racine	6/21/23	Yes	6/20/23
	Beverly Sinclair	6/19/23	Yes	6/27/23

Interview Committee		Title	Name	Title
Corrina Guardipee-Hall		Superintendent		
Dennis Juneau		Asst Superintendent		
Sherie Blue		Finance Clerk		

Recommendation: Beverly has 15 years of Human Resources experience. She has helped train and provide guidance to HR professionals on a wide range of employment issues. She has management and supervisory experience. She holds a BA in Business Administration and Management, and a MA in Business Administration.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	6/29/23	Yes	OK
State & Federal Criminal background check	6/29/23	No	
Tribal Background check	6/29/23	No	

Salary: \$85,00.00 prorated to \$78,135.00 Placement: P/T Contract Days: 260 prorated to 239

Prepared by: John E. Salois Date 6/17/23 Approved by: _____ Date: _____