

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 29, 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: March 21, 2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: PCA

Description: Ginny Crawford, SPED Supervisor is recommending the following for hire:

👤 Whisper Michel, Personal Care Attendant

Financial Impact: \$15.08 Per Classified Salary Schedule (15.69 L1/S1 after successful completion of 90-day probationary period)

Funding Source: Building Impact Aid

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 Personal Care Attendant		Applicant Recommended Whisper Michel	
Department/Location Browning Middle School		Supervisor Angela Heavy Runner/ Ginny Crawford	
Type of Position Classified	Starting Date 3/30/23	Term 189 day	

Recruiting Date Posted: 2/2/23 Closing Date: Until filled

Comments: Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. Whisper is the only qualified candidate.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Whisper Michel	3/16/23	Yes	N/A

Interview Committee	Title	Name	Title

Recommendation: Whisper had worked in this position until 2/10/23. She resigned due to personal/family reasons. She has moved back to Browning and is the only qualified candidate for her old position.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/14/18	Yes	OK
State & Federal Criminal background check	10/18/18	Yes	OK
Tribal Background check	10/12/18	Yes	OK

Salary: \$15.08 /\$15.69 Placement: L1/S0 Contract Days: 189

Prepared by: John E. Salois Date 3/21/23 Approved by: _____ Date: _____