

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 12, 2021



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: January 5, 2021

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: BHS Attendance Clerk

Description: Jennifer Lafromboise-Wagner is recommending the following for hire:

✚ Ranee Birdrattler, Attendance Clerk, Lane 2

Financial Impact: \$14.98 (\$15.60 upon successful completion of probationary period)

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 BHS Attendance Clerk		Applicant Recommended Ranee Birdrattler	
Department/Location BHS		Supervisor Jennifer Lafromboise-Wagner	
Type of Position Classified	Starting Date January 14, 2021	Term 187 day	

Recruiting. Date Posted: 9/22/2020 Re-advertised: N/A Closing Date: 10/06//2020

Comment:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Ranee Birdrattler	10/5/2020	Yes	11/16/2020
	Amanda Falmand	9/24/2020	Yes	11/16/2020
	Melanie HeavyRunner	10/5/2020	Yes	11/16/2020
	MaryBeth LazyBoy	10/2/2020	Yes	11/16/2020
	Jacy Racine	9/22/2020	Yes	11/16/2020

Interview Committee	Title	Name	Title
Jennifer Lafromboise-Wagner	BHS Principal		
William Huebsch	BMS Principal		
Ladean Racine	BHS Secretary		

Recommendation:

Candidate has many years of experience in office work, especially data entry. She has demonstrated job stability in previous position. She is task oriented, and will be a good fit for the building and position. She demonstrated a calm and positive personality which will work well with the duties of the position. She has completed one year of college towards an AA in office administration.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/15/2020	Yes	Negative
State & Federal Criminal background check	12/18/2020	Yes	Negative
Tribal Background check	12/16/2020	Yes	Negative

Salary: \$14.98-\$15.60 after probationary period. Placement: Exp L2/0 Contract Days: 187 day

Prepared by: John E. Salois Date 1/5/2021 Approved by: _____ Date: _____