

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: July 27, 2022



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**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

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**Date:**      June 7, 2022

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

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

**Subject: Hiring: 9-Month Bus Driver**

**Description:** Wayne Bullcalf, Transportation Supervisor, is recommending the following for hire:

👤 Judy Smith, 9-Month Bus Driver

**Financial Impact:** L3/S5 \$18.39 (\$20.23 after successful completion of a 90-day probationary period)

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

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

## Browning Public Schools Hiring Selection Report

Position <b>9 Month Bus Driver</b>		Applicant Recommended <b>Judy Smith</b>	
Department/Location <b>Transportation</b>		Supervisor <b>Francis W Bullcalf</b>	
Type of Position <b>Classified</b>	Starting Date <b>8-22-2022</b>	Term <b>187 days</b>	

**Recruiting**      Date Posted: 3//2022 readvertised: 5/3/22, 6/16/22      Closing Date: Until filled

**Comments:** Per Board Policy #5120 Recruitment and Selection: Exceptions: The competitive selection process may be unnecessary in the following circumstances: B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. Judy is the only candidate to apply and there are 3 position available

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Judy Smith	7/19/22	Yes	N/A

Interview Committee	Title	Name	Title

**Recommendation:** We have several driving positions available, and we have had Judy helping in our department as a sub in the office. Judy works well with the other staff, she IS very efficient and helps in all areas of the Transportation Dept. Judy has been a bus driver with the district previously and has her CDL.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	4/18/22	Yes	Ok
State & Federal Criminal background check	4/18/22	Yes	Ok
Tribal Background check	4/18/22	Yes	OK

Salary: \$18.39 -\$20.23      Placement: L3/S5      Contract Days: 187

Prepared by: John E. Salois      Date 6/7/2022      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_