

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 14, 2019



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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:**      May 6, 2019

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

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

**Subject: Hiring: BHS Receptionist**

**Description:** Billie Jo Juneau, is recommending the following for hire:

✚ Frances Racine, BHS Receptionist L2/Exp 0: \$14.76 (\$15.14 after successful 90 day probationary period.

**Financial Impact:** \$14.76/\$15.14

**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>BHS Receptionist</b>		Applicant Recommended <b>Frances Racine</b>	
Department/Location <b>High School</b>		Supervisor <b>Billie Jo Juneau</b>	
Type of Position <b>Classified</b>	Starting Date <b>4/16/19</b>	Term <b>187 Day</b>	

<b>Recruiting</b>	Date Posted: 3/22/2019	Re-advertised: N/A	Closing Date: 4/18/2019
Comment:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Heidi Bullcalf	4/17/2019	Yes	4/26/2019
	Amanda Flamand	4/2/2019	Yes	4/26/2019
	Frances Racine	4/18/2019	Yes	4/26/2019
	Kimberly Wippert	4/18/2019	Yes	4/26/2019

Interview Committee		Title	Name	Title
Josephine Wagner	BHS Head School Secretary			
Angela Heavy Runner	BMS Assistant Secretary			
Dennis Juneau	BMS Principal			

**Recommendation:** Frances Racine has a lot of experience and meets all requirements of the position. She has excellent public relations skills and the ability to work with others in a positive manner. She has worked within the District for several years as a substitute teacher and secretary at the high school. Frances has demonstrated competence using Infinite Campus, BPS email system, and other BPS technology.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Ok
State & Federal Criminal background check	On file	Yes	Ok
Tribal Background check	N/A	No	
TB documentation	4/17/2019	Yes	Ok

Salary: \$\$14.54/\$15.14	Placement: L2/Exp 0	Contract Days: 187 Day
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Prepared by: John E. Salois Date 5/3/2019 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_