

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 30, 2023



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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:**      8/22/23

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

**From:**      Bev Sinclair  
**Title:**      Director of Human Resources

**Subject: Hiring: Teacher Assistant-BMS**

**Description:** Dennis Juneau is recommending the following for hire:

🏹 Courtney Spotted Eagle, Teacher Assistant

**Financial Impact:** L2/S1 \$17.50 (\$18.12 after successful completion of 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: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Teacher Assistant</b>		Applicant Recommended <b>Courtney Spotted Eagle</b>	
Department/Location <b>BMS</b>		Supervisor <b>Dennis Juneau</b>	
Type of Position <b>Classified</b>	Starting Date <b>8/31/2023</b>	Term <b>189 days</b>	

**Recruiting.** Date Posted: 10/17/22 Re-advertised: Closing Date: Open Until Filled

**Comments:** Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance:  
 B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There are only two candidate who have applied for multiple positions

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Courtney Spotted Eagle	8/16/23	Yes	8/17/23

Interview Committee	Title	Name	Title
Angela Heavy Runner	BMS Assistant Principal		
Sandra Rivas	ESSER Project Manager		
Edna Pollock	BMS Head Secretary		

**Recommendation:** Courtney has previous experience working with middle-school-aged children, and she is working on an Associate's Degree in Education.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	8/17/23	Yes	Ok
State & Federal Criminal background check	8/17/23	Yes	Pending
Tribal Background check			

Salary: 17.50/\$18.12 Placement: L2/S1 Contract Days: 189

Prepared by: Beverly Sinclair Date 8/15/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_