

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 31, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: May 25, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Payroll Clerk

Description: Crystal Tailfeathers recommends the following for hire:

✚ Shaundel Calf Boss Ribs, Payroll Clerk

Financial Impact: L5/S0 \$21.62 (L5/S1 \$23.02 after the 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): Hire Selection Report

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



**Browning Public Schools
Hiring Selection Report**

Position Payroll Clerk		Applicant Recommended Shaundel Calf Boss Ribs	
Department/Location Finance		Supervisor Crystal Tailfeathers	
Type of Position Classified	Starting Date 6/5/23	Term 260 day prorated	

Recruiting Date Posted: April 27, 2023 Re-posted: Closing Date: May 10, 2023

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Shaundel Calf Boss Ribs	4/3/23	Yes	5/17/23
	Brandon Sure Chief	5/9/23	Yes	5/17/23

Interview Committee	Title	Name	Title
Crustal Tailfeathers	Director of Finance		
John Salois	Director of Human Resources		
Jerelyn Gobert	Payroll Clerk		

Recommendation: Shaundel has some experience with timesheet preparation, Black Mountain software, and the ability to work well with others. She holds an AA in Social Work-Human Services, and has 2 years of business at MSU Northern.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	3/3/23	Yes	Ok
State & Federal Criminal background check	3/8/23	Yes	Ok
Tribal Background check	3/8/23	Yes	OK

Salary: \$21.62-\$23.02 Placement: L5/S0-L5/S1 Contract Days: 260 Day prorated

Prepared by: John E Salois

Date: 5/25/23

Approved by:

Date: