

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 25, 2023



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 18, 2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Payroll Clerk

Description: Crystal tailfeathers, Finance Director is recommending the following for hire:

✚ Jerelyn Gobert, Accounting Clerk Payroll

Financial Impact: \$22.25 L5/S1 (Per Classified Salary Schedule 2022-2023)

Funding Source: 126.90.160.2500.115

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 Accounting Clerk Payroll		Applicant Recommended Jerelyn Gobert	
Department/Location Finance		Supervisor Crystal Tailfeathers	
Type of Position Classified	Starting Date 1/26/23	Term 260 day	

Recruiting Date Posted: 12/2/2022. Reposted: 12/28/22 Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Cicily CalfBossRibs	1/11/22	Yes	1/17/23
	Nicklo CrossGuns	1/6/23	Yes	1/17/23
	Jerelyn Gobert	1/3/23	Yes	1/17/23
	Shanna LittleDog	1/5/22	Yes	1/17/23
	Tiffany Sellars	1/12/23	Yes	1/17/23

Interview Committee	Title	Name	Title
Crystal Tailfeathers	Finance Director		
Dennis Juneau	Assistant Superintendent		
Sherie Blue	Payroll Clerk-Student Accounts		

Recommendation: Jerelyn has worked for the district for a number of years as the HiSET Tutor. She has Associate's Degrees in Business Management and Small Business Management. She has experience working with budgets and timesheets. She works well with others and has always been willing to help others as needed.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/2/15	Yes	OK
State & Federal Criminal background check	12/10/15	Yes	OK
Tribal Background check	12/2/15	Yes	OK

Salary: \$22.25 Placement: L5/S1 Contract Days: 260

Prepared by: John E. Salois Date 1/18/23 Approved by: _____ Date: _____