

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 29, 2021



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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:**   September 21, 2021

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

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

**Subject: Hiring: School Nurse 2021-2022**

**Description:** Sicily Bird and William Huebsch are recommending the following for hire. Myranda will be .5FTE at Napi Elementary and .5FTE at Browning Middle School:

✚ Myranda Sinclair, School Nurse BA/5

**Financial Impact:** \$40,303.00 Per Certified Salary Schedule (prorated from \$48,004.00 for late start 157 days)

**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>School Nurse</b>		Applicant Recommended <b>Myranda Sinclair</b>	
Department/Location <b>Napi/BMS</b>		Supervisor <b>Sicity Bird/William Huebsch</b>	
Type of Position <b>Certified</b>	Starting Date <b>9/30/2021</b>	Term <b>187 day prorated</b>	

**Recruiting**      Date Posted: 8/20/2021      Closing Date: until filled

Comments: Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only two applicants are qualified and meet eligibility requirements and further recruiting is impractical. Myranda was the only qualified candidate to submit an application. As the school year is starting further recruitment is impractical

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Myranda Sinclair	9/2/2021	Yes	N/A

Interview Committee	Title	Name	Title
Sicity Bird	Principal Napi		
William Huebsch	Principal BMS		

**Recommendation:** Myranda has been working for BPS as a school nurse under a CSA. She is a registered Nurse and has experience working at as a school nurse and at Northern Rockies Medical Center.

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

Salary: \$40,303.00 (prorated from \$48,304.00)    Placement: BA/5    Contract Days: 187 days (prorated at 157 days)

Prepared by: John E. Salois      Date 3/3/21      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_