

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 27, 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: 9/20/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Computer Technician-Professional Technical 2023-2024

Description: Corrina Guardipee-Hall is recommending the following hire:

 Heidi Crawford, Computer Technician
Pending successful completion of pre-hire process

Financial Impact: \$37,885.07 (260-day contract prorated from \$50,000.00 for 197 days)

Funding Source: 126.78.162.2220.113 / 226.78.162.2220.113 (75%/25%)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

Human Resources
Department

Browning Public Schools Hiring Selection Report

| | | | |
|---|---------------------------------|--|--|
| Position Computer Technician | | Applicant Recommended Heidi Crawford | |
| Department/Location IT Dept. | | Supervisor Rebecca Rappold | |
| Type of Position Information Technology | Starting Date 9/28/23 | Term 260-day contract; ends 6/30/24 | |

| | | | |
|--------------------|-----------------------------|----------------|---------------|
| Recruiting: | Date Posted: 8/22/23 | Re-advertised: | Closing Date: |
| Comments: | | | |

| No. | Applicants Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed |
|-----|--|---------------------------|---------------------------|------------------|
| | Heidi Crawford | 10/3/22 | Yes | 9/11/23 |
| | Roy Crawford, Jr. | 8/25/23 | Yes | 8/28/23 |

| Interview Committee | Title | Name | Title |
|------------------------|-----------------------|------|-------|
| Corrina Guardipee-Hall | Superintendent | | |
| Rebecca Rappold | Director | | |
| Jocko Parrent | Compliance Specialist | | |
| | | | |

Recommendation: Heidi has significant experience configuring MacBooks, iPads, Apple TVs, etc. She has prior knowledge of digital platforms, as she worked in the BPS Technology Department during 2022-2023 to support the network & device function of BPS Technician.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|---|----------------|--------------------------|-------------------------------------|
| Drug test | 9/11/23 | Yes | OK |
| State & Federal Criminal background check | 11/14/22 | Yes | OK |
| Tribal Background Check | 11/7/22 | Yes | OK |

| | | |
|-------------------------------------|----------------------|--|
| Salary: \$37,885.07 prorated | Placement: BS | Contract Days: 197 prorated (260) |
|-------------------------------------|----------------------|--|

Prepared by: Bev Sinclair Date 9/21/23 Approved by: _____ Date: _____