

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/12/23



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ 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:**      8/30/2023

**To**              School board Members

**From:**   Corrina Guardipee-Hall ED.S.  
**Title:**     Superintendent

**Subject:** **Hiring: 3-Month Interim Finance Director and District Clerk 2023-2024**

**Description:** The interview team chose to recommend the following hire:

 Sandra Rivas, 3-Month Interim Finance Director/District Clerk

**Financial Impact:** **\$19,000.00** + fringe (prorated from \$76,000 for 3-months)

**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

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

## Browning Public Schools Hiring Selection Report

Position <b>Finance Director</b>		Applicant Recommended <b>Sandra Rivas</b>	
Department/Location <b>Administration</b>		Supervisor <b>Corrina Guardipee-Hall ED.S.</b>	
Type of Position <b>Professional Technical</b>	Starting Date <b>10/1/2023</b>	Term <b>189 days</b>	

**Recruiting.**    Date Posted: July 10, 2023    Re-advertised:    Closing Date: Open Until Filled

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Sandra Rivas	7/23/23	Yes	8/07/23
	Kirsten Boyd	7/23/23	Yes	8/07/23
	Sasheen Campbell	7/23/23	Yes	8/07/23

Interview Committee	Title	Name	Title
Corrina Guardipee-Hall	Superintendent		
Gwyn Andersen	Interim Finance Director		
James RunningFisher	School Board Member		

**Recommendation:** Sandra Rivas has 14 years of experience in the Business Office. She will have her Bachelor's Degree in December for Business. She has a wealth of knowledge in the benefits and student activities area. She also has been helping with payroll, and ESSER. Her years working in the business office gives her the advantage of knowing our Black Mountain Software, our E-grants reporting, the self-insurance, and construction.

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

Salary: \$19,000.00    Placement: \_\_\_\_\_    Contract Days: 65 days

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