

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 7, 2022



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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 2, 2022

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

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

**Subject: Hiring: Elementary Teacher - Browning Middle School 2022-2023**

**Description:** Angela Heavy Runner recommends the following for the 2022-2023 Academic Year.

- Melody Small, Science Teacher- BMS, BA/7  
    Pending completion of pre-hire process

**Financial Impact:** \$52,836.00 prorated for late start (\$282.55 daily rate)

**Funding Source (Budget/Grant, etc):** Building Title 1

**Attachment(s):** Hiring 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>Teacher</b>		Applicant Recommended <b>Melody Small</b>	
Department/Location <b>Browning Middle School</b>		Supervisor <b>Angela Heavy Runner</b>	
Type of Position <b>Certified</b>	Starting Date <b>TBD</b>	Term <b>187 days prorated for late start</b>	

**Recruiting**      Date Posted: 4/6/22      Closing Date: Until Filled

**Comments:** Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance:  
B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There is only one candidate who has applied.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Melody Small	8/31/22	yes	N/A

Interview Committee	Title	Name	Title

**Recommendation:** Melody has worked in BPS as a science teacher at BHS. She holds her BS in secondary science education and OPI certification.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/6/22	YES	OK
State & Federal Criminal background check	9/6/22	Yes	OK
Tribal Background check	9/6/22		

Salary: \$52,836 prorated for late start Placement: BA/7.

Salary: \$52,836 (prorated for late start) Contract Days: 187

Prepared by John Salois      Approved by \_\_\_\_\_      Date: \_\_\_\_\_

