

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 13, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide

Date: June 7, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Teacher Assistant, KW/Vina

Description: Tonia Tatsey recommends the following hire for the 2023-2024 AY

- LaShawna Melchor, Teacher Assistant

Financial Impact: \$17.50/\$18.12 (L2/S0 \$17.50 (\$18.12 after successful completion of 90-day probationary period)

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): None

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Teacher Assistant		Applicant Recommended LaShawna Melchor	
Department/Location KW/Vina Elementary School		Supervisor Tonia Tatsey	
Type of Position Classified	Starting Date 8/15/23	Term 189 day prorated	

Recruiting	Date Posted: 10/17/22. Reposted 11/16/22	Closing Date: Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	LaShawna Melchor	4/14/23	Yes	5/3/23

Interview Committee	Title	Name	Title
Tonia Tatsey	KW/Vina Principal		
William Huebsch	KW/Vina Asst Principal		
Robert Hall	BNAS Director		

Recommendation: LaShawna demonstrated that she is compassionate about working with children. She has experience working with young children in a day care setting. She has experience at KW/Vina as a substitute. She has college credits toward a degree in Early Childhood Education, but has not completed her degree yet.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	1/18/23	Yes	OK
State & Federal Criminal background check	1/26/23	No	OK
Tribal Background check	1/19/23	No	OK

Salary: \$17.50/\$18.12	Placement: L2/S0.	Contract Days: 189
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Prepared by: _____ Date 6/8/23. Approved by: _____ Date: _____