

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 25, 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: 10/4/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Custodian-BES

Description: Sheila Hall is recommending the following hire:

🚦 Jenny Weasel Head, Flex Custodian

Financial Impact: \$17.50 L2/S0 (L2/S1 \$18.12 after successful completion of 90-working-day probationary period)

Funding Sources (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

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 Flex Custodian		Applicant Recommended Jenny Weasel Head	
Department/Location BES		Supervisor Sheila Hall	
Type of Position Custodial	Starting Date 10/27/23	Term School Year	

Recruiting. Date Posted: 9/6/23 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Reevis, Charles	8/23/23	Yes	9/28/23
	WeaselHead, Jenny	9/9/23	Yes	9/28/23

Interview Committee	Title	Name	Title
Kimberly Tatsey-McKay	BMS Counselor		
Raquel Little Plume	BES Assistant Principal		
Sheila Hall	Principal		

Recommendation: Jenny has prior sub experience working as a janitor. She is willing to work, and she has taken trainings on janitorial work in the past.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	9/25/23	Yes	Ok
State & Federal Criminal background check	10/2/23	Yes	Ok
Tribal Background check	10/2/23	Yes	Ok

Salary: \$17.50 / \$18.12 Placement: L2/S0; L2/S2 Contract Days: 189 Days

Prepared by: Beverly Sinclair

Date: 10/3/23

Approved by: _____

Date: _____