

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 8, 2022



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

Date: November 2, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Professional/Technical Technology Technician 2022-2023

Description: William Kennedy recommends the following for hire:

🚩 Heidi Crawford-Technology Technician, Professional-Technical 260 day
Pending successful completion of pre-hiring process

Financial Impact: to be prorated from \$41,600.00 at \$160 per day from start date to June 30, 2023

Funding Source (Budget/Grant, etc): ESSER 115.78.785.2220.113.633

Attachment(s): Hire Selection Report

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 Technology Technician | | Applicant Recommended Heidi Crawford | |
| Department/Location Information Technology | | Supervisor William Kennedy | |
| Type of Position Professional-Technical | Starting Date TBD | Term 260 day prorated for late start | |

| | | |
|-------------------|-----------------------------|--|
| Recruiting | Date Posted: 9/29/22 | Closing Date: Open until filled |
| Comments: | | |

| No. | Applicants Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed |
|-----|--|---------------------------|---------------------------|------------------|
| | Heidi Crawford | 10/3/22 | Yes | 10/31/22 |

| Interview Committee | Title | Name | Title |
|---------------------|----------------------|------|-------|
| William Kennedy | Director of IT | | |
| Ben Lawrence | Technology Assistant | | |
| Rebecca Rappold | Curriculum Director | | |
| | | | |

Recommendation: Demonstrated knowledge about position requirements. Military experience in technology.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|---|----------------|--------------------------|-------------------------------------|
| Drug test | 11/2/22 | Yes | Ok |
| State & Federal Criminal background check | 11/2/22 | No | Pending |
| Tribal Background check | 11/2/22 | No | Pending |

Salary: \$41,600.00 prorated Placement: P/T Contract Days: 260 Days prorated for late start

Prepared by: John E Salois

Date: 11/3/22

Approved by: _____

Date: _____