

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 11, 2022



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: January 4, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Assistant Secretary/HR, Finance

Description: John Salois is recommending the following for hire:

👤 Charmaine Arcand, Assistant Secretary, Human Resources/Finance

Financial Impact: Per Classified Salary Schedule: L2/Exp 1 (\$15.98/16.60 after probationary period)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Assistant Secretary HR/Finance		Applicant Recommended Charmaine Arcand	
Department/Location HR/Finance		Supervisor John Salois	
Type of Position Classified	Starting Date 1-13-2022	Term 189 day prorated	

Recruiting	Date Posted: 11-10-2021	Closing Date: Until filled
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Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Charmaine Arcand	11/30/2021	Yes	12/10/2021
	Katrina Guardipee	11/30/2021	Yes	12/10/2021
	Loretta Rex	11/29/2021	Yes	No show
	Jenice Running Crane	11/29/2021	Yes	12/10/2021

Interview Committee	Title	Name	Title
Elva Dorsey	HR Admin Assistant		
Crystal Tailfeathers	Director, Finance		
Sheri Blue	Finance-Student Accounts		

Recommendation: Charmaine Arcand has previous secretarial experience. She holds an AA in Business Management and will earn her BA in Business Management in 6/20/22

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/21/2021	Yes	Ok
State & Federal Criminal background check	12/27/2021	Yes	Ok
Tribal Background check	12/29/2021	Yes	OK

Salary: \$15.98/16.60	Placement: <u>L2/ Exp: 1</u>	Contract Days: 189 Day
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Prepared by: John E. Salois Date 1/4/2022 Approved by: _____ Date: _____