

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 9, 2019



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: July 1, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: BHS Assistant School Secretary

Description: Jennifer Lafromboise, BHS Principal, is recommending the following hire:

✚ Gerald Parrent Jr., Assistant School Secretary, High School, (L2/SP), \$14.76/hr.

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): 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 School Secretary		Applicant Recommended Gerald Parrent Jr.	
Department/Location High School		Supervisor Jennifer Lafromboise	
Type of Position Classified	Starting Date 07/29/2019	Term 2019-2020 School year	

Recruiting	Date Posted: 05/18/2019	Closing Date: 5/30/2019
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Augare, Beth	05/30/2019	Yes	6/5/19
	Buel, Monica	05/20/2019	Yes	6/5/19
	Bull Calf, Heidi	05/16/2019	Yes	6/5/19
	Dubray, Jennifer	05/30/2019	Yes	6/5/19
	Flammond, Amanda	05/21/2019	Yes	6/5/19
	Kipp, Leatha	05/30/2019	Yes	6/5/19
	Parrent Jr. Gerald	05/29/2019	Yes	6/5/19

Interview Committee		Title	Name	Title
William Huebsch	BHS Assistant Principal			
Angela Heavy Runner	BMS Assisatnt Principal			
Ladean Racine	BHS Attendance Receptionist			
Myndi Gallagher-Horn	Student Activities Secretary			

Recommendation: Gerald has the most experience with staff, students, and school programs. He is also familiar with multiple levels of the school's software systems.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Ok
State & Federal Criminal background check	On file	Yes	Ok
Tribal Background check	On file	Yes	Ok
TB documentation	On file	Yes	Ok

Salary: \$14.76/hr.	Placement: <u>L2/SP</u>	Contract Days: 225 Days
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Prepared by: Sherie Blue Date 07/01/2019 Approved by: _____ Date: _____