

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 28, 2021



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: April 20, 2021

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: BMS Activities Coordinator 2020-21

Description: Everett Armstrong is recommending the following hire for the 2020-2021 Sport Season:

🏆 Karleen Whitegrass, Activities Coordinator, Exp. 0

Financial Impact: \$4,000.00 prorated for late start

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 BMs Activities Director		Applicant Recommended Karleen Whitegrass	
Department/Location BMS		Supervisor Everett Armstrong	
Type of Position Extra-Curricular	Starting Date April 2021	Term Season	

Recruiting. Date Posted: 3/15/21 Closing Date: 3/26/21

Comments: Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. There is 1 position open and only 1 applicant. Further recruitment is impractical.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Karleen Whitegrass	3/12/2021	Yes	N/A
		3/12/2021	Yes	N/A

Interview Committee		Title	Name	Title
Everett Armstrong		Activities Director		

Recommendation:

Karleen meets requirements for position. She has coached at both BMS and BHS and been a Ee-Kah-Kee-Maht summer coordinator.

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

Salary: \$4,000.00 prorated Placement: Exp 0 Contract Days: Season

Prepared by: John E. Salois Date 4/28/21 Approved by: _____ Date: _____