

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 8, 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: February 2, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Accounting Clerk/Payroll

Description: Crystal Tailfeathers, Finance Director is recommending the following for hire:

✚ Linda Baker Accounting Clerk/Payroll L5/Exp5

Financial Impact: Per Classified Salary Schedule \$21.62 (L5/S5 \$23.22 after successful completion of 90-day probationary period)

Funding Source: 126.90.160.2500.115 / 226.90.160.2500.115 (75/25)

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 Accounting Clerk / Payroll		Applicant Recommended Linda Baker	
Department/Location Finance		Supervisor Crystal Tailfeathers	
Type of Position Classified	Starting Date 2/10/2022	Term 260 day	

Recruiting	Date Posted: 12/28/2021	Closing Date: 1/11/22
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Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Linda Baker	1/11/22	Yes	1/19/22
	Cicity CalfBossRibs	1/11/22	Yes	1/19/22
	Shanna LittleDog	1/5/22	Yes	1/19/22
	Selena Roman	1/11/22	Yes	1/19/22
	Eve TheBoy	1/11/22	Yes	1/19/22

Interview Committee	Title	Name	Title
Crystal Tailfeathers	Finance Director		
Corrina Guardipee-Hall	Superintendent		
Ben Lawrence	IT Tech		
Sasheen Campbell	Accounting Clerk		

Recommendation: Linda has worked for the district for a number of years. She has experience in the business office and is familiar with BlackMountain software.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	1/25/22	Yes	Ok
State & Federal Criminal background check	1/26/22	Yes	OK
Tribal Background check	1/26/22	Yes	OK

Salary: \$20.89/\$22.47	Placement: L1/S0	Contract Days: 260
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Prepared by: John E. Salois Date 2/2/2022 Approved by: _____ Date: _____