

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 14, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
This action request pertains to		<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: 11/7/23

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: SPED Teaching Assistant-BHS

Description: Rebecca Rappold is recommending the following hire:

 Melanie Upham, SPED Teacher Assistant-BHS
Pending successful completion of pre-hire process.

Financial Impact: L3/S0, \$19.16 (L3/S1, \$19.75 after successful completion of 90-working-day probationary period).

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 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 SPED Teacher Assistant		Applicant Recommended Melanie Upham	
Department/Location BHS		Supervisor Rebecca Rappold	
Type of Position Classified	Starting Date 11/16/26	Term 23-24 School Year	

Recruiting	Date Posted: 9/6/22	Updated: 10/10/23	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	NewRobe, Jshon	10/17/23	YES	10/26/23
	Upham, Melanie	9/19/23	YES	10/26/23

Interview Committee		Title	Name	Title
Rebecca Rappold	Interim SpEd Director			
Jocko Parrent	Admin			
Ginny Crawford	School Psychologist			

Recommendation: Melanie has an AA Degree and excellent communication skills that will lend to her success in the role of SPED TA.
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Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/20/23	Yes	Ok
State & Federal Criminal background check	10/03/23	Yes	Ok
Tribal Background check	10/25/23	Yes	Ok

Salary: \$19.16, \$19.75	Placement: L3/S0, L3/S1	Contract Days: School Year
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Prepared by: Bev Sinclair Date 11/7/23 Approved by: _____ Date: _____