

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 24, 2018



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: May 21, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Student Activities Secretary

Description: Tony Wagner, Director of Student Activities, is recommending the following individual for hire:

🚩 Chanel Bird, Student Activities Secretary, High School, (L2/SP), \$14.19/hr.

Financial Impact: Per Classified Labor Agreement

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 Student Activities Secretary		Applicant Recommended Chanel Bird	
Department/Location Student Activities/BHS		Supervisor Tony Wagner	
Type of Position Classified	Starting Date 5/29/2018	Term 2017-2018 Fiscal Year	

Recruiting	Date Posted: 2/23/2018	Closing Date: 3/19/2018
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Aubert, Alicia		Yes	N/A
	Bird, Chanel		Yes	4/3/2018
	Carlson, Jodi		Yes	4/3/2018
	DeCarlo, Latoya		Yes	N/A
	Douglas, Summer		Yes	4/3/2018
	Hinrichsen, David		Yes	N/A
	Kennedy, Rebecca		Yes	4/3/2018
	Osborne, Cecelia		Yes	N/A
	Running Crane, Darin		Yes	N/A
	Running Crane, Keith		Yes	N/A
	Tail, Angel		Yes	N/A
	Wippert, Kimberly		Yes	4/3/2018
Interview Committee		Title	Name	Title
	Tony Wagner	Director of Student Activities		
	John Salois	BHS Principal		
	Robert Miller	BHS Teacher		

Recommendation: Chanel is being recommended based upon her previous work experience in related job qualifications, communication skills, positive attitude, enthusiasm, willingness to learn new skills, and public relations skills. She has experience with proven computer skills and data entry.

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

Salary: \$14.19/hr.	Placement: <u>L2/SP</u>	Contract Days: 189
---------------------	-------------------------	--------------------

Prepared by: Sherie Blue Date 5/21/18 Approved by: _____ Date: _____