

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 31, 2024



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: 1/24/24

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Teacher Assistant-BMS

Description: Rebecca Rappold is recommending the following hire:

✚ Teresa Wood, Teacher Assistant

Financial Impact: L3/S0, \$19.16 (L3/S2, \$20.02 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 Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled: _____

Human Resources
Department

Browning Public Schools Hiring Selection Report

Position Teacher Assistant		Applicant Recommended Teresa Wood	
Department/Location BMS-SPED		Supervisor Rebecca Rappold	
Type of Position Teacher Assistant	Starting Date 2/2/24	Term 189 Days	

Recruiting. Date Posted: 1/17/24 Re-advertised: Closing Date: Until filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Beth Ann Goss	11/14/23	Yes	1/18/24
	Teresa Wood	11/15/23	Yes	1/18/24

Interview Committee	Title	Name	Title
Rebecca Rappold	Director of SpEd		
Tracey Coursey	SPED Secretary		
Carla Whitegrass-Trombley	SpEd Teacher		

Recommendation: Teresa worked as a Teacher's Aide for the SPED Program at BPS from 2001-2003; assigned duties included assisting in the development of lesson plans, as well as setting up IEP meetings.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	11/15/23	Yes	OK
State & Federal Criminal background check	12/06/23	Yes	OK
Tribal Background check	12/04/23	Yes	OK

Salary: \$19.16, L3/S0 Placement: \$20.02, L3/S2 Contract Days: 189 days

Prepared by: Bev Sinclair Date 1/24/24 Approved by: _____ Date: _____