

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



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: 11/8/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: 3rd Grade Elementary Teacher-BES 2023-2024

Description: Sheila Hall is recommending the following hire:

✚ Verna Smith, 3rd Grade Elementary Teacher-BES, MA/+5
Pending successful pre-hiring process

Financial Impact: \$37,865.74 (\$58,519.00 prorated @ 121 days from 187 days)

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: _____



Browning Public Schools Hiring Selection Report

Position 3rd Grade Teacher	Applicant Recommended Verna Smith		
Department/Location BES	Supervisor Sheila Hall		
Type of Position Teacher	Starting Date 11/16/23 pending BG check	Term 187 prorated to 121	

Recruiting Date Posted: 4/3/23 Updated: Closing Date: until filled

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. Whisper is the only qualified candidate.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Smith, Verna	9/26/23	Yes	11/1/23

Interview Committee	Title		Name	Title
Sheila Hall	Principal	X		
Racquel LittlePlume	Vice Principal			
Toni Tatsey	Principal			

Recommendation: Verna has the experience of working within Native American communities and Indian Education For All. She has a diverse background with years of experience and is trauma invested.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	10/6/23	Yes	OK
State & Federal Criminal background check	11/8/23	Yes	Pending
Tribal Background check	11/8/23	Yes	Pending

Salary: \$37,865.74 prorated from \$58,519.00 Placement: MA/+5 Contract Days: 121 prorated from 187

Prepared by: Bev Sinclair Date 11/8/23 Approved by: _____ Date: _____