

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 28, 2024



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☒ 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: 2/20/24

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: **Hiring Personal Care Attendant-Bullshoe Elementary**

Description: Toni Tatsey and Rebecca Rappold are recommending the following hire:

🌈 Amanda Bower, Personal Care Attendant

Financial Impact: **L1/S0, \$15.85** (L1/S4, \$17.20 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 Personal Care Assistant		Applicant Recommended Amanda Bower	
Department/Location Bullshoe Elementary		Supervisor Toni Tatsey	
Type of Position Classified	Starting Date 3/1/24	Term 187	

Recruiting	Date Posted: 1/17/24	Updated: Closing Date:
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Bower, Amanda	1/18/24	YES	2/14/24
	Posey, Mariah	1/10/24	YES	2/14/24

Interview Committee		Title	Name	Title
Rebecca Rappold	Director of Special Education			
Toni Tatsey	Bullshoe Elem. Principal			
Tracie Coursey	Adm. Secretary-SpEd			

Recommendation: Amanda is a CNA, and she has four years' experience in caring for the elderly and youth. Additionally, she has certificates in suicide prevention and Case Management. Her training and previous experience give her a strong base from which to draw to be a strong member of the SPED Team.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	1/22/24	Yes	Ok
State & Federal Criminal background check	1/25/24	Yes	Ok
Tribal Background check	1/22/24	Yes	Ok

Salary: L1/S0, \$15.85	Placement: L1/S4; \$17.20	Contract Days: 187
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Prepared by: Bev Sinclair Date 2/20/24 Approved by: _____ Date: _____