

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 30, 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: 8/22/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Gear Up Student Achievement Specialist-BMS 2023-2024

Description: Melanie Magee is recommending the following for hire:

✚ Mary Racine, Gear Up Student Achievement Specialist
Pending successful completion of pre-hire process required

Financial Impact: \$38,768.00 (\$214.19 x 181 days pro-rated from 197 days).

Funding Source (Budget/Grant, etc.): Gear-Up Grant.

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 Gear Up Student Achievement Specialist		Applicant Recommended Mary Racine	
Department/Location BMS Gear Up		Supervisor Melanie Magee	
Type of Position Professional Technical	Starting Date 8/31/2023	Term 181 days prorated from 197	

Recruiting. Date Posted: 1/18/23 Re-advertised: 4/13/23 Closing Date: Open Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Mary Racine	7/26/23	Yes	8/14/23
2	Iris Sharp	7/25/23	Yes	No Show

Interview Committee	Title	Name	Title
Ronnel Goss	BHS Gear UP		
Joe Jessepe	Sub		
Melanie Magee	Gear Up Director		

Recommendation: Mary holds a BS in Psychology from the University of Montana, and she has worked at the Blackfeet care center and assisted in creating care plans for residents. She also assisted with 30, 60, and 90 day evaluations of residents.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/17/23	Yes	Ok
State & Federal Criminal background check	8/17/23	Yes	Waiting
Tribal Background check	8/17/23	Yes	Waiting

Salary: \$38,768.00 Placement: Professional Technical Contract Days: 181/197

Prepared by: Beverly Sinclair Date 8/15/23 Approved by: _____ Date: _____