

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 25, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: 10/16/23

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: **Hiring: Accounting Clerk-District Claims 2023-2024**

Description: Sandra Rivas is recommending the following hire:

✚ Cicily CalfBossribs, Accounting Clerk-District Claims
Pending successful completion of pre-hire process

Financial Impact: **L5/S0 \$22.39** (L5/S3 \$23.48 after successful completion of 90-working-day probationary period)

Funding Source: 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 Accounting Clerk – District Claims		Applicant Recommended Cicily CalfBossRibs	
Department/Location Administration		Supervisor Sandra Rivas	
Type of Position Classified	Starting Date 10/27/23	Term 260	

Recruiting	Date Posted: 9/14/23	Updated:	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Arcand, Charmaine	9/25/23	Yes	10/6/23
	Calfbossribs, Cicily	9/29/23	Yes	10/6/23
	Campbell, Sundai	9/20/23	Yes	10/6/23
	Gallagher-Horn, Myndi	9/25/23	Yes	10/6/23

Interview Committee	Title	Name	Title
Sandra Rivas	Finance Director		
Jocko Parent	Data		
Tracie Coursey	Secretary		
Sherie Blue	Accounting Clerk		

Recommendation: Cicily has prior experience with Black Mountain Software and working-knowledge of accounts payable at the county level. She has functioned well in a fast-paced environment and has excellent references.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/16/23	Yes	OK
State & Federal Criminal background check	10/16/23	Pending	
Tribal Background check	10/16/23	Pending	

Salary: \$22.39 L5/S0	Placement: \$23.48 L5/S3	Contract Days:260
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Prepared by: Bev Sinclair Date 10/16/23 Approved by: _____ Date: _____