## Browning Public Schools **Board Agenda Request**Meeting To Be Held: May 8, 2018

Recognit			
8	tion: Students	Staff	Parents
Informa	tion: Building Report	Old Business	Superintendent's Report
Action:	Resignations		Contract Service Agreements
	Travel Out-of-State	Travel In State	Approvals
	Termination	Legal Matters	Other:
	This action request pertains t	to   Elementary (only)	☐ High School/District Wide
Date:	May 1, 2018		
To:	<u>Corrina Guardipee-Hall</u> Superintendent of Schools	From: Title:	Emorie Davis Bird Director of Human Resources
Subject:	Hiring: Student Activities S	ecretary	
Descript		·	ecommending the following individua
<b>Descript</b> for hire for	ion: Tony Wagner, Director o	of Student Activities, is re	<u> </u>
Descript for hire fo	tion: Tony Wagner, Director of the 2017-2018 fiscal year:	of Student Activities, is respectively. Secretary, High School,	<u> </u>
Descript for hire for  C  Financia	cion: Tony Wagner, Director of the 2017-2018 fiscal year: Chanel Bird, Student Activities	of Student Activities, is respectively. Secretary, High School, or Agreement	<u> </u>
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## Browning Public Schools **Hiring Selection Report**

Position Student Activities Secretary		Applicant Recommended Chanel Bird		
Department/Location Student Activities/BHS		Supervisor Tony Wagner		
Type of Position Classified	Starting Date TBD		Term 2017-2018 Fiscal Year	

Recruiting	Date Posted: 2/23/2018	Closing	Date: 3/19/2018	
No.	Applicant Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
Aubert,	Alicia		Yes	N/A
Bird, C	hanel		Yes	4/3/2018
Carlsor	n, Jodi		Yes	4/3/2018
DeCarl	o, Latoya		Yes	N/A
Dougla	s, Summer		Yes	4/3/2018
Hinrich	sen, David		Yes	N/A
Kenned	dy, Rebecca		Yes	4/3/2018
Osborn	ne, Cecelia		Yes	N/A
Runnin	g Crane, Darin		Yes	N/A
Runnin	g Crane, Keith		Yes	N/A
Tail, Ar	ngel		Yes	N/A
Wipper	t, Kimberly		Yes	4/3/2018

Interview committee	Title	Name	Title
Tony Wagner	Director of Student Activities		
John Salois	BHS Principal		
Robert Miller	BHS Teacher		

**Recommendation**: Chanel is being recommended based upon her previous work experience in related job qualifications, communication skills, positive attitude, enthusiasm, willingness to learn new skills, and public relations skills. She has experience with proven computer skills and data entry.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
Criminal background check	Pending	no	
Tribal Background check	Pending	no	
TB documentation	on file	yes	Ok

Salary: \$14.19/hr.	Placement: L2/SP	Contract Days: 189	Contract Days: 189	
Prepared by: Sherie Blue	Date 5/1/18	Approved by:	Date:	