

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



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<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 checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide

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**Date:** 11/7/23

**To:** Corrina Guardipee-Hall  
Superintendent of Schools

**From:** Bev Sinclair  
**Title:** Director of Human Resources

**Subject:** Hiring: Personal Care Assistant-BES

**Description:** Rebecca Rappold is recommending

✚ Jshon NewRobe, Personal Care Assistant- BES  
**Pending successful completion of pre-hire process.**

**Financial Impact:** L1/S0 \$15.85 (L1/S1 \$16.46 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:** \_\_\_\_\_

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**Board Action:**       N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Personal Care Assistant</b>		Applicant Recommended <b>Jshon NewRobe</b>	
Department/Location <b>BES</b>		Supervisor <b>Rebecca Rappold</b>	
Type of Position <b>Classified</b>	Starting Date <b>11/16/26</b>	Term <b>23-24 School Year</b>	

<b>Recruiting</b>	Date Posted: 9/6/22	Updated: 10/10/23	Closing Date:
<b>Comments:</b>			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	NewRobe, Jshon	10/17/23	YES	10/26/23
	Upham, Melanie	9/19/23	YES	10/26/23

Interview Committee		Title	Name	Title
Rebecca Rappold	Interim SpEd Director			
Jocko Parrent	Admin			
Ginny Crawford	School Psychologist			

**Recommendation:** Jshon is willing help to others and showed an enthusiasm to support young children who may need extra help.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/30/23	YES	OK
State & Federal Criminal background check	10/30/23	YES	Pending
Tribal Background check	10/30/23	YES	Pending

Salary: \$15.85, \$16.46	Placement: L1/+0, L1/+1	Contract Days: School Year
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Prepared by: Bev Sinclair Date 11/7/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_