

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 26, 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: April 18, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Facilities Secretary

Description: Reid Reagan recommends the following for hire:

✚ Linda Baker, Facilities Secretary

Financial Impact: L3/S5 \$20.00

Financial Impact (Budget/Grant, etc): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable

Attachment(s): Hire Selection 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 Facilities Secretary		Applicant Recommended Linda Baker	
Department/Location Browning Elementary School		Supervisor Reid Reagan	
Type of Position Classified	Starting Date 4/28/23	Term 260 Day	

Recruiting	Date Posted:10/28/22	Re-posted:11/28/22	Closing Date: Open until filled
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Linda Baker	3/21/23	Yes	4/13/23
	Cicily CalfBossRibs	1/30/23	Yes	No Show
	Shanna Little Dog-Leon	3/21/23	Yes	4/13/23
	Thomasina NoRunner	1/11/23	Yes	No Show

Interview Committee	Title	Name	Title
Reid Reagan	Director of Maintenance		
Kari McKay	BHS Asst Principal		
Michelle Guardipee	Maintenance Secretary		

Recommendation: Linda has experience at BPS. Linda was Head Secretary for several years. She worked as Data and Grants Compliance specialist, and as Payroll Clerk. Linda has extensive knowledge of Black Mountain and Finance. She is familiar with BPS Policies and Procedures.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	2/4/22	Yes	Ok
State & Federal Criminal background check	2/4/22	Yes	Ok
Tribal Background check	2/4/22	Yes	OK

Salary: \$20.00	Placement: .L3/S5	Contract Days: 189 Day prorated
-----------------	-------------------	---------------------------------

Prepared by: John E Salois

Date: 4/18/23

Approved by:

Date: