

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 15, 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: February 8, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: 9 Month Bus Driver

Description: Francis W. Bullcalf recommends the following for Hire

- Crystal Upham, 9-Month Bus Driver

Pending successful completion of pre-employment process

Financial Impact: \$18.39 L3/S0 (L3/S1 \$18.98 after successful completion of 90-day probationary)

Funding Source (Budget/Grant, etc): Impact Aid

Attachment(s): Hiring 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 Bus Driver 9-Month		Applicant Recommended Crystal Upham	
Department/Location Transportation		Supervisor Francis W Bullcalf	
Type of Position Classified	Starting Date TBD	Term 187 day prorated for late start	

Recruiting Date Posted: 6/16/22 Readvertised 8/10/22 Closing Date: Until Filled

Comments: Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance:
B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There are only two qualified candidates who have applied for three available positions.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Laura Trombley	2/3/23	Yes	N/A
	Crystal Upham	2/6/23	Yes	N/A

Interview Committee	Title	Name	Title

Recommendation: Crystal holds a current CDL with an S Endorsement for driving school bus. She has worked at Head Start as a bus driver. She holds an AA in office Administration.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	2/10/23	No	Pending
State & Federal Criminal background check	2/10/23	No	Pending
Tribal Background check	2/8/23	No	Pending

Salary: \$18.39-\$18.98 Placement: L3/S0. Contract Days: 187 days prorated

Prepared by: _____ Date 2/8/23 Approved by: _____ Date: _____