

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 9, 2021



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

Date: February 2, 2021

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Assistant Director of Finance 2020-2021

Description: Crystal Tailfeathers is recommending the following hire for the 2020-2021 school year:

✚ Glenna Hall, Assistant Director of Finance (pending completion of pre-hiring process)

Financial Impact: TBD (to be prorated from \$45,000.00 for late start)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools Hiring Selection Report

Position Assistant Director of Finance		Applicant Recommended Glenna Hall	
Department/Location Administration		Supervisor Crystal Tailfeathers	
Type of Position Professional Technical	Starting Date TBD	Term 260 Day	

Recruiting: Date Posted: 11/11/2020 Re-advertised: 12/14/2020 Closing Date: December 30, 2020

Comments: No qualified applicants for original posting. Eligibility requirements amended to AA in Business Management or Accounting or 3 years successful experience in business accounting.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Glenna Hall	12/2/2020	Yes	1/6/2021
	Jordan A Morris	12/30/2020	Yes	1/6/2021
	Sandra Rivas	12/30/2020	Yes	1/6/2021

Interview Committee	Title
Crystal Tailfeathers	Director of Finance
Dennis Juneau	Assistant Superintendent
Brenda Croff	Member Board of Trustees
Linda Baker	Administrative Assist-Business Office, Student Activities
Sasheen Campbell	Administrative Assist-Business Office, District Claims

Recommendation:

Glenna has 13-years of experience in school finance at Heart Butte Public Schools and has also worked with Tribal Finance.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Pending	No	Pending
State & Federal Criminal background check	1/18/21	Yes	Negative
Tribal Background check	1/18/21	Yes	Negative

Salary: \$45,000.00 Annual (prorated) **Placement:** Prof. Technical **Contract Days:** 260 days prorated for late start

Prepared by: John E. Salois Date 2/2/21 Approved by: _____ Date: _____