

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 24, 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: March 17, 2021

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Assistant Cook-Napi

Description: Lynne Keenan is recommending the following for hire:

👤 Theresa M Leisinger, Assistant Cook, L1

Financial Impact: \$13.33 (\$5 \$14.95 after successful completion of 90-day probationary period)

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 Cook		Applicant Recommended Theresa M Leisinger	
Department/Location Napi		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 3/28/2021	Term 187 day prorated	

Recruiting. Date Posted: 3/3/2020 Re-advertised: 2/16/2021 Closing Date: Until Filled

Comments:
Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Theresa M Leisinger	11/24/2020	yes	N/A

Interview Committee	Title	Name	Title
Lynne Keenan	Food Services Director		

Recommendation:
Theresa was only one applicant for this position. She has experience at the District and in Food Service.

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

Salary: \$13.33 (\$14.95) Placement: L1/Exp 5 Contract Days: 187 day prorated

Prepared by: John E. Salois Date 3/17/21 Approved by: _____ Date: _____