

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 31, 2024



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: 1/24/24

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Assistant Flex Cook

Description: Dalaina Grant is recommending the following hire:

 Thomas Vielle, Assistant Flex Cook
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: _____

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



Browning Public Schools Hiring Selection Report

Position Assistant Flex Cook		Applicant Recommended Thomas Vielle, Jr.	
Department/Location Food Services		Supervisor Dalaina Grant	
Type of Position Classified	Starting Date 2/2/24	Term 189 days	

Recruiting	Date Posted: 1/9/24	Updated:	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Upham, Warren	12/15/23	YES	1/18/24
	Vielle, Thomas	9/27/23	YES	1/18/24

Interview Committee	Title	Name	Title
Dalaina Grant	Food Service Director		
Teri DeRoche	Food Service Secretary		
Jonathan Cadotte	Site Supervisor		

Recommendation: Thomas has custodial experience, so he knows the importance of keeping the work area clean. Thomas has brief experience working in retail food service. He has good references and is willing to learn the job of being a cook.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/29/23	Yes	Ok
State & Federal Criminal background check	1/9/24	Yes	Ok
Tribal Background check	12/29/23	Yes	Pending

Salary: L1/S0, \$15.85	Placement: L1/S1, \$16.46	Contract Days: 189 days
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Prepared by: Bev Sinclair Date 1/24/24 Approved by: _____ Date: _____