

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 12, 2019



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 5, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Part Time Flex Assistant Cook

Description: Lynne Keenan is recommending the following for hire:

✦ Marquelle Fitzgerald, Part Time Flex Assistant Supper Cook

Financial Impact: Per Classified Salary Schedule L1/0 Exp (\$12.94-\$13.53 after 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 PT Flex Assistant Cook		Applicant Recommended Marquelle Fitzgerald	
Department/Location Food Service		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date February 14, 2019	Term 9 Month Position	

Recruiting	Date Posted: 8/24/18	Re-advertised:	Closing Date: Open Until Filled
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Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kenneth Burland	10/26/2018	Yes	1/3/19
	Mary CalfLooking	11/9/18	Yes	1/3/19
	Marquelle Fitzgerald	12/27/18	Yes	1/3/19
	Cheryl Ladd	10/25/18	Yes	1/3/19
	Ronald MadPlume	9/13/18	Yes	1/3/19
	Kristin Rattler	8/29/18	Yes	Declined interview

Interview Committee	Title	Name	Title
Lynne Keenan	Food Service Director		
Everett Holm	Technology Director		
Sandra Reevis	Site Supervisor		

Recommendation: Marquelle has experience in all areas of the kitchen. She has completed HACCP Training, which is intense safety training.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	1/18/19	Yes	Negative
State & Federal Criminal background check	1/15/19	Yes	Negative
Tribal Background check	1/24/19	Yes	Negative
TB documentation	12/19/18	Yes	Negative

Salary: \$12.94/\$13.53 Placement: Exp: 0 Contract Days: 189 Days

Prepared by: John E. Salois Date 2/5/19 Approved by: _____ Date: _____