

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 9, 2019



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**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

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**Date:**   April 4, 2019

**To:**   Corrina Guardipee-Hall  
            Superintendent of Schools

**From:**   John E Salois  
**Title:**   Director of Human Resources

**Subject: Hiring: Warehouse Supply Clerk**

**Description:** Lynne Keenan, Director Food Service, is recommending the following for hire:

✚ Vance Matt, Warehouse Supply Clerk

**Financial Impact:** Per Classified Salary Schedule: L2/Exp 0 \$14.54 (\$15.14 after 90-day probationary period).

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Warehouse Supply Clerk</b>		Applicant Recommended <b>Vance Matt</b>	
Department/Location <b>Food Services and Warehouse</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>1/11/2019</b>	Term <b>12 Months</b>	

<b>Recruiting</b>	Date Posted: <b>1/4/2019</b>	Closing Date: <b>until filled</b>
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Brandon Butterfly	1/8/2019	Yes	2/26/2019
	Kyle DustyBull	1/9/2019	Yes	2/26/2019
	Dean J Kipling	1/23/2019	Yes	2/26/2019
	Vance Matt	1/11/2019	Yes	2/26/2019
	Jenny Jo Tailfeathers	1/7/2019	Yes	2/26/2019
	Carl Trombley	1/11/2019	Yes	2/26/2019

Interview Committee	Title	Name	Title
Sandra Rivas	Site Supervisor Food Services		
Everett Holm	IT Director		
Bonnie McKenney	Copy Operator		

**Recommendation:** Based on scoring. Vance has construction experience for lifting and moving inventory. He had excellent references.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	3/8/19	Yes	Ok
State & Federal Criminal background check	3/6/19	Yes	Ok
Tribal Background check	3/18/19	Yes	OK
TB documentation	1/11/19	Yes	Ok

Salary: \$14.54 /\$15.14      Placement: \_\_\_\_\_      Contract Days: 12 Months

Prepared by: John E. Salois      Date 1/17/2019      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_