

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 9, 2024



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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:**        4/1/24

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

**From:**        Bev Sinclair  
**Title:**         Director of Human Resources

**Subject: Hiring: BES Assistant Cook**

**Description:** Dalaina Grant is recommending the following hire:

🚩 Cheyenne Bird, Assistant Cook – BES

**Financial Impact:** L1/S0, \$15.85 (L1/S1, \$16.46 after successful completion of 90-working-day probationary period).

**Funding Sources:** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

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

**Browning Public Schools  
Hiring Selection Report**

<b>Position</b> Assistant Cook		<b>Applicant Recommended</b> Cheyenne Bird	
<b>Department/Location</b> BES		<b>Supervisor</b> Dalaina Grant	
<b>Type of Position</b> Cook	<b>Starting Date</b> 4/11/24	<b>Term</b> 23-24 SY	

<b>Recruiting.</b> Date Posted:	Re-advertised:	Closing Date: Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Bird, Cheyenne		Yes	03/15/24
	No Runner, Holly		Yes	03/15/24
	Wippert, Wyatt		Yes	03/15/24

Interview Committee	Title	Name	Title
Dalaina Grant	Director of Food Service		
DeRoche, Teri	Food Service Secretary		
Cadotte, Jonathan	Site Supervisor-Fd Svc		

**Recommendation:** Cheyenne has prior experience in commercial foodservice and with cleaning products; including MSDS.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	3/15/24	Yes	Ok
State & Federal Criminal background check	3/21/24	Yes	Ok
Tribal Background check	3/15/24	Yes	Ok

<b>Salary:</b> L1/S0; \$15.85	<b>Placement:</b> L1/S1; \$16.46	<b>Contract Days:</b> 189
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Prepared by: Bev Sinclair Date 4/1/24 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_