

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 9, 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: April 4, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Supper Program Supervisor 2018-2019

Description: Corrina Guardipee-Hall, Superintendent, recommends the following hire for the 2018-2019 SY:

- ✚ Jerrica Lunak, Supper Program Supervisor, Professional Technical Position \$25,700 (annual salary pro-rated for remainder of the year)

Financial Impact: \$5,031.00 pro-rated plus \$906.00 in benefits

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 Supper Program Supervisor		Applicant Recommended Jerrica Lunak	
Department/Location Child Nutrition/Food Services		Supervisor Sandy Rivas	
Type of Position Professional Technical	Starting Date 4/11/2019	Term 189 Day Contract	

Recruiting	Date Posted: 8/27/18	Closing Date: Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kelly Boushie	1/9/2019	Yes	2/27/19
	Jerrica Lunak	1/23/19	Yes	2/27/19
	Tomasina No Runner	1/16/19	Yes	No show

Interview Committee	Title	Name	Title
Sandra Rivas	Site Supervisor Food Services		
Dixie Guardipee	Facilities Secretary		
Everett Holm	IT Director		

Recommendation: Jerrica Lunak is recommended for the supper program supervisor based on scoring. She has experience with AmeriCorp and No Kid Hungry. She has worked with OPI and the community and also has been a vendor for catering services for the District since December 2013.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	3/22/19	Yes	Ok
State & Federal Criminal background check	3/13/19	Yes	Ok
Tribal Background check	3/18/19	Yes	OK
TB documentation			

Salary: \$27,500 annual	Placement: <u>Professional Technical</u>	Contract Days: 189 day
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Prepared by: John E. Salois Date 1/17/2019 Approved by: _____ Date: _____