

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 13, 2022



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<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

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**Date:** September 7, 2022

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

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

**Subject: Hiring: Assistant Cook - BHS**

**Description:** Lynne Lunak recommends the following for hire.

 Brihleigh Kipling, Assistant Cook (L1/SP)

**Pending successful completion of pre-hire process**

**Financial Impact:** L1/SP \$15.08 (\$15.69 after the successful completion of a 90-day probationary period.)

**Funding Source (Budget/Grant, etc):** Impact Aid

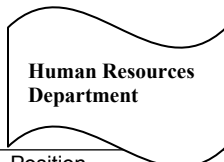
**Attachment(s):** Hiring report

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Brihleigh Kipling</b>	
Department/Location <b>Food Services/Child Nutrition-BHS</b>		Supervisor <b>Lynne Lunak</b>	
Type of Position <b>Classified</b>	Starting Date <b>TBD</b>	Term <b>189 days prorated</b>	

**Recruiting**      Date Posted: 5/25/22      Updated: 8/10/22      Closing Date: Until Filled

**Comments:** Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance:  
B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There are only two candidate who have applied for multiple positions

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Brihleigh Kipling	11/21/22	Yes	N/A
	Monica Kipling	11/21/22	Yes	NA

Interview Committee	Title	Name	Title
N/A			

**Recommendation:** Brihleigh is a previous employee of BPS. She worked at child care. She meets requirements for the position.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/8/22	Yes	OK
State & Federal Criminal background check	12/8/22	Yes	pending
Tribal Background check	12/8/22	Yes	pending

Salary: \$15.08-\$15.69      Placement: L1/S0      Contract Days: 189 days prorated

Prepared by: John Salois      Date 12/8/2022      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_