

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 17, 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: December 10, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Supper Program Supervisor 2019-2020

Description: Lynne Keenan is recommending the following for hire:

✦ Zita Ottersbach, Supper Program Supervisor

Financial Impact: \$14,414.00 (prorated from \$25,700.00 for late start: 106 days)

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): See attached Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools Hiring Selection Report

Position Supper Program Supervisor		Applicant Recommended Zita Ottersbach	
Department/Location Child Nutrition Food Services		Supervisor Lynne Keenan	
Type of Position Cook	Starting Date December 19, 2019	Term 189 days	

Recruiting. Date Posted: 7/31/19 Re-advertised: N/A Closing Date: Until Filled

Comments: Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. There are 2 positions open and only 2 applicants. Both meet requirements. As the season is starting further recruitment is impractical.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Zita Ottersbach	11/5/19	Yes	N/A

Interview Committee	Title	Name	Title
Lynne Keenan	Director-Food Services		

Recommendation:

Zita has experience in food services at East Glacier Head Start Program as site supervisor, Blackfeet Early Childhood Center, and as a waitstaff at Luna's Restaurant.

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

Salary: \$14,414.00 prorated rom \$25,700 Placement: Prof-Tech Contract Days: 189

Prepared by: John E. Salois Date 9/13/19 Approved by: _____ Date: _____