

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



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

Date: September 7, 2022

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Assistant Cook - BES

Description: Lynne Lunak recommends the following for hire.

- Monica Kipling, Assistant Cook (L1/SP)
- Pending successful completion of pre-hire process

Financial Impact: L1/SP \$15.08 (\$15.69 after successful completion of 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: _____

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



Browning Public Schools Hiring Selection Report

Position Assistant Cook		Applicant Recommended Monica Kipling	
Department/Location Food Services/Child Nutrition - BES		Supervisor Lynne Lunak	
Type of Position Classified	Starting Date TBD	Term 189 days prorated	

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: Monica 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: _____