

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 29, 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: October 23, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Food Service Secretary

Description: Lynne Keenan is recommending the following for hire:

✚ Jeri Lee Boggs, Program Secretary, Child Nutrition Program

Financial Impact: Per Classified Salary Schedule L3/SP (\$16.40-\$16.98 after successful completion of 90-day probationary period)

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): 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 Food Service Secretary		Applicant Recommended Jeri Lee Boggs	
Department/Location Food Service		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 10/31/19	Term 12 Month Position	

Recruiting	Date Posted: 8/9/19	Re-advertised:	Closing Date: 8/23/19
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Jeri Lee Boggs	8/23/19	Yes	
	Leatha Kipp	8/16/19	Yes	
	Lacretia Heavy Runner	8/16/19	Yes	
	Melanie HeavyRunner	8/23/19	Yes	
	Santonja Lesmeister	8/19/19	Yes	

Interview Committee	Title	Name	Title
Lynne Keenan	Food Service Director		
Bonnie McKenny	Copy Center		
Carlene Adamson	Superintendent/Board Secretary		

Recommendation:
Jeri Lee Boggs currently has an AS Degree in Business Management. Jeri has years of experience in clerical and is skilled in using Blackmountain and Excel software. She is very professional and her enthusiasm is impressive.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/3/19	Yes	Negative
State & Federal Criminal background check	9/19/19	Yes	Negative
Tribal Background check	10/11/19	Yes	Negative

Salary: \$16.40-\$16.98	Placement: <u>Exp: 0</u>	Contract Days: 12 Month
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Prepared by: John E. Salois Date 10/23/19 Approved by: _____ Date: _____