

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 1, 2021



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**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

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**Date:**        August 30, 2021

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

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

**Subject: Hiring: Assistant Cook, BMS**

**Description:** Lynnette Keenan, Food Services Director, is recommending the following for hire:

🚩 Ellen Hall, Assistant Cook, Food Service (L1/SP), \$14.33/hr.

**Financial Impact:** 2021-2024 Classified Labor Agreement

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**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>Ellen Hall</b>	
Department/Location <b>Food Service/BMS</b>		Supervisor <b>Lynnette Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>September 3, 2021</b>	Term <b>2021-2022 school year</b>	

**Recruiting:** Date Posted: 2/16/2021 Closing Date: Open Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Ellen Hall	4/30/2021	Yes	8/11/2021

Interview Committee	Title	Name	Title
Lynne Keenan	Director Food Services		
Dixie Guardipee	Facilities Secretary		
Maureen Stott	SPED Director		

**Recommendation:** Candidate has been working in food service industry. She has been subbing for the schools, and has school district support.

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

Salary: \$14.33/hr. Placement: L1/SP Contract Days: 189

Prepared by: Elva Dorsey Date 8/30/2021 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_