

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 12, 2023



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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:**     9/8/23

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

**From:**    Bev Sinclair  
**Title:**     Director of Human Resources

**Subject: Hiring: Assistant Cook-BES**

**Description:** Dalaina Grant is recommending the following for hire:

 Kylie Farmer, Assistant Cook- BES

**Financial Impact:** Lane L1/S2 \$16.46 (\$16.70 after successful completion of 90-day probationary period).

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

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

Human Resources  
Department

Browning Public Schools  
**Hiring Selection Report**

Position <b>Assistant Cook</b>		Applicant Recommended <b>Kylie Farmer</b>	
Department/Location <b>BES</b>		Supervisor <b>Dalaina Grant</b>	
Type of Position <b>Classified</b>	Starting Date <b>9/13/23</b>	Term <b>187 days</b>	

**Recruiting.** Date Posted: 5/9/23 Re-advertised: Closing Date: Open Until Filled

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kylie Farmer		Yes	9/1/23

Interview Committee		Title	Name	Title
Dalaina Grant		Director of Food Service		
Teri DeRoche		Food Service Secretary		
Stephanie Blackman		Head Cook		

**Recommendation:** Kylie is working as a sub for BPS in the food service program and is very experienced and is very well aware of the daily operations for the schools food service kitchens.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/2/23	Yes	Ok
State & Federal Criminal background check	12/19/22	Yes	Ok
Tribal Background check	12/13/22	Yes	Ok

Salary: \$16.46 to \$16.70 Placement: L1/S2 Contract Days: 187

Prepared by: Beverly Sinclair Date 8/15/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_