

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 19, 2024



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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:**   3/11/24

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

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

**Subject: Hiring: Assistant Cook-Bullshoe Elementary**

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

✚ Jessica Shell, Assistant Cook-Bullshoe Elementary

**Financial Impact:** L1/S0, \$15.85 (L1/S2, \$16.70 after successful completion of 90-working-day-probationary period)

**Funding Source:** 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: \_\_\_\_\_

## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Jessica Shell</b>	
Department/Location <b>Bullshoe Elementary</b>		Supervisor <b>Dalaina Grant</b>	
Type of Position <b>Food Services</b>	Starting Date <b>3/21/24</b>	Term <b>Remainder of SY</b>	

**Recruiting.** Date Posted: Re-advertised: \_\_\_\_\_ Closing Date: \_\_\_\_\_

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	MadPlume, Tyleesha	2/28/24	YES	3/7/24
	Shell, Jessica	1/18/24	YES	3/7/24

Interview Committee	Title	Name	9/7/23 Title
Dalaina Grant	Director of Food Service		
Leslie Wolverine	Supper Program Supv.		
Bonnie McKenney	Copy Center		

**Recommendation:** Jessica has 5 years' experience in customer service, and she spent much of that time assisting in the kitchen and serving drinks as a beverage host (Glacier Peaks Casino). She also has had training in food handling.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	2/6/24	YES	OK
State & Federal Criminal background check	2/13/24	YES	OK
Tribal Background check	2/12/24	YES	OK

Salary Placement: \$15.85 L1/S0	Exp. \$16.70 L1/S2	Contract Days: SY
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Prepared by: Bev Sinclair Date 3/11/24 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_