

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/22/22



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: September 20, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Warehouse Clerk

Description: Lynne Keenan recommends the following hire:

- Thomas McKay, Warehouse Supply Clerk
 Pending Completion of Pre-hire process

Financial Impact: L2/S0 \$16.73 (L2/S5 \$18.32 after successful completion of a 90-day probationary period.)

Funding Source (Budget/Grant, etc): N/A

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 Warehouse Supply Clerk		Applicant Recommended Thomas McKay	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 9/29/22	Term 187 Day prorated	

Recruiting	Date Posted: 8/24/22. Updated	Closing Date: Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Tim Blackman	9/2/22	Yes	9/16/22
	Samantha Coleman	8/24/22	Yes	9/16/22
	Thomas McKay	8/31/22	Yes	9/16/22
	Tim No Runner	8/29/22	Yes	9/16/22
	Loren SureChief	9/2/22	Yes	9/16/22

Interview Committee		Title	Name	Title
Lynne Keenan	Director, Food Services			
Bonnie McKenney	Food Services/Copy Center			
Jocko Parrent	Data Specialist			

Recommendation: Thomas has extensive experience in warehouse operations and inventory control. He demonstrated his knowledge in the interview.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/20/22	Yes	Ok
State & Federal Criminal background check	9/20/22	No	Pending
Tribal Background check	8/20/22	No	Pending

Salary: \$16.73-\$18.32	Placement: L2/S0	Contract Days: 187 prorated
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Prepared by: _____ Date 9/21//2022 Approved by: _____ Date: _____