

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 6, 2018



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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:**     July 31, 2018

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

**From:**    Emorie Davis Bird  
**Title:**     Director of Human Resources

**Subject: Hiring: Site Supervisor-Food Services**

**Description:** Lynne Keenan, Director of Food Services, recommends hiring Sandra Rivas for the Site Supervisor position. Ms. Rivas possesses extensive computer skills, and has experience in both accounting and inventory systems which will help BPS address our audit finding. Ms. Rivas is being recommended as a professional technical hire for the 2018-2019 fiscal year.

 Sandra Rivas, Site Supervisor - Food Services

**Financial Impact:** \$36,000.00 Pro-rate from an annual contract amount of \$40,000.00

**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>Site Supervisor</b>		Applicant Recommended <b>Sandra Rivas</b>	
Department/Location <b>Food Services</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Professional Technical</b>	Starting Date <b>August 8, 2018</b>	Term <b>2018-2019 fiscal year</b>	

<b>Recruiting</b>	Date Posted: 06/18/2018	Closing Date: Open Until Filled
Comments:		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Deroche, Sarah	7/10/2018	Yes	7/26/2018
	Douglas, Summer	7/4/2018	Yes	7/26/2018
	Rivas, Sandra	6/25/2018	Yes	7/26/2018

<b>Interview Committee</b>			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Everett Holm	IT Director		
Dixie Guardipee	Facilities Secretary		

**Recommendation:** Sandy has a professional work ethic as demonstrated with the district and prior employers. She is a firm believer in following policies and procedures which are critical skills to have fulfilling the various USDA and OPI requirements for reimbursements, food safety, etc. She has experience with accounting, inventory systems and extensive computer skills which will help us address our audit finding that we hope to dismiss.

<b>Pre-Employment Requirements</b>	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
Criminal background check	On file	yes	Ok
Tribal background check	On file	yes	Ok
TB documentation	On file	yes	Ok

Salary: \$36,000.00 pro-rated from an annual salary of \$40,000.00	Placement: _____	Contract Days: 234
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Prepared by: Sherie Blue      Date 7/31/2018      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_