

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 29, 2022



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☒ 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: June 22, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Food Service/Child Nutrition Department Secretary

Description: Lynne Keenan recommends the following for hire:

✚ Monica Boggs, Child Nutrition Department Secretary L3/S3
Pending Completion of pre-hire process

Financial Impact: \$18.39 (\$19.49 after the successful completion of a 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): Hire Selection 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 FS/CN Secretary		Applicant recommended Monica Boggs	
Department/Location Food Service-Child Nutrition		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date TBD	Term 260 day	

Recruiting	Date Posted: 5/27/22	Closing Date: Until filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Monica Boggs	6/1/22	Yes	6/9/22
	Jenice RunningCrane	6/3/22	Yes	6/9/22
	Lora Vaile	6/1/22	Yes	6/9/22

Interview Committee	Title	Name	Title
Francis W BullCalf	Transportation Supervisor		
Lynne Keenan	Director FS/CN		
Bonnie McKenney	Copy Room		

Recommendation: Monica has experience in secretarial work. She holds an AA as a paralegal.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	6/6/22	Yes	Ok
State & Federal Criminal background check		Pending	
Tribal Background check		Pending	

Salary: \$18.39-\$19.49 after probationary period. Placement: L3/S3.	Contract Days: 187 Day
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Prepared by: John E Salois

Date: 6/22/22

Approved by:

Date: _____