

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 31, 2024



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide

Date: 1/24/24

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 hire:

✚ Warren Upham, Assistant Cook at BES

Financial Impact: L1/S0, \$15.85 (L1/S2, \$16.70 after successful completion of 90-working-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 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 Assistant Cook		Applicant Recommended Warren Upham	
Department/Location Food Services-BES		Supervisor Dalaina Grant	
Type of Position Classified	Starting Date 2/2/24	Term 189 days	

Recruiting	Date Posted: 1/9/24 Updated:	Closing Date:
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Upham, Warren	12/15/23	YES	1/18/24
	Vielle, Thomas	9/27/23	YES	1/18/24

Interview Committee	Title	Name	Title
Dalaina Grant	Food Service Director		
Teri DeRoche	Food Service Secretary		
Jonathan Cadotte	Site Supervisor		

Recommendation: Warren has approximately three years' experience in food service; both retail and in a school cafeteria (Native School in Olympia, WA), and he has training in food handling.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	10/16/23	Yes	Ok
State & Federal Criminal background check	10/24/23	Yes	Ok
Tribal Background check	10/23/23	Yes	Ok

Salary: L1/S0, \$15.85	Placement: L1/S2, \$16.70	Contract Days: 189 days
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Prepared by: Bev Sinclair Date 1/24/24 Approved by: _____ Date: _____