

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 9, 2024



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: 4/1/24

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: BES Assistant Cook

Description: Dalaina Grant is recommending the following hire:

✚ Holly No Runner, Assistant Cook-Napi

Financial Impact: L1/S0, \$15.85 (L1/S1, \$16.46 after successful completion of 90-working-day probationary period).

Funding Sources: 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: _____

Board Action: N/A (Info) Approved Denied Tabled: _____

**Browning Public Schools
Hiring Selection Report**

Position Assistant Cook		Applicant Recommended Holly No Runner	
Department/Location Napi/Food Service		Supervisor Dalaina Grant	
Type of Position Cook	Starting Date 4/11/24	Term 23-24 SY	

Recruiting. Date Posted:	Re-advertised:	Closing Date: Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Bird, Cheyenne	3/15/24	Yes	03/15/24
	No Runner, Holly	File	Yes	03/15/24
	Wippert, Wyatt	3/15/24	Yes	03/15/24

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

Recommendation: Holly has worked for BPS in some capacity since her original hire date of 3/29/12. She has worked as both a cook's helper (6 months) and a custodian. She is aware of BPS's policies and is currently subbing for the District.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/29/23	Yes	Ok
State & Federal Criminal background check	3/30/12	Yes	Ok
Tribal Background check	NA		

Salary: L1/S0; \$15.85	Placement: L1/S1; \$16.46	Contract Days: 189
-------------------------------	----------------------------------	---------------------------

Prepared by: Bev Sinclair Date 4/1/24 Approved by: _____ Date: _____