

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 10, 2022



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: May 4, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Assistant Cook-BMS

Description: Lynne Keenan is recommending the following for hire:

👤 Ellen Hall, Assistant Cook

Financial Impact: Per Classified Salary Schedule: Lane 1 Step 0 \$14.33 (\$15.69 after the successful completion of a 90-day probationary period)

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

Browning Public Schools Hiring Selection Report

Position Assistant Cook-BMS		Applicant Recommended Ellen Hall	
Department/Location Child Nutrition		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 5/12/22	Term 189 day	

Recruiting	Date Posted: 2/16/21-4/13/21-6/24/21	Closing Date: until filled
Comments: Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only two applicants are qualified and meet eligibility requirements and further recruiting is impractical. Ellen was the only qualified candidate to submit an application. Further recruitment is impractical		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Ellen Hall	4/18/22	Yes	N/A

Interview Committee		Title	Name	Title
Lynne Keenan- reviewed application	Director Child Nutrition/Food Services			

Recommendation: Ellen has worked at the district previously

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	8/16/21	Yes	Ok
State & Federal Criminal background check	8/27/21	Yes	Ok
Tribal Background check	10/28/21	Yes	OK

Salary 14.33/\$15.60	Placement: L1/S0	Contract Days: 189
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Prepared by: John E. Salois Date 5/4/22 Approved by: _____ Date: _____