

Browning Public Schools
Board Agenda Request
Meeting to Be Held: October 26, 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: October 17, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: Food Services/Child Nutrition Secretary

Description: Lynne Keenan recommends the following hire:

- Raynell Cree Medicine, Food Services Secretary

Pending Successful completion of pre-hiring process

Financial Impact: L3/S0 \$18.39 (\$18.98 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): Hiring 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 FSCN Secretary		Applicant Recommended Raynell Cree Medicine	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date TBD	Term 189 day prorated	

Recruiting	Date Posted: 9/22/22	Closing Date: 9/27/22
Comments: Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance: Only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There are only two candidates and 6 PCA position.		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Raynell Cree Medicine	9/27/22	yes	10/3/22

Interview Committee	Title	Name	Title
Lynne Keenan	Director of Food Services		
Dixie Guardipee	Facilities Secretary		
Teri DeRoche	Assistant Director of Finance		

Recommendation: Lynne Keenan recommends Raynell Cree Medicine for Food Services Secretary. Raynell is a graduate of BHS and holds a BS in Sociology.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/7/22	Yes	OK
State & Federal Criminal background check	10/7/22	No	Pending
Tribal Background check	10/14/22	No	Pending

Salary: \$18.39/18.98	Placement: L3/S0.	Contract Days: 189 days prorated for late start
Prepared by: _____	Date 8/29/2022	Approved by: _____ Date: _____