

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: February 23, 2022



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- 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

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**Date:**    2/15/22

**To:**        Corrina Guardipee-Hall  
                 Superintendent of Schools

**From:**    John Salois  
**Title:**     Director of Human Resources

**Subject: Hiring: Assistant Cook – Napi Elementary**

**Description:** Lynne Keenan is recommending the following for hire:

✚ Bruce Schildt, Assistant Cook, Napi Elementary

**Financial Impact:** Per Classified Salary Schedule L1/0 Exp. \$14.33 (\$14.94 after successful completion of 90-day probationary period)

**Funding Source (Budget/Grant, etc):** Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

**Attachment(s):** Hiring Selection Report

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**         N/A (Info)     Approved     Denied         Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Bruce Schildt</b>	
Department/Location <b>Napi Elementary School</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>2/28/2022</b>	Term <b>9 Month Position</b>	

<b>Recruiting</b>	Date Posted: 11/27/2021	Closing Date: Until Filled
<b>Comments:</b>		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Rolanda Hall	1/11/2022	Yes	2/11/2022
	Ryan RunningCrane	1/24/2022	Yes	2/11/2022
	Bruce Schildt	2/7/2022	Yes	2/11/2022

Interview Committee	Title	Name	Title
Jamie Albert	Site Supervisor		
Teri DeRoche	Director		
Shanna LittleDog-Leon	Food Service Secretary		

**Recommendation:** Bruce has been working in some form of the food industry for the last four months. He also had previous culinary training that will help him gain confidence in our kitchen. He came across as a hard worker with a great attitude.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	2/11/2022	Yes	Negative
State & Federal Criminal background check			
Tribal Background check			

Salary: \$14.33-\$14.94	Placement: Exp. 0	Contract Days: 189 Days
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Prepared by: \_\_\_\_\_ Date \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_