

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



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**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

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**Date:**      01/04/24

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

**From:**      Bev Sinclair  
**Title:**        Director of Human Resources

**Subject: Hiring: Warehouse Supply Clerk – Food Service**

**Description:** Dalaina Grant is recommending the following hire:

 Zachery Ireland, Warehouse Supply Clerk

**Financial Impact:** L2/S0, \$17.50 (L2/S1, \$18.12 after successful completion of 90-working day probation 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

**Superintendent Action:** ☐ Approved   ☐ Denied   ☐ Deferred      Initial & date: \_\_\_\_\_

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

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

## Browning Public Schools Hiring Selection Report

Position <b>Warehouse Supply Clerk</b>		Applicant Recommended <b>Zachary Ireland</b>	
Department/Location <b>Food Services</b>		Supervisor <b>Dalaina Grant</b>	
Type of Position <b>Warehouse Supply Clerk</b>	Starting Date <b>1/11/24</b>		Term <b>260 day</b>

**Recruiting.**    Date Posted: 11/1/23    Re-advertised:    Closing Date: Until Filled

Comments:

Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
Higgins, Matthew	11/12/23	YES	11/14/23
Ireland, Zachary	11/10/23	YES	11/14/23

Interview Committee	Title	Name	Title
Dalaina Grant	Food Service Director		
Teri DeRoche	Food Services Secretary		
Tracie Coursey	SPED Secretary		

**Recommendation:** Zach has experience working in a warehouse, completing inventory, and working with applicable machinery.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	10/15/23	YES	OK
State & Federal Criminal background check	12/6//23	YES	OK
Tribal Background check	12/5/23	YES	OK

Salary: \$17.50; \$18.12    Placement: Exp. L2/S0; L2/S1    Contract Days: 260 day

Prepared by: Bev Sinclair    Date 1/4/24    Approved by: \_\_\_\_\_ Date: \_\_\_\_\_