

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 10, 2023



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: 10/6/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Assistant Cook - BHS

Description: Dalaina Grant is recommending the following for hire:

🌈 Toni Madrid, Assistant Cook-BHS

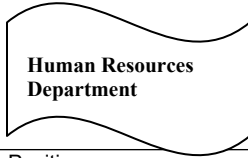
Financial Impact: L1/S0; \$15.85 (L1/+S1; \$16.46) pending successful completion of 90-day probationary period)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Assistant Cook		Applicant Recommended Toni Madrid	
Department/Location BHS		Supervisor Dalaina Grant	
Type of Position Classified	Starting Date 10/11/23	Term School Year	

Recruiting. Date Posted: 5/9/23 Re-advertised: Closing Date: Open Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Toni Madrid	9/21/223	Yes	9/28/23

Interview Committee	Title	Name	Title
Dalaina Grant	Director		
Teri DeRoche	Secretary		
Jonathan Cadotte	Site Supervisor		

Recommendation: The food service program is in critical need for additional cooks to accommodate the growing population of enrollment numbers for all BPS.

Toni has prior experience as a chef in food service at the University of New Mexico.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	9/25/23	Yes	Ok
State & Federal Criminal background check	10/2/23	Yes	Ok
Tribal Background check	10/2/23	Yes	Ok

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

Prepared by: Bev Sinclair Date 10/6/23 Approved by: _____ Date: _____