

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 3, 2021



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: September 1, 2021

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: Secretary-Child Nutrition

Description: Lynnette Keenan, Child Nutrition Director, is recommending the following for hire:

✚ Shanna Little Dog-Leon, Child Nutrition Secretary, L3

Financial Impact: 2021-2024 Classified Labor Agreement; \$16.64/hr (\$17.23 After 90-day probation)

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 Child Nutrition Secretary		Applicant Recommended Shanna Little Dog-Leon	
Department/Location Food Service		Supervisor Lynnette Keenan	
Type of Position Classified	Starting Date September 7, 2021	Term 2021-2022 school year	

Recruiting: Date Posted: 7/7/2021 Closing Date: Open Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Shanna Little Dog-Leon		Yes	8/11/21
	Jamie S. Albert		Yes	8/11/21
	Laura Vaile		Yes	8/11/21
	Britney Racine		Yes	8/11/21
	Deanne Calftail		Yes	8/11/21

Interview Committee		Title	Name	Title
Lynne Keenan	Director Food Services			
Dixie Guardipee	Facilities Secretary			
Maureen Stott	SPED Director			

Recommendation: Shanna exhibited skills that are needed to manage & maintain Child Nutrition. She has ability to multitask and people skills. She will fit well into the Child Nutrition environment.

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

Salary: \$16.64/hr. (\$17.23 After 90-day probation). Placement: L3 Contract Days: 12 mth

Prepared by: John Salois Date 8/30/2021 Approved by: _____ Date: 9/1/21